LANDMARK COLLEGE STUDENT GOVERNMENT ASSOCIATION
CONSTITUTION (2/28/03)

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PREAMBLE

- This organization shall be known as the Landmark College Student Government Association and shall be referred to in this Constitution as SGA.

- The purpose of this organization shall be to act as the self-representing governing body for the students at Landmark College and to present their views on affairs of the College community in accordance with the highest ideals of democratic representation and the greatest aims and purposes of Landmark College.

- SGA shall act to execute the will of the student body and to serve as a stable support and foundation for student organizations, activities, views and information, as well as to represent the student body in College decision making.

- The goals of the SGA's participation in Landmark College's affairs are to define and represent student concerns to the administration; to provide student services and support; to serve as a reliable information source for the student body; to provide resources and support to student organizations; to build community among students, faculty, staff, and administration; and to provide quality leadership on campus both in SGA and in other organizations.

- The SGA shall not discriminate against any person regardless of their race, creed, color, sexual orientation, or ethnic origin for any reason whatsoever.
ARTICLE I
MEMBERSHIP

SECTION 1 – MEMBERSHIP

- Membership is open to all Landmark College Students

SECTION 2- MEMBERSHIP QUALIFICATION

- To qualify for candidacy, each student must not be on Academic or Social probation or currently serve as a Resident Assistant. Candidates must be enrolled for the Fall and Spring Semester.

SECTIONS- APPLICATION

- A student applying for office, must complete and return the required application and nomination forms to the SGA Faculty Advisor no later than the agreed upon date as determined by the SGA Executive Board. Upon the SGA Advisor's approval of his or her application, the candidate will be required to follow an electoral process as established by SGA.

SECTION 4 - COMPOSITION OF THE SGA

- The SGA shall be composed of an Executive Board, two(2) representatives from each residence hall, two (2) representatives from Chumley residence buildings, one(1) representative for students living- off campus.

ARTICLE II
ELECTION PROCEDURES AND RECALL

SECTION I – GENERAL

- This Constitution provides for the eligibility and qualification of members of the SGA. Candidacy for elections to the SGA is open to all students enrolled for the Fall and Spring Semesters, subject to the following qualifications.

1. Any student seeking a Residence Hall Representative position must be a resident of said residence hall.

2. Any student seeking office must meet the eligibility requirements for said office, as set forth in Article I of this Constitution.

3. No student is allowed to occupy more than one (1) elected position in the SGA.
• Elections to and term of any one position are for that academic year only.
• Candidates for any office must receive a majority vote from the students voting.

SECTION 4 - OFFICERS ELECT

• The President of the College shall swear in members of the Executive Board at the beginning of each Fall semester.
• The SGA President shall swear in Hall Senators and the Off-Campus Senator before assuming office.

SECTION 5 - VACANCY OF OFFICE

• Upon vacancy of any office, a new candidate for said office must follow the election procedures as defined in this Constitution.
• The necessary letter of intent and nomination forms are to be submitted to the SGA Faculty Advisor and SGA President by the date established by the SGA Executive Board.
• Upon approval of the candidate's application, the candidate's election is contingent upon a 2/3 majority vote of the SGA.
• In the event of more than one candidate for any one vacancy, the candidate receiving a majority vote in the SGA is then elected to the position.

SECTION 6 - RECALL

• The SGA Advisor shall be responsible for overseeing all recall procedures.

RE CALL OF OFFICERS

• Any conduct from a SGA member violating the Students' Rights and Responsibilities, Standards of Conduct, or in any manner misrepresenting their office shall be considered grounds for recall.
• An Officer or Senator elected to the SGA may be recalled by a two-thirds (2/3) vote of the total membership of the SGA or by a petition of fifty one percent (51) of their constituency.
• The Officer or Senator is then subject to a Vote of Confidence from his/her constituency, held within two weeks of the presentation of the petition.
• Voting shall be done by ballot.
• If the majority of the constituency votes against the Officer or Senator in question, the position shall automatically become vacant.

• The vacant position shall be filled in accordance with the election procedures as defined in this Constitution.

RECALL OF DECISIONS

• If the legislative body of the SGA feels a decision of the Executive Board does not conform to the SGA intention, it may reverse the decision by a 2/3 vote to alter the action of the SGA Executive Board.

• If a petition signed by twenty percent (20) of the constituency to the SGA objecting to a specific decision or action of the SGA, a vote or confidence from the constituency will be held within two weeks of the presentation of the petition.

• Voting shall be done by ballot. If a majority of the constituency votes against the specific action or decision, it shall automatically become void.

ARTICLE III
ORGANIZATION

SECTION I - EXECUTIVE BOARD

• The Executive Board shall consist of:
  - President
  - Vice-President
  - Secretary
  - Treasurer

• The general executive authority shall reside in the Executive Board.

• The Executive Board serves as part of the SGA legislative body and assume full SGA jurisdiction in the event of an emergency, when time or circumstance does not permit a regular meeting of the SGA

• The Executive Board has authority to make decisions and take action which shall be construed as the intention of the SGA

• If the legislative body feels the decision of the Executive Board does not conform to the SGA intention, it may reverse the decision by a 2/3 vote to alter the action of the Executive Board.

• The Student Body shall be informed through the SGA Executive Board of the reversal.
SECTION 2 - REPRESENTATIVES TO THE SGA

- The Senate shall consist of two Senators elected from each residence hall (Frost, Aiken, Middle, Hall 4, and Davis), two Senators from each Chumley residence and one Senator for students living-off campus.

- Senators shall serve as part of the legislative body and shall exercise all policies and priorities passed by the SGA legislative body and Executive Board, and assume all other duties assigned by the President.

- A Residence Assistant shall be recommended by the Associate Dean of Students and appointed by the SGA President, and shall share information, advice and/or views of Housing and Student Life staff on matters under discussion in the SGA.

- A representative of the Campus Activities Board shall be recommended by the Director of Student Activities, and appointed by the SGA President, and shall share information, advice, and/or views of CAB on matters under discussion in the SGA.

- The Faculty Advisor to the SGA shall provide counsel, information, advice, and/or views of the Faculty and the Administration on matters under discussion in the SGA.

SECTION 3 - POWER AND AUTHORITY OF SGA

- Govern all SGA elections.
- Appoint members to serve on the College's Governance System Committees that apply to students.
- Allocate and approve budgets for student clubs and organizations as directed through the budget process.
- Recognize and charter all student clubs, committees, and organizations.
- Meet with any member of the College community for clarification, counseling, discussion, and/or advice.
- By a two-thirds vote of the voting membership, and after proper notice, adopt by-laws, and by a simple majority adopt or provide for the adoption of other rules and guidelines that supplement this Constitution.
- The Executive Board may write guidelines and set policies for the work under its charge, which shall be reviewed in the SGA.
- Censure any member who has failed to comply with SGA policies and regulations.
- A censure motion will require a 2/3 majority vote of the members present during a closed session. Any censured member of the SGA is relieved of all duties of office for a total of twenty (20) days of an academic semester, during which time the SGA may take any further action deemed necessary.
With the advice and consent of the SGA, the SGA President may appoint a temporary replacement for the censured member.

A majority vote of the voting members of the SGA shall impeach any member of the SGA for neglect of duties or malfeasance. The impeached member shall be supplied with a written statement of the charges and shall be allowed one (1) week to prepare his or her defense. After a full hearing of charges, during a closed session, a 2/3 affirmative vote of the entire SGA shall be necessary to vacate the office of the impeached member. The impeached member shall have no vote in these proceedings.

The aforementioned powers and authorities shall not limit or res net the SGA from taking any further action deemed necessary for the general welfare of the Student Body.

The authority of this Constitution is the basis for the conduct of all business within the SGA.

ARTICLE IV
MEMBERS AND RESPONSIBILITIES

SECTION 1 - THE PRESIDENT OF THE SGA

Shall act as the Chief Executive of the SGA and entitled to one (1) vote only in the event of a tie.
Shall give to the SGA and the College community information of the State of the SGA.
Shall not bring any motion to the floor during any SGA meeting.
Shall formulate an agenda for the Executive Board and SGA meetings.
Shall act as ex-officio chairperson of all SGA meetings.
Shall appoint members to the SGA Ad Hoc-Committees with the advice and consent of the SGA.
Shall be elected annually but shall not hold more than two consecutive terms.
Shall assume full Executive Board jurisdiction in the event of an emergency where time or circumstances do not permit a regular meeting of the Executive Board
Shall be a member of the SGA Executive Board and act as its Chairperson.

SECTION 2 - THE VICE-PRESIDENT OF SGA

Shall be a voting member of SGA entitled to one (1) vote at all meetings of the SGA.
Shall assume the duties of the President upon the absence or disability of the President.
Shall succeed the President upon vacancy of said office for any reason before the natural completion of the President's term.
Shall be elected annually and may not hold more than two (2) consecutive terms.
Shall chair the SGA Elections Committee.
• Shall be a member of the Executive Board.
• Shall assume all other duties as assigned by the SGA President.

SECTION 3 - THE SGA SECRETARY

• Shall be a voting member of the SGA, entitled to one (1) vote at all SGA meetings.
• Shall distribute agendas for the SGA meetings twenty four (24) hours prior to each meeting.
• Shall keep accurate and complete minutes of all meetings of the SGA and make these minutes public within 48 hours after each meeting.
• Shall maintain all records and files of the SGA. Upon completion of term or vacancy of office, the Secretary shall submit all files to the SGA Faculty Advisor.
• Shall take and record attendance and read the minutes of the preceding meeting at the beginning of each meeting.
• Shall be a member of the Executive Board.
• Shall be elected annually and may not hold more than two (2) consecutive terms.
• Shall assume all other duties as assigned by the SGA President.

SECTION 4 - THE SGA TREASURER

• Shall be a voting member of the SGA, entitled to one (1) vote at all SGA meetings.
• Shall maintain all financial records of the SGA.
• Shall prepare a financial report for each Meeting of the SGA.
• Shall chair the SGA Budget Committee.
• Shall upon completion of term or vacancy of office submit all files to the SGA Advisor.
• Shall be elected annually and may not hold more than (2) consecutive terms.
• Shall assume all other duties assigned by the SGA President.

SECTION 6 - HALL SENATORS AND OFF-CAMPUS SENATOR

SECTION 3 – REFERENDUM

• Any question may be committed to a referendum or poll by the SGA.
• By a majority of the legislative body or petition signed by twenty percent (20) of the Student Body that explicitly calls for a referendum or poll.
• A referendum initiated by the SGA or by petition shall occur within two weeks, excluding any holiday or recess.
• A poll shall occur by the end of the semester. A referendum or poll initiated later than two weeks prior to the start of exams, excluding any holidays or recess, may be postponed until the next semester.
A referendum shall preclude the further considerations of its substance, except to implement the outcome, until the next general election. A poll shall be purely advisory.

**ARTICLE VI**
**COMMITTEES**

**SECTION 1 - ELECTIONS COMMITTEE**

- Shall be chaired by the SGA Vice-President.
- Shall have two (2) Representatives appointed as members by the SGA President. If membership becomes vacant the SGA shall provide the documentation of vacant positions to the SGA President within one week of the start of each semester.
- With the advice and consent of the Associate Dean of Students, shall confirm the eligibility of students applying for candidacy.
- Shall be responsible for all aspects of the election procedure and recall as defined in this Constitution.
- Shall be responsible for establishing ad implementing all appropriate timelines and scheduling, relevant to the application process and elections with the approval of the Executive Board.

**SECTION 2 - BUDGET COMMITTEE**

- Shall be chaired by the SGA Treasurer.
- Shall have at least two (2) representatives appointed as members by the SGA President.
- Shall follow the procedures as outlined in the SGA Clubs Budget process (see appendix)

**SECTION 3 - AD-HOC COMMITTEES**

- Shall be appointed by the SGA President.
- Shall be chaired by a designee of the SGA President.
- Shall have membership as determined by the SGA President.
- Shall provide progress reports as requested by the SGA.

**ARTICLE VII**
**CLUBS AND ORGANIZATIONS**

**SECTION 1- ALL CAMPUS CLUBS AND ORGANIZATIONS**

- Must submit a charter for approval by a majority vote of the SGA before such a club or organization shall be recognized as an authorized campus group.
- Shall coordinate events in consultation with the Director of Student Activities.
- Shall comply with SGA regulations. Failure to do so could result in a suspension, for an indefinite period of the club or organization's charter.
• The Director of Activities and Programs may help groups form and organize until receiving official approval from SGA.
• The motion to suspend can only be carried by a 2/3-majority vote in the SGA.

ARTICLE VIII
STUDENT RIGHTS AND RESPONSIBILITIES

SECTION 1

• This Constitution does hereby guarantee all Student Rights and Responsibilities as documented in the Student Handbook. The Student Handbook will be updated yearly and will include all revisions of the past year.
• Any motion to amend the Student Rights and Responsibilities can be proposed by any member of the community and must be submitted to the SGA. All proposals will require an affirmative 2/3-majority vote by the SGA.
• Accepted proposals for change shall be submitted to the College Administration for consideration.
• Shall be a voting member of the SGA, each entitled to one (1) vote at all meetings of the SGA.
• Shall be aware and sensitive to the attitudes and problems of the students in their constituency.
• Shall advance and protect the students' interests at the SGA meetings.
• Shall administer all polls and questionnaires conducted by the SGA.
• Shall provide minutes of SGA meetings to be posted in a highly visible area in the residence hall and in other public areas for students living off-campus.
• Shall conduct meetings of their constituents allowing students to advise their Hall Senators of concerns and interests. It is the responsibility of each representative to publicize meetings and to encourage attendance.
• Each Senator shall have one vote.

SECTION 7- RESIDENT ASSISTANT

• Shall be nominated by the Associate Dean of Students and appointed by the SGA President.
• Shall provide the SGA with information, advice, and/or views of Student Life matters under discussion by the SGA.
• Shall be a non-voting member of the SGA and may not bring a motion to the floor.

SECTION 8 - CAMPUS ACTIVITIES BOARD

• Shall be nominated by the Director of Student Activities and appointed by the SGA President.
• Shall provide the SGA with information, advice, and/or views of CAB matters under discussion by the SGA.
• Shall be a non-voting member of the SGA and may not bring a motion to the floor.
SECTION 9 - THE ADVISOR TO THE SGA

- Shall be appointed by the Vice President for Academics/Dean of the College.
- Shall be a non-voting member of the SGA and may not bring a motion to the floor.
- Shall attend Executive Board and SGA meetings.
- Shall provide counsel, information, advice, and or views of the Faculty, Staff, and Administration on matters under discussion in the SGA.

ARTICLE V
LEGISLATIVE BUSINESS

SECTION 1- MEETINGS

- All members of the SGA shall meet for a regular meeting as established by the Executive Board.
- All members must meet with their respective committees, boards, and organizations weekly to discuss and prepare a report to present at the regular meetings of the SGA.
- The Executive Board shall review all reports and issues of concern and prepare an agenda for discussion at the next regular meeting of the SGA.
- Regular meetings shall be open to all members of the Landmark community. Any visitor may address the SGA upon recognition by the SGA President. A visitor may not bring a motion to the floor.
- All respective boards, committees, and organizations may have the right to a close meeting in the event the SGA feels it necessary to protect the interests of the Student Body or individual students.
- The SGA meetings will run according to a Simplified Parliamentary Procedure based on the latest edition of Robert's Rules of Order.
- A quorum will consist of 2/3 of the voting members of the SGA. A simple majority of those present at a duly constituted meeting will be required for the passage of any motion.
- All members of the SGA shall be required to attend all SGA meetings.
- Under certain circumstances, an existing member of the SGA may appoint a proxy to act on the member's behalf. Proxy designations shall be submitted in written form to the SGA Secretary before the start of the meeting session.
- Proxies must not be on Social or Academic Probation and must be from the constituency of the person that he/she is representing.
- A member may designate a proxy for a total not to exceed two (2) meetings per term of office.
- After two (2) absences without a proxy a member may be considered or censure.
- Any member of the Executive Board with the exception of the President is entitled to appoint a proxy from the SGA. In the absence of the President, the Vice-President shall assume all duties until the President resumes office.
During the term of office each member is allowed two (2) absences without a proxy and two (2) with a proxy.

SECTION 2 – MOTIONS

- Only SGA members, with the exception of the SGA President, may bring a motion to the floor.
- A resolution may be introduced by any representative or group of representatives; or by a petition signed by five percent 5 of the Student Body.
- A point of order may be moved by any student

ARTICLE IX
AMENDMENTS AND RATIFICATION

SECTION 1 - AMENDMENTS

- Any amendments to this constitution shall require a 2/3-majority vote in the SGA
- Any amendment may be petitioned by a 2/3-majority vote of the Student Body when at least 51 of the Student Body votes. Such petition shall then be considered as voted upon by the SGA and the Student Body as provided for in this Constitution.

SECTION 2 - RATIFICATION

- Ratification of this Constitution shall be affected by a majority vote of the students voting in a referendum to the student population.
- Upon ratification, this Constitution shall supersede all previous Constitutions and shall render null and void all previous Constitutions.

APPENDIX 1

Student Government Budget Process

1. Application for funds may be made by any student organization recognized by the SGA.

2. Budget requests are due to the Treasurer for SGA.

3. Documentation must be provided by the requesting organization as follows:
   a. Statement of purpose of the organization
   b. Projected calendar of events for the budget year with tentative dates.
   c. A budget presented in two formats:
      1. by activity
      2. by line item
4. The SGA budget committee will meet to review and approve requests. The SGA budget committee will review the budgets and meet with organizations as needed.

5. After reviewing all requests, the Budget committee will make recommendations to the SGA Executive Board.

6. The SGA Executive Board reviews the Budget Committee's recommendations and then makes a proposal to the Senate.

7. The Senate will review the Budget Committee's recommendations and any additional recommendations made by the Executive Board and then vote to appropriate the budget as a package.

8. The budget is then given to the President of the Student Government Association.
   a. If the SGA approves the budget as passed by the Senate, he/she signs the budget and sends the budget to the Associate Dean of Programs for approval and signature.
   b. If the SGA President vetoes the budget as passed by the senate, he/she must submit in writing the reasons for the veto and an alternative budget to the senate. The senate then has the option to approve the alternative budget, override the veto by a two-thirds vote of the entire senate, or establish and appoint an Arbitration Committee.

9. If any member of the Budget Committee is an officer of an organization requesting money, then that member must abstain from voting on that organization's budget request.