

# CONSTITUTION OF THE STUDENT GOVERNMENT OF POINT UNIVERSITY

We, the students of Point University, in order to form and execute a democratic Christian student government; to represent, lead, and unify the student body; to decide and act responsibly for the students' interests and work with the faculty, staff and administration in the pursuit of our mutual interests, do hereby establish the Student Government Association of Point University and adopt this constitution.

## I. NAME

- a. This association will be known as the Point University Student Government Association (hereafter referred to as SGA) in West Point, Georgia.

## II. PURPOSE

- a. The purpose of this association will be to foster loyalty to the ideals of this Christian institution, to conduct the necessary business of the student body, and to stimulate an intelligent interest in college citizenship.

## III. MEMBERSHIP

- a. The student body shall be comprised of all students regularly enrolled (holding full-time status) at Point University and each member shall have the right to vote in general elections. All students have the right to hold office provided they meet the qualifications of the desired office as outlined in this Constitution:
  - i. All SGA Cabinet members must dedicate a minimum a 20 hours per semester to attending campus events and activities, but are encouraged to show a genuine interest in campus life by attending as many events as possible.
  - ii. All SGA Cabinet, Executive, and Senate meetings should have a dress code consisting of at least no less than business casual dress, but it is up to the discretion of the SGA President and/or Vice President.

## IV. GOOD STANDING

- a. A student in "good standing" has a cumulative grade point average of at least 2.5 and is not on academic or disciplinary probation. First semester freshmen do not have a cumulative grade point average; therefore, they are excluded from the GPA/QPA requirement.
  - i. Class, for the purpose of determining eligibility for office, shall be denoted by the year of intended graduation.
- b. To be in "good standing" with SGA, a student must also be in "good standing" with Spiritual Formation. S/he must accrue the appropriate number of Chapel credits each semester and meet all other Spiritual Formation requirements.
- c. To be in "good standing" within SGA, members must arrive at all meetings on time and prepared.
  - i. SGA members are allowed 3 unexcused absences. After the fourth unexcused absence, the President will convene a tribunal of the Cabinet and Advisory Board to address the matter.
  - ii. Each tardy arrival shall count as 1/3 of an unexcused absence. Therefore, three late arrivals shall count as an unexcused absence.
    1. A member shall be considered tardy if s/he arrives more than ten minutes late, unless s/he has notified the Secretary and provided a valid reason for his/her late arrival.
- d. Any Senate, Cabinet, or Executive Board Member that cannot be present at their respective meeting should inform the SGA Secretary 48 hours before the meeting is to be held. In the case of

an emergency, the Secretary should be informed as soon as the member is able to do so.

## **V. GENERAL ELECTION PROCEDURE**

- a. The general election for Cabinet positions and open Senatorial seats shall take place on the 3<sup>rd</sup> Tuesday in April.
  - i. Official nominations must be turned into the current Secretary no later than the last Friday in March.
    1. If the last Friday in March happens to be Good Friday, nominations will be due on the last Wednesday in March.
  - ii. Official candidates will be announced the following Monday.
  - iii. Candidates may officially begin campaigning the following Sunday.
    1. Campaign materials must be taken down on or before the 3<sup>rd</sup> Monday of April.
  - iv. Election results will be announced within 48 hours.
    1. For President and Vice President, candidates must win by a majority (50% + 1). In the event that no candidate wins by a majority, a run-off election will take place between the two candidates with the most votes.
      - a. The run-off election shall take place on the Friday following the general election.
        - i. If the Friday following the general election happens to be Good Friday, the run-off election will take place the following Tuesday after Easter.
      2. Elected officers shall be sworn in before the end of the spring semester.
- b. Fall elections shall take place to fill vacant Senatorial seats—both seats that weren't filled in the spring and those reserved for the Freshman class.
  - i. Official nominations are due on the Tuesday after Labor Day.
  - ii. Official candidates will be announced the next day.
  - iii. Candidates may officially begin campaigning on the following Sunday.
  - iv. Elections will take place the Friday following the beginning of campaigning.
  - v. Election results will be announced the following Monday (two weeks after Labor Day).
- c. In the event that there are still open Cabinet seats after the spring elections or there are vacant Senatorial seats after the fall election, please refer to the Election Bylaws.

## **VI. THE EXECUTIVE BRANCH**

- a. Limitations to SGA Executive Officers
  - i. If a person hopes to run for President or Vice President of SGA, s/he may not hold executive board leadership positions in any other recognized organization on campus.
- b. The President of the Student Government Association
  - i. The executive power of the Student Government Association will be vested in a President. S/he will hold office for a term of one year.
  - ii. Qualifications, Nominations and Election:
    1. Any regularly enrolled student at Point University who will attain Junior or Senior status during his/her term of office is eligible for election as President of the Student Government Association. The student must be in good standing and have at least two consecutive semesters of elected or appointed SGA experience.
      - a. Candidates must have a 3.0 to run for the position of SGA President.
    2. In order to file for nomination, a candidate for the office of SGA President must present to the Secretary a petition, which contains the valid signatures of ten

percent (10%) of the members of the traditional student body. Those persons fulfilling this requirement will be put on the official ballot.

a. The Secretary will provide the necessary paperwork, including the petition form.

3. The election of the President will be conducted in a manner set forth in Article V: GENERAL ELECTION PROCEDURE.

iii. Powers and Duties:

1. The President will represent the Student Government Association at all official functions and make announcements when requested.
2. The President will be responsible for enforcing and maintaining the Constitution and By-laws of the SGA.
3. The President shall serve as the liaison between the student body and the college administration.
4. The President-elect will appoint, with the consent of the Vice President-elect, the SGA Advisory Board, and with a 2/3 majority vote of approval of the Senate, the Secretary, Treasurer, and Public Relations Coordinator.
5. The President will see that the *Covenant for a Christian Community* is faithfully upheld.
6. The President shall present legislation to the administration of Point University for approval.
7. The President may convene a tribunal of Cabinet and Advisory Board members if s/he believes that a Cabinet member is:
  - a. Ignoring counsel from Cabinet members, Advisory Board members, or Senators
  - b. Making decisions that are inappropriate for a Christian university
  - c. Showing a general lack of integrity
8. The President will chair weekly meetings with the Cabinet consisting of the Vice President, Secretary, Treasurer, Public Relations Chair, Chaplain, the Student Life intern assigned to SGA, a member of the SGA Advisory Board, and other persons necessary to conduct the business of SGA.

c. The Vice President of the Student Government Association

i. In the case that the President of the Student Government Association vacates his/her office—whether by choice or impeachment—the Vice President will assume the duties of that office until such time as the President returns or is declared unable to continue his/her term of office.

ii. Qualifications, Nominations and Election:

1. Any regularly enrolled student at Point University who will attain Junior or Senior status during his/her term of office is eligible for election as Vice President of the Student Government Association. The student must be in good standing and have at least two consecutive semesters of elected or appointed SGA experience.
2. The procedure for nomination and election will follow the same procedures as established in this Constitution for the President of the Student Government Association. See Article VI.b.II.2.

iii. Powers and Duties:

1. The Vice President will serve as the chair of all Student Senate meetings.

2. The Vice President will serve as President of the Student Government Association in his/her absence.
3. The Vice President shall vote in the Student Senate only in the event of a tie.
4. The Vice President shall attend all SGA Cabinet and Senate meetings.
5. The Vice President shall assume any other duties assigned him/her by the President of the Student Government Association.

d. Secretary

- i. Any regularly enrolled student at Point University in good standing may be nominated for the position of Secretary of the Student Government Association.
- ii. The SGA President-elect shall submit a nomination for Secretary to the Senate before the end of the spring semester preceding his/her first full semester in office. The Senate shall vote by a 2/3 majority to approve or reject this nomination.
- iii. Powers and Duties:
  1. The Secretary will record the minutes of each SGA Cabinet and Senate meeting, as well as any other meeting/function for which the President requires the recording of minutes.
  2. The Secretary will be responsible for distributing the minutes to the appropriate persons within two (2) business days:
  3. Cabinet minutes shall be distributed to: the President, Vice President, Treasurer, Public Relations Coordinator, Chaplain, Student Life Intern/Liaison, and SGA Advisory Board.
  4. Senate minutes shall be distributed to: all Student Senators, the President and the Vice President.
  5. For the aforementioned "other meetings/functions," the President will inform the Secretary of those who should receive the minutes.
  6. The Secretary will keep attendance for both Cabinet and Senate meetings.
  7. The Secretary will keep a complete record of all meeting minutes to serve as a resource for the general student body and the press. The minutes will be kept in the Student Life office. Cabinet minutes will remain confidential unless the President explicitly states otherwise. Senate minutes will be available to the public. Access to other minutes is at the discretion of the President.
  8. The Secretary will attend any special meetings called by the SGA President.
  9. The Secretary will see that the proper use of the Student Government Association forms are maintained, and s/he will update the forms when necessary.
  10. The Secretary will oversee all election procedure.
    - a. S/he will announce important election dates according to Article V: GENERAL ELECTION PROCEDURE.
    - b. S/he will determine the time and method of voting.
    - c. S/he shall be in charge of collecting and verifying nominations and then announcing official candidates.
    - d. S/he may form a Senatorial Election Committee to assist with any aspect of election procedure.
  11. The Secretary may attend Senate meetings with voice privileges, but no voting privileges.

e. Treasurer

- i. Any regularly enrolled student at Point University in good standing may be nominated for the position of Secretary of the Student Government Association.
- ii. The SGA President-elect shall submit a nomination for Secretary to the Senate before the end of the spring semester preceding his/her first full semester in office. The Senate shall vote by a 2/3 majority to approve or reject this nomination.
- iii. Powers and Duties:
  1. The Treasurer shall devise the budget of the Student Government Association.
  2. The Treasurer will keep accurate records of all financial transactions enacted by the SGA Cabinet and the Student Senate.
  3. The Treasurer will present a weekly report at SGA Cabinet meetings that covers allocations, assets, expenditures, and other aspects of the SGA budget and financial activities.
  4. The Treasurer will co-chair all Senate budget meetings and submit a monthly report to the Senate concerning the SGA budget.
  5. The Treasurer will see that the proper use of the Student Government Association budget forms are maintained, and s/he will update the forms when necessary.
  6. The Treasurer may attend Senate meetings with voice privileges, but no voting privileges.

f. Chaplain

- i. Any regularly enrolled student at Point University in good standing may be nominated for the position of SGA Chaplain.
- ii. The SGA President-elect shall submit a nomination for Chaplain to the Vice President for Spiritual Formation before the end of the Spring semester. If the VP for Spiritual Formation approves the nomination, the Senate shall vote by a 2/3 majority to approve or reject this nomination. If the VP for Spiritual Formation rejects the nomination, the President must nominate a new candidate, thus beginning the process again.
- iii. Powers and Duties:
  1. The Chaplain will have a thorough knowledge of the *Covenant for a Christian Community* and ensure that its principles are upheld at all times.
  2. The Chaplain will provide spiritual guidance to SGA and help them to remain a spiritually-driven group of individuals who make appropriate decisions for a Christian institution.
  3. The Chaplain will lead SGA members in devotion at the beginning of every Cabinet meeting and close each meeting with prayer.
  4. The Chaplain may attend Senate meetings with voice privileges, but no voting privileges.
  5. The Chaplain may convene a tribunal of Cabinet and Advisory Board members if s/he believes that any member of SGA (executive or legislative) or any student group recognized by SGA is:
    - a. Ignoring counsel from Cabinet members, Advisory Board members, or Senators
    - b. Making decisions that are inappropriate for a Christian university
    - c. Showing a general lack of integrity

g. Public Relations Coordinator

- i. Any regularly enrolled student at Point University in good standing may be nominated for the position of Public Relations Coordinator of the Student Government Association.
- ii. The SGA President-elect shall submit a nomination for Public Relations Coordinator to the Senate before the end of the spring semester preceding his/her first full semester in office. The Senate shall vote by a 2/3 majority to approve or reject this nomination.
- iii. Power and Duties:
  - 1. The Public Relations Coordinator shall coordinate and oversee all SGA social events.
  - 2. The Public Relations Coordinator will maintain the image of SGA both on campus and online.
  - 3. The Public Relations Coordinator shall have the power to form a Senatorial Publicity Committee to help with his/her duties.
  - 4. The PR Coordinator will be responsible for the creation and upkeep of the SGA webpage on the Point University website.
  - 5. The PR Coordinator will act as the liaison between SGA and campus publications, including *The Talon* and *Point Magazine*.
  - 6. The PR Coordinator is responsible for composing press releases and documenting SGA events.
    - a. The PR Coordinator may select a member of the Publicity Committee to take pictures during events.
  - 7. The Public Relations Coordinator will work closely with other Cabinet members and Senators to assist with advertising/marketing SGA events and activities.
  - 8. The Public Relations Coordinator shall oversee that all publicity posted on campus by recognized clubs and organizations are within Point University guidelines and the Publicity Bylaws.
    - a. The Public Relations Coordinator shall oversee and enforce the Campaigning Bylaws in every election during his/her term.

## **VII. THE LEGISLATIVE BRANCH**

- a. All legislative functions concerning student government affairs herein granted will be vested in the Senate of the Student Government Association. The Senate will be the legislative branch of the Student Government Association composed of the SGA in good standing at Point University.
- b. A quorum must be present for the Senate to conduct business.
- c. The Senate shall always have at least two Senators from each class, two athletes, and one commuter student.
  - i. Class representatives will be chosen from 2% of their constituency (i.e. a class of 100 could have no more than 2, a class of 300 could have up to 6, a class of 50 would still have 2 because that's the minimum)
  - ii. A Senator may not serve multiple terms representing the same class (i.e. a sophomore Senator couldn't represent the Sophomore class the following year, but s/he could represent the Junior class)
- d. Qualifications, Nominations and Elections:
  - i. Any regularly enrolled student at Point University in good standing may be nominated for the position of Senator in the Student Government Association.
  - ii. There will be allotted a minimum of 16 Senatorial seats and a maximum of 32.

- iii. Senatorial elections will take place during regular spring elections for the following academic year. Freshman senators will be elected within the first three weeks of the first semester.
- iv. Senators, once elected and/or appointed will be allowed to serve until s/he chooses to step down or is asked to step down in accordance with the SGA constitution.
- v. If a senator wants to continue into the following year, s/he must submit an application for re-appointment, which will be reviewed by the SGA Advisory Board and selected members of the SGA Cabinet chosen by board members. Re-appointment will be based on performance, academics and social conduct from the previous year.
- e. The time, place, and manner of holding elections for the Senate will be established by Article V, but the Secretary and Senatorial Election Committee may alter these regulations with a 2/3 majority vote.
- f. The Senate has the power to establish the rules of its proceedings including the right to release information, open and close meetings. See Legislative Bylaws for more details.
- g. The Senate has the power to form its own committees as it deems fit.
- h. The Senate will assemble at least once a month, unless deemed otherwise by the Vice President. When necessary, special sessions of the Senate may be called by the Vice President.

## **VIII. AMENDING THE CONSTITUTION**

- a. Supremacy
  - i. This Constitution supersedes all previous constitutions of the Student Government Association of Point University. Its Bylaws are for enhancement and are subsidiary to the Constitution.
- b. Bylaws
  - i. Bylaws are for elaboration and enhancement of the Constitution. All bylaws must be submitted in writing to the Cabinet at least two weeks prior to the meeting in which they will be voted on. Propositions for bylaws may originate in the Senate or the Cabinet. Propositions for bylaws must acquire a 2/3 vote of the Senate to take effect.
- c. Proposal Procedure for Amendments
  - i. An amendment may be proposed by a petition of ten percent of the student body or a 2/3 vote of the Senate. All petitions and propositions must be presented to the SGA President and Advisory Board.
    - 1. Editorial proposals—grammatical changes that do not alter in any way the content of this Constitution—may be brought forth by any member of the SGA. Editorial proposals must be approved by the Cabinet.
- d. Ratifications of Amendments
  - i. Amendments shall be adopted if passed by a simple majority of the student body.
    - 1. The Secretary and the Election Committee shall organize and determine voting procedure.

## **IX. CLUBS & ORGANIZATIONS**

- a. Any student(s) wishing to create an organization recognized by SGA must complete the necessary paperwork outlined in the Student Organizations bylaws.
- b. After the proposed organization has official filed for recognition, the group leader(s) will be asked to attend a Senatorial meeting.

- i. The leader(s) of the proposed group will give a brief presentation about the organization or club they wish to form. Senators will then ask questions and/or address concerns they have regarding the organization and its purpose.
  1. The Vice President has the power to revoke the speaking privileges of any Senator who engages in any ad hominem line of questioning.
- ii. The Senate will inform the proposed organization of its decision within one week of the Senate meeting for which the group was present.
- c. Each recognized organization must send a representative to give a progress report to SGA. SGA will determine when this meeting will take place. Groups should be prepared to report on their membership, finances, etc.
- d. SGA reserve the right to revoke the charter and rescind the funds of any student group that:
  - i. Doesn't comply with SGA laws and bylaws
  - ii. Doesn't adhere to their own Constitution
  - iii. Misuses SGA funds or falsifies information regarding SGA funds
  - iv. Makes decisions as a group that do not align with the *Covenant for a Christian Community*
    1. Any Senator may call a student group into question for the aforementioned activities.
    2. Senate is required to issue at least one warning to any group called up for questioning before taking action.
    3. With a 2/3 vote of the Senate, the motion to revoke a group's charter will be passed and sent to the President of SGA for approval.
      - a. If the President vetoes the motion to revoke the group's charter, the decision will be passed along to the SGA Advisory and they will make the final decision.