

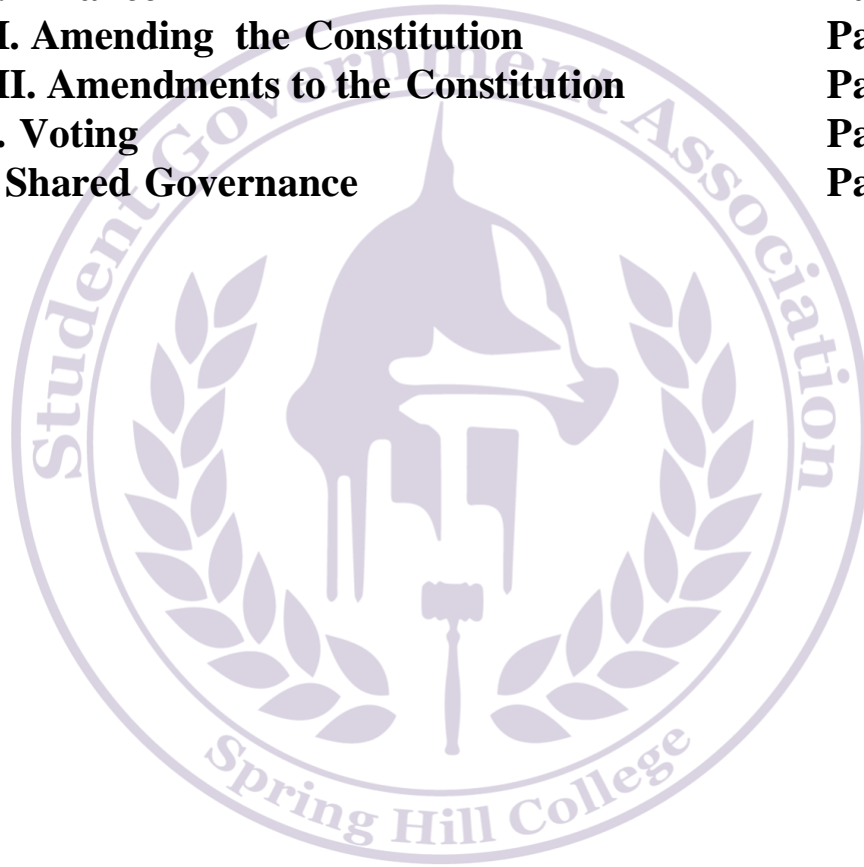


Constitution of the Student Government Association of Spring Hill College

{REVISED February 25, 2018}

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CONSTITUTION

Preamble

We, the students of Spring Hill College, do hereby establish this Constitution in order to promote student welfare, encourage a clear and continuous exchange of ideas within the student body and with the administration, and to assume the fullest powers and responsibilities of self-governance at our Catholic Jesuit institution.

Therefore, we pledge ourselves to the following goals: to provide services that promote harmony in the college community, to protect student and student organization rights, to articulate student responsibilities, and to aid in the academic and social development of a progressive campus life.

Article I. Student Government Association

Section 1. Name

This organization shall be known as the Student Government Association of Spring Hill College. It may also be referred to as the SGA.

Section 2. Membership and Non-Discrimination

Every full-time undergraduate student recognized by the Registrar's Office shall be a member of the student body and shall have a voice and vote therein. Membership is open to all undergraduate Spring Hill College students regardless of race, color, creed, gender, sexual orientation, physical impairment, national or ethnic origin, or age.

Section 3. Purpose

The purposes of the Student Government Association are as follows:

- To represent the Spring Hill College student body when called to do so by Spring Hill College.
- To interpret student opinion and to use it as a guide in making and evaluating policies of Spring Hill College.
- To foster a culture of Spring Hill College's mission in initiatives particularly regarding the formation of leaders engaged in learning, faith, justice and service for life.
- To promote the leadership development within all of Spring Hill College's organizations and student involvement.
- To organize and support the Student Activity fee Allocation Board ("SAFAB") as it considers and approves funding for student organizations or other petitioning bodies.

Section 4. Compliance

All members of the Student Government Association are expected to be in full compliance with the rules and regulations of Spring Hill College as stated in the Student Handbook and the Student Bulletin.

Section 5. Standards

Student Government Association members are expected to conduct themselves in a manner that is exemplary to the rest of the student body.

Section 6. Sanctions

Upon the discovery of a breach of these expectations, a Student Government Association member may not only undergo disciplinary action of the College, but may also be called to appear before the President, Vice President and Attorney General of the Student Government Association to determine if a sanction must be set. These sanctions will be decided on a case-by-case basis with consideration of previous breaches.

Section 7. Organization of the Student Government Association

The Student Government Association shall be divided into the Executive and Legislative branches. No individual or individuals serving in one of these branches shall exercise any power belonging to the other.

Section 8. Relationship Statement

Any part of this Constitution or any legislation passed under its authorization, which is in conflict with any laws of the United States of America, the State of Alabama, the City of Mobile or the rules and regulations of Spring Hill College, shall be null and void.

Article II: Executive Branch

Section 1. Executive Branch Composition

The Executive Branch, also known as the Cabinet, shall be composed of the following:

- a. The Office of the President
- b. The Office of the Vice President
- c. The Office of the Attorney General
- d. The Office of the Secretary of the Treasury
- e. The Office of the Secretary of the Interior
- f. The Office of the Secretary of Campus Life
- g. The Office of the Press Secretary

Section 2. Executive Officer Selection

Paragraph 1: Cabinet Members

- The President of the Student Government Association shall nominate cabinet appointments, with the exception of the Vice President. The appointee will then appear before the Senate to speak and the Senate will have the opportunity for cross-examination prior to a Senate vote of confirmation. The appointee must receive a two-third vote to assume his or her office. The term of office for all appointed members of Cabinet shall be limited to the term in which he or she was appointed.
- Cabinet Positions consist of the Attorney General, Secretary of the Treasury, Secretary of the Interior, Secretary of Campus Life and the Press Secretary.

Paragraph 2: Deputy Officers

- Upon discretion of the President, a Deputy will be appointed should a Cabinet member need assistance in fulfilling his or her duties.
- An individual serving as a Deputy may not hold another office in the Student Government Association.

Section 3. Requirements for Officers of the Executive Branch

Cabinet Members:

- a. Must be in good disciplinary and scholastic standing according to the rules and regulations of Spring Hill College for one year prior to his or her nomination and must remain off all probations while in office. The Vice President of Student Affairs and or Office of Student Affairs must verify the eligibility of the nominee.
- b. Must be enrolled as a full-time student during each term of office.
- c. Must be versed in and abide by the Election Code and Constitution.
- d. Must maintain at least a 2.5 cumulative grade point average, and not have a semester below 2.0 while serving in office.
- e. Shall be non-voting members of the Student Government Association except in the case of a tie in the student Senate, at which time the Student Government Association Vice President is the only member of the Cabinet allowed to cast a vote in Senate matters.
- f. The Office of Student Affairs, through the discretion of the Vice President of Student Affairs, will continuously monitor the members of the Cabinet for their adherence to the above requirements.

Section 4: Salaries

The salaries are recommended as the following per semester, but the below mentioned officers may voluntarily reduce or forego their salaries.

- | | |
|-----------------------------|-------|
| • President | \$675 |
| • Vice President | \$675 |
| • Attorney General | \$350 |
| • Secretary of the Treasury | \$350 |
| • Secretary of the Interior | \$350 |
| • Secretary of Campus Life | \$350 |
| • Press Secretary | \$350 |

Section 5. Duties, Powers and Responsibilities

Par 1. The President shall:

1. Serve as the chief executive officer of the Student Government Association and act as the final authority concerning all executive decisions.
2. Serve as a member and attend or appoint a delegate to attend Spring Hill College committee meetings, representing the student body in these meetings.
3. Make recommendations of legislation to the Senate.
4. Have veto power, which must be executed in writing within five days of bills, resolutions, and acts being passed by the Senate.
5. Propose to the Senate to remove any elected or appointed officer for lack of executing the duties of his/her office.

6. Propose to the Senate to withhold or reduce the salary of any paid officer for any amount of time.
7. Be present at all meetings of the Cabinet.
8. Call and preside over meetings of the Cabinet.
9. Call special sessions when necessary or when asked by two-thirds of the Senate.
10. Appoint Student Government members to chair or serve on any non-internal committees of the Student Government Association.
11. Act as an official spokesperson for the Student Government Association.
12. Be responsible for written or oral reports of the year's activities of the Student Government Association to the College Administration, the Board of Trustees, and for public record.
13. Be required to submit a recommendation, in conjunction with the Secretary of the Treasury, for the Student Government Association budget at the onset of each year.
14. Have oversight over all committees, committee chairs, cabinet members, and all other active members and activities of the Student Government Association.
15. May create committees and/or task forces as needed.
16. Shall assist the Vice President to chair a committee in the absence of the official committee chair.
17. Summon any member of the student body to Senate meetings for the purpose of providing pertinent information (those failing to meet the summons may be subject to disciplinary action by the Office of Student Affairs).

Par 2. The Vice President shall:

1. Serve as chief executive officer of the Student Government Association in the absence of the President.
2. Chair all Senate meetings and run all regularly scheduled meetings according to the agreed upon version of Robert's Rules of Order.
3. Assist the Student Government Association President in the execution of his/her duties and assume said duties in the event of the temporary absence of the President.
4. Consult with the President on the progress of all legislation sent to the Spring Hill College Administration and keep Student Government Association members informed of such progress.
5. Shall appoint members to the internal committees after consultation with the President and Cabinet unless otherwise stipulated by this Constitution.
6. Assist the President in preparing and submitting an annual written or oral report of the year's activities of the Student Government Association to the College Administration, the Board of Trustees, and for public record.
7. Call special sessions when necessary or when asked by two-thirds of the Senate.
8. Shall oversee all internal committees and serve on or chair said committees as deemed necessary
9. Shall, in the absence of a committee chair, chair the committee with the assistance of the SGA President.
10. Shall have the power to make attendance of student members of the Student Government to SGA sponsored events mandatory at his/her discretion. Failure to comply may count as an unexcused absence and may be subject to further sanctions.

11. Summon any member of the student body to Senate meetings for the purpose of providing the Senate pertinent information (those failing to meet the summons may be subject to disciplinary action by the Division of Student Affairs).”

Par 3. Attorney General shall:

1. Serve as parliamentarian for all Senate meetings.
2. Advise the Cabinet and Senate on all matters of Constitutional validity and legality of all individual legislation proposed to the Senate.
3. Make recommendations of legislation to the Senate if and only if said legislation involves the Constitution, Elections Code, or any other official document of the Student Government Association. The Attorney General may also make recommendations to the Senate if the legislation deals with the processes and procedures of the Student Government Association.
4. Preside over Student Government Association meetings in case of absences by the President and Vice President.
5. Serve as chief executive officer of the Student Government Association in the absence of the President and Vice President.
6. Assist the President in preparing and submitting an annual written or oral report of the year’s activities of the Student Government Association to the College Administration, the Board of Trustees, and for public record.
7. Ensure that all additions to this constitution are documented in the correct manner.
8. Become familiar with the duties of all the appointed Student Government Association officers.
9. Present to the President of the Student Government Association accurate copies of bills and/or resolutions passed by the Senate.
10. Report to the Senate any measures that have been vetoed by the President.
11. Be well versed on all processes in which the student clubs and organizations can receive aid and support from the Student Government Association.
12. Chair the Organizational Advancement Committee.
13. Chair the Regulations Board.

Par 4. Secretary of the Treasury shall:

1. Supervise all financial matters pertaining to the Student Government Association.
2. Co-approve, with the appropriate Student Affairs staff person, all purchase orders and money allocations.
3. Be the only member of the Student Government Association, besides the President, authorized to request Purchase Orders from the Center for Student Involvement.
4. Have care and custody of all funds provided by the Student Government Association.
5. Create separate accounts for the student fee money and money raised by the Student Government Association.
6. Provide typed financial reports to the Executive and Legislative branches when requested.
7. Be ready to give bi-weekly financial report to the Student Government Association.
8. Assist the President in preparing and submitting an annual written or oral report of the year’s activities of the Student Government Association to the College Administration, the Board of Trustees, and for public record.
9. Be knowledgeable of and adhere to standards and procedures of the Spring Hill College Finance Office.

10. Be well versed on all processes in which the student clubs and organizations can receive aid and support from the Student Government Association.
11. Chair the Student Activity Fee Allocation Board (SAFAB).
12. Apportion student membership of SAFAB.

Par 5. The Secretary of the Interior shall:

1. Maintain the records and files of the Student Government Association.
2. Track and report to the Senate and Cabinet any excessive absences and/or tardiness of Student Government Association members. Notify individual members of their attendance record as appropriate and at least when a member is within one absence of being sanctioned. Lack of such notice does not justify the absence of a sanction as each member is responsible for his or her own attendance.
3. Become familiar with the duties of all the appointed Student Government Association officers.
4. Propose to the Senate to remove any elected or appointed officer, after consultation with the President, for lack of executing the duties of his/her office.
5. Record the proceedings of Senate meetings to be made available in minutes.
6. Record the proceedings of the SGA Cabinet meetings to be maintained and preserved with the official documents.
7. Maintain all the holdings of Student Government Association including, but not limited to, computers, fax machines, and printers.
8. Assist in the setup and maintenance of all electronic Student Government Association file archives.
9. Monitor Student Government Association electronic mail and forward to appropriate Student Government Association members.
10. Assist the President in preparing and submitting an annual written or oral report of the year's activities of the Student Government Association to the College Administration, the Board of Trustees, and for public record.
11. Shall disclose any and all information to the student body, when requested, unless otherwise specified by the Student Government Association President or a majority of the Senate.
12. Serve on the Regulations Board.

Par 6. The Secretary of Campus Life shall:

1. Work closely through the campus' administrative channels to raise awareness of programs available on campus.
2. Present a report at every formal meeting from publicly collected student input to the Student Government Association.
3. Create an ongoing list of the input of the student body and work to implement strategies to address the inputs.
4. Assist the President in preparing and submitting an annual written or oral report of the year's activities of the Student Government Association to the College Administration, the Board of Trustees, and for public record.
5. Chair the Campus Life Committee.
6. Chair the Dining and Housing Committees.

Par 7. The Press Secretary shall:

1. Act as official spokesperson for the Student Government Association with the President's approval.

2. Design any promotional material for the Student Government Association when requested by any Student Government Association member.
3. Update and maintain the Student Government Association website, social media, or any other method in place to promote SGA materials and activities.
4. Assist the President in preparing and submitting an annual written or oral report of the year's activities of the Student Government Association to the College Administration, the Board of Trustees, and for public record.
5. Chair the External Engagement Committee.

Par 8. Other Duties:

1. All Executive Branch members shall also chair or serve on any committees of the Student Government Association to which they are assigned by the Student Government Association President.

Section 6. Succession Within the Executive Branch

- a. Only the Vice President of the Student Government Association can succeed the President upon the resignation, impeachment or removal of the President.
- b. In the event the office of Student Government Association Vice President becomes vacant, the Attorney General shall succeed until a new Vice President is nominated by the Student Government Association President and is approved by a two-thirds vote of approval by the Senate.
- c. In the event the office of Student Government Association President and the office of Student Government Association Vice President become simultaneously vacant, a general election shall be held by the student body to fill said vacancies, not less than ten days and not more than twenty-one days upon occurrence of said vacancies. During this time, the Attorney General shall carry out all executive duties.
- d. In the event that the offices of Student Government Association President, Student Government Association Vice President, and Student Government Association Attorney General become simultaneously vacant, a general election shall be held by the student body to fill executive vacancies, not less than ten class days and not more than twenty-one class days upon occurrence of said vacancies.
 - i. The special elections to fill the President and Vice President positions will be ran by the Secretary of the Interior, the next highest ranking Cabinet Member on the Regulations Board. The Secretary of the Interior will also be charged with swearing in the elected officials. The newly elected President will appoint a successor to Attorney General with confirmation by the Senate.

Section 7. Addition, Deletion and Termination of Executive Offices and Officers

Par 1. Paid Positions

Executive positions can only be created or terminated through amendment of the Constitution. New offices or terminations shall go into effect immediately upon approval.

Article III. The Legislative Branch

Section 1. Legislative Power

The legislative power of the Student Government Association shall be vested in the student Senate.

Section 2. Composition of the Student Senate

The student Senate shall be composed of four representatives from each undergraduate class, each with the right to one vote. The class President, the individual who received the greatest number of votes in the election, shall be referred to as Senator-President.

Section 3. Requirements to Serve on the Senate

1. Must be in good disciplinary and academic standing according to the rules and regulations of Spring Hill College for one year prior to his/her nomination and must remain off all probations while in office. This approval must be given by the Vice President for Student Affairs/his or her designee. Must be enrolled as a full time student during each term of office.
2. Must be versed in and abide by the Elections Code and Constitution of the Student Government Association of Spring Hill College.
3. Must have and maintain at least a 2.5 cumulative grade point average, and not have a semester during office below a 2.0 for that semester.
4. The Vice President of Student Affairs or his/her designee will approve and continuously monitor the senate for their adherence to the above requirements. Members not fulfilling the requirements will not be approved to hold the position and/or will be removed from office immediately.

Section 4. Vacancies in the Senate

Par 1. Class Senators

- If a vacancy occurs within the senate, the position shall be filled by a congressional election.

Par 2. Congressional Elections Process

- Each candidate, after showing interest to the Student Government Association President, shall be presented by the President to the Senate. Each candidate should offer a brief statement about his/her candidacy. The Senate will then discuss and vote on the candidates. The individual receiving the majority of votes shall be elected Senator.

Par 3. Senator-Presidents

- During the academic year, a Senator from the respective class shall fill vacancies in Senator-President positions. The sitting senator who received the next most votes in the original senate election will fill any vacancy in the Senate President position. In the event that either the information from the election is unavailable or all four Senators are replaced in house, the Senate will nominate one candidate to be voted on and approved as Class President by the Senate. A simple majority vote will be required for the Senator to be approved Class President.

Section 5. Duties, Powers and Responsibilities

Par 1. The Student Senate of the Student Government Association shall:

1. Represent the student body of Spring Hill College.

2. Legislate on all matters necessary for the supervision and coordination of student activities, services and Spring Hill College policies.
3. Override a Presidential veto by a two-thirds vote when appropriate.
4. Ratify Presidential nominations with a two-thirds vote at a duly constituted meeting.
5. Summon any member of the student body to Senate meetings for the purpose of providing the Senate pertinent information.
6. Deliberate by a two-thirds vote to establish meeting times for the Student Government Association.
7. Attend SGA events when required by the Vice President of the Student Government Association under penalty of recorded, unexcused absence and/or further sanctions.

Par 2. Limitations of Power

1. Proposed legislation of the Senate shall be subject to review by the Vice President of Student Affairs.

Section 6. Just Cause for Termination and Removal from Office

Par 1. Termination due to Attendance

- a. Attendance
 - i. Excessive Absences as determined by the Secretary of the Interior and the Regulations Board.
 - ii. An excused absence will be given at the discretion of the Secretary of the Interior.
 1. In order for an absence to be counted as excused, it must be submitted to the Secretary of the Interior with at least 24 hours notice.
 - iii. Although an absence may be an excused absence, abuse of the excused absence policy can yield in removal of office.
- b. Excessive late arrivals to SGA Meetings or Events with excessive being defined as 5 unexcused absences or 5 late (more than 10 minutes after the start of the meeting) guarding any extenuating circumstances.
- c. Conduct unbecoming of an SGA Senator as determined by the Regulations Board in conjunction with the Vice President of Student Affairs and the Director for Student Involvement.

Par 2. Removal of Office

- a. They resign or are recalled from their office.
- b. They cease to be an official member of the College.
- c. They are placed on any form of probation by Spring Hill College, per the discretion of the Vice President of Student Affairs.
- d. Any reason, not stated here, considered by the Senate to be just cause for the removal or impeachment of a Student Government Association member.

Section 7. Term of Office

The term of office of each member of the Senate shall run from his/her installation as a member of the senate to the date of the installation of the next elected Senate member, unless he/she is removed for any of the causes listed in Section 6 of this article. If a Senator deems it necessary to relinquish his or her seat, notice must be given to the Vice President and Attorney General.

Section 8. Senate Meetings

Par 1. Weekly Meetings

- There shall be weekly meetings of the Senate and Cabinet. Procedure during the regular meetings will follow the guidelines set forth in the Student Government Association Constitution and Robert's Rules of Order. The edition of Robert's Rules of Order will be determined at the beginning of each term by the Vice President and Attorney General. The Student Government Association will establish a regular meeting time. The meeting must be open to all members of the student body of Spring Hill College.

Par 2. Special Session

- Special sessions will occur when called by the President of the Student Government Association or when asked for by two-thirds of the Senate and must be announced twenty-four hours prior to the start of the special session.

Par 3. Rules for Voting

- Items to be considered for inclusion on the agenda must be submitted to the Vice President of Student Government Association at least seventy-two hours before the meeting. If approved for inclusion on the agenda, any legislation or other pertinent information must also be distributed to the Senate and Cabinet forty-eight hours before the meeting.
- A majority vote of the Student Government Association Senate is more than one-half of the Senators present and voting.
- A two-thirds vote of the Student Government Association Senate shall be no less than two-thirds of the members of the Student Government Association present and voting.
- A motion shall be defeated after three tie votes, unless the Vice President uses the power to break the tie vote count.

Section 9. Quorum

The presence (in person) of fifty percent plus one of the duly elected and sworn-in voting members of the Senate shall constitute a quorum of that body.

Section 10. Approving Appointees

Par 1. Nominee Examination

The nominees must appear for questioning at the Student Government Association Senate meeting. If the nominee does not appear for questioning, without prior approval by the Attorney General, the candidate is no longer eligible for the position.

Par 2. Approval of Nominees

The approval of all nominees shall be made at the Student Government Association Senate meeting by a majority vote and in the absence of the nominee.

Section 11. Internal Committees

Par 1. All committees shall create a structure to govern committee operations and procedures. Membership within each committee should consist of Executive and Legislative members.

Par 2. Committee Chairs

- Athletics and Recreation – Secretary of the Interior or Secretary of the Treasury

- Academics – Secretary of the Interior or Secretary of the Treasury
- Campus Life – Secretary of Campus Life
- External Engagement – Press Secretary
- Organizational Advancement – Attorney General

Par 3. Athletics and Recreation

- The purpose of this committee is to represent students to enhance the overall student and experience in the area of athletics and recreation on campus.
- This committee is charged with handling all student complaints, suggestions, and plans that pertain to the student's athletic and recreational experience.
- The Chairperson should meet with the Athletic or Assistant Athletic Director to bring any and all suggestions, questions, complaints or plans related to the purpose. Meetings will be at the discretion of the Chairperson.

Par 4. Academics

- The purpose of this committee is to assist the Spring Hill College so that they can achieve their fullest and highest potential of academic success by handling all current and future academic issues.
- This committee should, but is not limited to, aiding in the progression of the Italy Center and other study abroad opportunities, assisting with concerns regarding the bulletin of information, coursework, major and minor development, and contributing to the conversation regarding academic subgroups (LEAP, Honors College, etc.)

Par 5. Campus Life

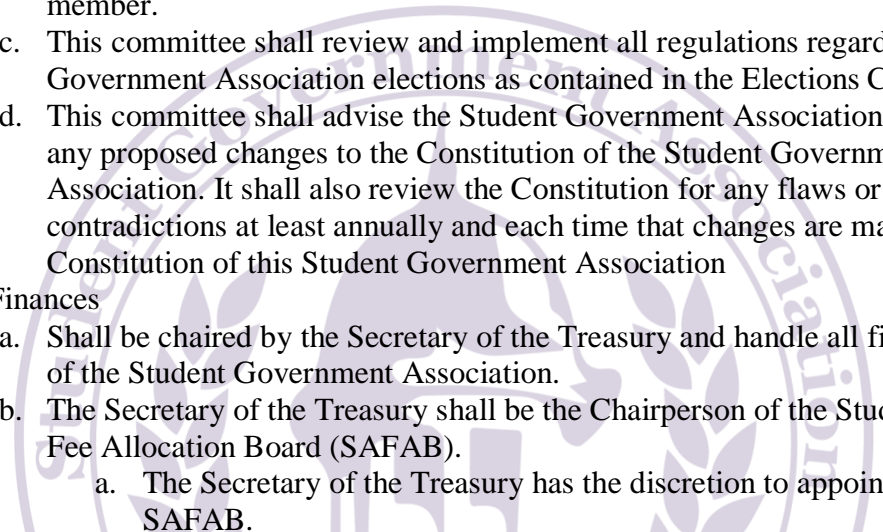
- The Committee will be responsible for collecting the feedback of students, faculty, and staff through various methods of outreach.
- The areas of which the Committee shall focus its outreach efforts include, but are not limited to: campus dining, residence life, campus maintenance, or any other facet of Spring Hill College with which the student body or faculty express concern.
- Upon collecting feedback, the Committee is then responsible for analyzing the concerns of the Spring Hill College community, and work to address these concerns with the assistance of Committee members and Spring Hill College administration.
- It is not the purpose of this committee to perform service; but rather serve as a facilitating agent in addressing the concerns raised by the Spring Hill College community.

Par. 6. External Engagement

- The purpose of this committee is to engaging the student body in activities pertaining to the Student Government Association.
- This committee should help plan and execute SGA social events.
- This committee should promote and advertise SGA events through, but not limited to, posters, flyers, social media and email.

Par. 7. Organizational Advancement

- Handles the Spring Hill Leadership Council, Internal Affairs, and Finances.
 - i. Spring Hill Leadership Council
 - a. Shall be composed by the Presidents of all student organizations on campus.
 - b. They will meet at the discretion of the Attorney General, Chair of the Leadership Council, to discuss matters of organizational and campus importance.
 - ii. Internal Affairs

- 
- a. Shall also be referred to as the Regulation Board.
 - b. Composition will consist of one member from each class with no more than two Senator Presidents and at least one cabinet member, namely, the Secretary of the Interior. In the event that the Attorney General is unable to serve as the chair, the Secretary of the Interior shall serve as chair and appoint another cabinet member to serve on the board. In the event that the Secretary of the Interior is unable to serve on the board, the Attorney General shall appoint another cabinet member to serve on the board. If neither the Attorney General nor the Secretary of the Interior are able to serve on the regulations board, the Vice President of Student Affairs shall be permitted to appoint two cabinet members. One will serve as Regulations Board chair and the other will be a Regulations Board member. The Vice President of Student Affairs shall serve as a non-voting member.
 - c. This committee shall review and implement all regulations regarding Student Government Association elections as contained in the Elections Code.
 - d. This committee shall advise the Student Government Association members on any proposed changes to the Constitution of the Student Government Association. It shall also review the Constitution for any flaws or contradictions at least annually and each time that changes are made to the Constitution of this Student Government Association
- iii. Finances
- a. Shall be chaired by the Secretary of the Treasury and handle all financial issues of the Student Government Association.
 - b. The Secretary of the Treasury shall be the Chairperson of the Student Activity Fee Allocation Board (SAFAB).
 - a. The Secretary of the Treasury has the discretion to appoint members of SAFAB.

Par. 8. Presidential Committees

- Per Article 2, Section 5, Paragraph 6, the President has the power to create committees/task forces as needed. These committees will carry over from one presidential term to another presidential term.
- To disband a Presidential Committee, just cause must be shown and two third vote of ratification of the Senate.

Section 12. Initiatives

Par 1. Guidelines for Initiatives

Initiatives submitted to the Vice President of the Student Government Association seventy-two hours prior to the Student Government Association Senate meeting shall be placed on the agenda. The person that introduces any initiative is responsible for distributing copies of the initiative to the Student Government Association. All initiatives on the following topics must be submitted to the Student Government Association Senate to be considered and approved/rejected:

- Proposed amendments to the Constitution of the Student Government Association.
- Proposed amendments to the Elections Code of the Student Government Association.

Article IV. Inauguration

Section 1. Officer Installation

Legislative officers shall be installed at the last scheduled Senate meeting of the previous administration. Executive officers can be installed at the last meeting of the previous administration, the first meeting of the new administration or at the discretion of the President.

Section 2. Oath of Office

Par 1. Legislative Branch

- Individuals elected as Senator to the Student Government Association shall take the following Oath of Office as administered by the Attorney General:

“I (*state your name*), do solemnly affirm that I will faithfully execute the duties of the office to which I have been elected and that I will, to the best of my abilities, preserve, protect and defend the Constitution of the Student Government Association and the policies and regulations of Spring Hill College, so help me God.”

Par 2. Executive Branch

- Executive Branch members shall take the following Oath of Office as administered by the Attorney General:

I (*state your name*), do solemnly swear that I will faithfully execute the duties of the office of the [*Executive Level Position*] of the Student Government Association. And, that I will, to the best of my ability, preserve, protect and defend the Constitution of the Student Government Association and the policies and regulations of Spring Hill College, so help me God.

- Executive Level Positions include:
 - President
 - Vice President
 - Attorney General
 - Secretary of the Treasury
 - Secretary of Campus Life
 - Secretary of the Interior
 - Press Secretary

Par 3. If the Attorney General is being sworn in, absent, or the Office is vacant, the Oath of Office will be administered by the President. If the President is not present, the Vice President will assume the responsibility. If neither the President or Vice President positions are filled, the Secretary of the Interior will administer the oath.

Article V. Addition and Termination of Offices and Officers

Section 1. Addition and Termination of Executive Offices

Par. 1 Paid Positions

Executive positions can only be created or terminated through amendment of the Constitution. New offices or terminations shall go into effect immediately upon approval.

Par 2. Termination of Executive Officers

The Student Government Association President may terminate any member of the Executive Branch upon showing just cause.

Par. 3 Criteria and Overall

Impeachment/Removal procedures and guidelines shall be applied to any elected or appointed officer of the Student Government Association. The Student Government Association President may also dismiss cabinet members by showing just cause. Criteria for impeachment include but are not limited to:

1. Conduct unbecoming of a member of the Student Government Association.
2. Acceptance of bribes.
3. Election fraud.
4. Coming to any duly constituted meeting of the Student Government Association under the influence of illegal drugs or alcohol.
5. Failure to perform the duties for which you were elected or to fulfill the duties of any position for which you were appointed.
6. Excessive absences.

Section 2. Procedure for Impeachment/Recall Process

Par 1. Start of Impeachment/Removal Process

1. To initiate an impeachment process, a meeting of the person or persons filing the charges must occur with the SGA President (or the next highest ranking officer), Attorney General and Advisor to discuss and review the case. If the President or Attorney General is the subject of the charges, they must refrain from being present in the meeting. The individual or individuals filing the charges must be Senators.
2. A meeting with the person facing impeachment (the “respondent”) will then occur. This meeting will include the respondent, the SGA Advisor, the SGA President (or the next highest officer if the President is to be brought up for charges), the Attorney General and the Senator or Senators who will raise the motion for impeachment. At this meeting, an effort to resolve the situation without an impeachment proceeding will be discussed, including a discussion of a possible resignation if the charges appear justified.
3. If the above meeting is not successful in resolving the situation, the filing of formal impeachment charges may then be brought forth by a quorum (fifty percent plus one) of the voting members of the Senate at a regular meeting through a motion by a Senator. Once this is completed, the matter must be tabled for one week to allow time for other avenues of resolution and for the respondent to set up a meeting with the SGA Advisor, Attorney General, and SGA President (unless the Attorney General and/or the SGA President are the respondents themselves) prior to the Senate hearing.
4. At this meeting, the respondent will be presented with a statement of charges and the impeachment-hearing procedures. At this time, the SGA Advisor and Attorney General will review whether witnesses will need to be called.

5. The respondent has the right to have his/her case brought before the Senate for judgment. At the Senate meeting, the Vice President of the Student Government Association will read the impeachment charges for the public record.

Par 2. Presiding Impeachment/Removal Officer

1. The presiding impeachment officer will be the SGA Attorney General in all cases unless the Attorney General is being charged. In the case that the Attorney General is charged, the President shall preside.
2. In the case of multiple impeachment charges against the President, Vice President or Attorney General, the SGA Advisor should appoint another member of the President's Cabinet to be the presiding impeachment officer. The presiding impeachment officer shall be non-voting.
3. The presiding impeachment officer will be responsible for maintaining the integrity of the process and will issue all rulings on evidentiary or witness disputes, with the assistance of the SGA Advisor.
4. Impeachment proceeding will be confidential with the record only reflecting that an impeachment process occurred, the attendance at the hearing, the charges filed, and the final decision. At this time, the accused may enter a plea of guilty and tender his/her resignation or enter a plea of not guilty. All pleas of not guilty warrant a Senate hearing.

Par 3. Impeachment/Removal Process

1. Senate meetings wherein an impeachment process is occurring will be a closed chamber session of Senate wherein no non-Student Government officials are allowed to be in the Senate chamber.
2. The Senator(s) who made the impeachment motion can make an opening statement concerning the charges brought forth against the respondent.
3. The respondent has the right to make an opening statement on his/her behalf and to answer to the charges brought against him/her.
4. The Senate may then question the respondent about the charges and any relevant details.
5. Any witnesses present for either party may then be called and also questioned by the Senate and the respondent. The SGA Advisor will have already preapproved the witnesses.
6. After all witnesses have been called and duly questioned, each side (the senator who made the impeachment motion and the respondent) will be given two minutes for a closing statement.
7. After these are completed, both branches will enter into session for deliberation. The respondent and Senator(s) involved will be asked to leave. The agreed upon version of *Robert's Rules* takes effect at this time and must be administered by the presiding impeachment officer. Deliberation will be limited to a maximum of 30 minutes, unless extended by a majority vote of the senate in deliberation.
8. When debate has ended, a vote by secret ballot to remove or not to remove will be taken. An affirmative vote to remove must be a two-thirds vote of the Senate. The Secretary of the Interior and Attorney General will count the ballots and present the verdict to the presiding impeachment officer.
9. If the vote justifies removal, the person will be impeached/removed and must exit the Senate meeting immediately. If the decision is not to impeach/remove, the respondent will be considered innocent of all charges and will resume his/her regular duties instantly. The Senate, with a vote not to impeach the respondent, may recommend an appropriate sanction, if deemed necessary, and refer such recommendation to the Attorney General for implementation of the process for sanctions in Article I of this Constitution.

Section 3. Succession after Impeachment

A successor shall be selected in accordance with the provision of this Constitution (Article II, Section 5 and Article III, Section 4).

Article VI. Finance

Section 1. Accounts

Separate accounts shall exist for SAFAB money and money raised by the Student Government Association. The maintenance of accounts for the SGA shall be done in the Center for Student Involvement in conjunction with the Finance office of the college. The Secretary of the Treasury for the SGA will be the liaison to the Center for Student Involvement and will verify the accuracy of SGA finance records with this office.

Section 2. Guidelines for Allocation

Use of Student Government Association funds shall be done according to the funding criteria of the College.

Article VII. Amending the Constitution

Section 1. Definition

Amending the Constitution will be defined as changing or rewriting the Constitution as a whole. It is not defined as a single amendment to be added to the Constitution.

Section 2. Required Senate Vote

Amending the Constitution may be presented for ratification by a two-thirds vote of the Student Government Association Senate.

Section 3. Five-Day Rule

At least Five days must elapse between the date of passage of the proposed amended Constitution by the Student Government Association Senate and their submission for ratification to the student body membership.

Section 4. Required Student Vote

A proposed document shall become part of this Constitution after they are ratified by a simple majority of those student body members voting at the election designated for such purpose.

Section 5. College Policy in Regards to Amendments

The Vice President of Student Affairs or his/her designee must review all proposed amendments prior to their submission to the electorate, which must be deemed consistent with Spring Hill College rules and regulations, along with any city, state, or federal laws.

Section 6. Effective Dates

The Attorney General and the Student Government Association advisor shall verify the votes, and the amendments shall take effect immediately following student approval

Article VIII. Amendments to the Constitution

Section 1. Definition

Amendments to the Constitution shall be defined as a single amendment to be added to the Constitution.

Section 1. Required Senate Vote

An Amendment to the Constitution may be presented for ratification by a unanimous vote of the Student Government Association Senate.

Section 2. Five-Day Rule

At least Five days must elapse between the date of passage of proposed amendments by the Student Government Association Senate and their submission for ratification by the President of the Student Government Association.

Section 4. College Policy in Regards to Amendments

The Vice President of Student Affairs or his/her designee must review all proposed amendments prior to their submission to the electorate, which must be deemed consistent with Spring Hill College rules and regulations, along with any city, state, or federal laws.

Section 5. Effective Dates

The Attorney General and the Student Government Association advisor shall verify the Senate votes, and the amendments shall take effect immediately following Presidential approval.

Article IX. Voting

Section 1. Executive Branch

Only the Vice President of the Student Government Association shall have voting rights, which are to be executed in case of a tie.

Section 2. Legislative Branch

1. Each Senator is afforded one vote on all matters that deem a vote.
2. All votes should not exceed seventeen, the seventeenth being the vote of the Vice President in case of a tie.

The Student Government Association advisor shall not have voting rights.

Article X. Shared Governance

Section 1. Composition

The Student Government Association's Shared Governance Delegation shall be composed of 12 Delegates, nominated by the SGA President and confirmed by the SGA Senate, to represent the Student Body in the Shared Governance Senate and Councils.

Section 2. Distribution

Delegate distribution shall be as follows:

- 1) College Senate
 - a) 3 Student Delegates
- 2) The Councils
 - a) Student Success Council: 3 Student Delegates
 - b) College Community and Well Being: 3 Student Delegates
 - c) Institutional Planning and Effectiveness: 3 Student Delegates

Section 3. Selection

As Executive Branch appointments, Delegates shall be nominated by the President and receive approval by a majority (greater than 50%) of the Senate. The Senate may formally discuss and evaluate each nominee before granting approval.

Section 3. Requirements

- a. Must be in good disciplinary and scholastic standing according to the rules and regulations of Spring Hill College for one year prior to his/her nomination and must remain off all probations while in office. This approval must be made by the Vice President of Student Affairs/Dean of Students and verified by the Advisor of the Student Government Association.
- b. Must be enrolled as a full-time student during each term of office.
- c. Must be versed in and abide by the Election Code and Constitution.
- d. Must maintain at least a 2.5 grade point average, and not have a semester during office below a 2.0 for that semester.
- e. The Vice President of Student Affairs (or his/her designee) will approve and continuously monitor delegates for their adherence to the above requirements. Delegates not fulfilling the requirements will not be approved to hold the position and/or will be removed from office immediately per the discretion of the Vice President for Student Affairs or his/her designee.

Section 5. Terms

- a. Delegates are appointed to one-year terms with the possibility of indefinite reappointments.