

BE IT ENACTED BY THE STUDENT SENATE OF THE STUDENT GOVERNMENT ASSOCIATION OF CARSON-NEWMAN COLLEGE HERE ASSEMBLED THAT:

- Section 1.** All meetings of the Student Senate shall operate under Robert's Rules of Order.
- Section 2.** Only those voting officers designated by the Charter may vote on official business of the Student Government Association. According to Robert's Rules of Order, the President may only vote in the case of a tie. No person may vote on behalf of a voting officer not in attendance.
- Section 3.** If an officer's cumulative GPA falls below the stated minimum academic qualification or the member's collegiate hours fall below full-time status, he/she may continue to serve, for a period of one semester or until the of his/her term, whichever elapses first, under probationary status. If after one semester of probation, minimum academic qualifications are not met or the member does not maintain full-time status, the member shall be dismissed and his/her office declared vacant.
- Section 4.** The Cabinet is responsible for the execution of the Charter and Code-Book and the daily function of the Student Government Association in conjunction with the Director of Student Activities. Members of the Cabinet are responsible to the Student Body President concerning Association duties.
- Section 5.** Upon vacancy of a cabinet position either after two successive elections or other extenuating circumstance leading to vacancy, an existing officer may be appointed to the vacant Cabinet position if they meet all of the requirements set forth in the Charter and any other candidacy requirements in the Code-Book upon majority confirmation by the Student Senate. If no current officer is nominated to ascend to a Cabinet position or if all current officers do not garner a majority of the Student Senate votes, the Subcommittee on Elections & Appointments will convene a special election in collaboration with the Director of Student Activities. All campaign rules will apply to special elections as they apply to regular elections.
- Section 6.** Whenever the Student Body President is in absentia, the order of succession of presiding over the Student Senate shall be as follows: Vice-President, Chief Justice, Secretary of Campus Life, Secretary of Finance, Secretary of Projects & Services, and then Secretary/Parliamentarian. Only these mentioned members may assume the presiding position upon the aforementioned succession.
- Section 7:** The Student Body President is responsible for implementing the legislation and the decisions of the Association. The President shall preside over all meetings of SGA within Robert's Rules of Order. The President may issue Executive Orders to the Senate where necessary to

support the work of the SGA. The President supports the mission of Student Affairs. Responsibilities include attending regular meetings with the Vice-President for Student Affairs and participating in any college functions as the Student Affairs Office designates.

- Section 8:** The Secretary/Parliamentarian will record the minutes of all Student Senate meetings and report them for record in the Code Book Appendix E. Additionally, that officer is responsible for calling the roll at every meeting and keeping up with absences.
- Section 9:** The Chief Justice shall interpret the Charter & Code-Book in consultation with the Director of Student Activities upon the request of any SGA officer. The Chief Justice presides over impeachment hearings unless they are the accused officer. The Chief Justice moderates all debates in which they are not a candidate in which the Superintendent of Elections will appoint a replacement.
- Section 10:** The Secretary of Finance is responsible for money collected by SGA in conjunction with the Advisor. Additionally, that officer is responsible for maintaining accurate and updated records of all receipts and disbursements of SGA. Upon request by any SGA officer, the Secretary of Finance must provide a report on the financial status of SGA. The Secretary of Finance in consultation with the President, Cabinet, Advisor, and Committee on Finance to construct a budget at the beginning of every academic year and must be submitted for final approval by the Student Senate. All budget alterations throughout the year are enacted by a two-thirds majority vote of the Student Senate.
- Section 11:** The Secretary of Campus Life, along with the Campus Life Committee shall be responsible for oversight of the Organizational Congress in conjunction with the President, Vice-President and Secretary of Finance. The Secretary of Campus Life will oversee any forums that the Student Government Association may convene. The Secretary of Campus Life will serve as Solicitor General in the case of Grant Petitions in which they will make a suggestion to the Student Senate as to whether to approve said petition or not based on the petitioning organization's standing with SGA and the Student Affairs Office.
- Section 12:** Upon approval of this bill, any and all rules, policies, or methods of the Student Government Association set out in the previous Constitution or accompanying By-laws will cease to exist.
- Section 13:** The Secretary of Projects & Services will serve at the pleasure of the Student Body President in conjunction with the Vice-President to oversee any projects or initiatives set out by the President and approved by the Senate. The Secretary will seek to execute the Strategic Plan of the Student Government Association as set forth and voted on by the Student Senate.

- Section 14:** Standing Committees are established by this bill and will remain until a two-thirds vote is made to abolish or until legislation provides otherwise. Standing Committees are listed here but may include others created by other legislation but not listed here: Committee on Finance, Committee on Ways & Means, Projects & Services Committee, Campus Life Committee, and Subcommittee on Elections & Appointments. The Cabinet member with corresponding job description as set out in the Charter chairs the respective committee. If there is not a cabinet member to chair the committee, the Student Body President will appoint a chair. Thus the committee's responsibility is mandated by the Chair in conjunction with their Cabinet responsibilities. If at any time it seems unclear what a committee's responsibility is, an officer may request that information from the Student Body President or the Director of Student Activities.
- Section 15:** Ad-hoc or Special Committees will be formed by a simple majority vote of the Student Senate and will exist until dissolved by two-thirds majority or until the purpose of formation is complete. Ad-hoc or Special Committees may be formed for a specific purpose when warranted by the needs of the Association. When established, the President will appoint a Chair unless legislation designates otherwise. The Committee will report directly to the Student Body President. Subcommittees may be formed by legislation or by standing committees to serve a specific purpose for that respective committee.
- Section 16:** All committees will convene at the designation of the Chairperson. Only association officers may serve in standing committees.
- Section 17:** Service Committees may be created by two-thirds majority vote of the Senate in order to inform and execute a specific project, initiative, or task. These committees will be chaired and convened by the President and vice-chaired by the Secretary of Projects & Services.
- Section 18:** Legislation in the Student Government Association shall come in the form of Bills or Resolutions. Resolutions are communications to external entities and declare the will of the Student Government Association. Any Association officer may propose a resolution and are subject to approval by majority vote. Bills are communications from the Association to either the College Administration requesting a formal change in college policy OR communications proposing change to the Association's Procedures, Planning, or Policies. Bills may be proposed by any officer and are subject to review and approval by the Committee on Ways & Means. Following committee approval, and before submission to the full Association, bills will be publicly posted for 6 days before being subject to approval by majority vote.
- Section 19:** The Student Government Association shall meet at a time designated by the Student Body President in conjunction with the Director of Student Activities. All officers are required to attend unless excused by the Student

Body President. More than 2 absences per semester is grounds for impeachment. Two tardies (arrival to a meeting after attendance has been called) to a Student Senate meeting is the equivalent to one absence.

- Section 20:** If an Officer needs to leave a meeting before the end, she/he must notify and obtain approval from the President. Leaving a meeting without prior approval will be counted as an absence. When an Officer has incurred two absences in any semester, the Student Body President shall notify the Officer and remind them of the attendance policy.
- Section 21:** Officer Dismissal: Based on the attendance records of the Secretary/Parliamentarian, an Officer shall be impeached if she/he accumulates more than 3 absences in any semester. The impeachment shall follow the procedures as stipulated in this bill. If found responsible, the Officer shall be dismissed after a hearing by the Impeachment Council. If an Officer is impeached due to dereliction of duties, she/he shall go through the impeachment process outlined in this bill. If found responsible, the Officer shall be dismissed from their office.
- Section 22:** The Committee on Ways & Means is responsible for reviewing all legislation or legislative activity for its utility and/or feasibility. If a proposed act is deemed beneficial to the College, the Association, or a group of students, and upholds the mission of the college as well as promoting just, effective policy, the Ways & Means Committee shall send the legislation either to the floor for final vote or refer it to committee for more research and development.
- Section 23:** Until such a time as the Administration accepts in totality the Source of Revenue Act (Bill 1112-03), stipends will cease to be disbursed. Upon acceptance of said bill, the stipend amount per officer shall be set at a percentage of the total general budget of Student Government Association per year: 1% for Cabinet Officers, 2% for the Vice-President, and 3% for the Student Body President. The elected or appointed Secretary/Parliamentarian shall receive a stipend that shall be set at 1%. Until such a time as Bill 1112-03 is passed, all remaining monies in the stipend budget will be put into the Projects & Services Budget.
- Section 24:** Any committee or Cabinet Officer who would like to request non-budgeted funds exceeding \$50 for a special purpose must have that purchase approved by a simple majority of the Senate. Amounts under \$50 are subject to approval from the Student Body President in conjunction with Cabinet and the Director of Student Activities.
- Section 25:** Until such a time as Bill 1112-03 (Source of Revenue Act) is accepted by the administration, Grant petitions will be the duty of the Student Government Association unless other legislation passed conflicts with this section. The process for Grant Petitions will be as follows: Upon completion of the Grant Petition Form, the Secretary of Finance upon

receiving the completed form will set a date in conjunction with the President and organization for the petition to be heard. Upon hearing it, the President will open up the Senate to a time of questions, after questions have been asked, the representative of the petitioning organization will step out as the Senate deliberates on two motions: First, Amending the amount of petitioned money and second whether to grant the set amount of money to the petitioning organization. Any other questions of policy beyond what is listed here may be asked of the President in conjunction with Cabinet and the Advisor.

Section 26: It shall be a Point of Information if any Officer of the Senate requests to know what the Charter or Code-Book prescribes for any situation. The Chief Justice shall be responsible for reading the relevant section(s) to the requesting Officer in any meeting. It shall be a Point of Order if any Officer challenges the actions taken within Senate as either unconstitutional or inconsistent with Robert's Rules of Order. The Chief Justice shall read the section in question and deliver an interpretation or, if the Chief Justice deems necessary, shall request a recess to confer with the Cabinet and Advisor to provide an interpretation. If two-thirds of Cabinet does not agree on an interpretation, then the decision will be postponed for a week so that Cabinet will have time to confer with the Advisor and Vice-President for Student Affairs at which point one interpretation will be decided. These interpretations will be recorded in Appendix A of the Code Book.

Section 27: Impeachment Procedures: An impeachment is a formal hearing to determine the responsibility of an Officer in violating Student Government Association or College Policies. A Charge of violating SGA or College policies or of neglecting duties as an Officer may only be brought when at least three Officers of the Association submit the charge in writing to either the Chief Justice or Student Body President or Director of Student Activities. Upon the receipt of such charges, the Chief Justice, President, and Advisor shall notify one another. The President shall within 24 hours of being made aware of the charges notify the accused Officer. A hearing chaired by the Chief Justice shall be held within one week of the notification of charges. It shall include the Impeachment Council consisting of Cabinet, the Advisor, and the Secretary. The accused officer may plead responsible, not responsible, or no contest. Should an Officer plead either responsible or no contest, the impeachment hearing shall not proceed and the Officer will be removed from their SGA position. If the Officer pleads not responsible, the impeachment hearing will proceed with the accused making their case and the council ultimately deciding whether guilt has been proven or not. During the hearing, the accused shall have the right to answer every charge brought against him/her and to present witnesses to his/her defense. Rules for debate are to be decided at the discretion of the Presiding Officer. If the accused is found not responsible,

that person is entitled to every right of an Officer of the Student Government Association without dishonor or shame.

- Section 28:** All bills or resolutions must be sponsored by an Association Voting Officer. Bills must have the registration number in the top right corner and the sponsor in either the top left or bottom left corner. All Bills must be approved by the Committee on Ways & Means before coming to the Senate floor for Final Vote. There shall be mandatory debate on Bills with sponsors speaking first. Unless otherwise motioned, the final vote will be recorded by voting officers raising their hand at the call for yea or nay. Upon motion and voice confirmation, votes may be recorded by voice, secret ballot, or roll call vote.
- Section 29:** Upon Senate approval of a Bill, the President, Secretary, Vice-President, and Sponsor shall sign the bill and send it to the Vice-President for Student Affairs. From that point, the President and any other pertinent officers will see to its final passage/adoption by meeting with the relevant administrators in conjunction with the Advisor and Vice-President for Student Affairs.
- Section 30:** Executive Orders: Executive Orders are orders given by the Student Body President to either increase Association efficiency or better organize activities and events. All SGA officers are subject to Executive Orders so long as they do not interfere with authority of Officers or conflict with Charter & Code Book. To overturn an executive order, Senate may bring the order to a vote and with two-thirds majority, may overturn it.