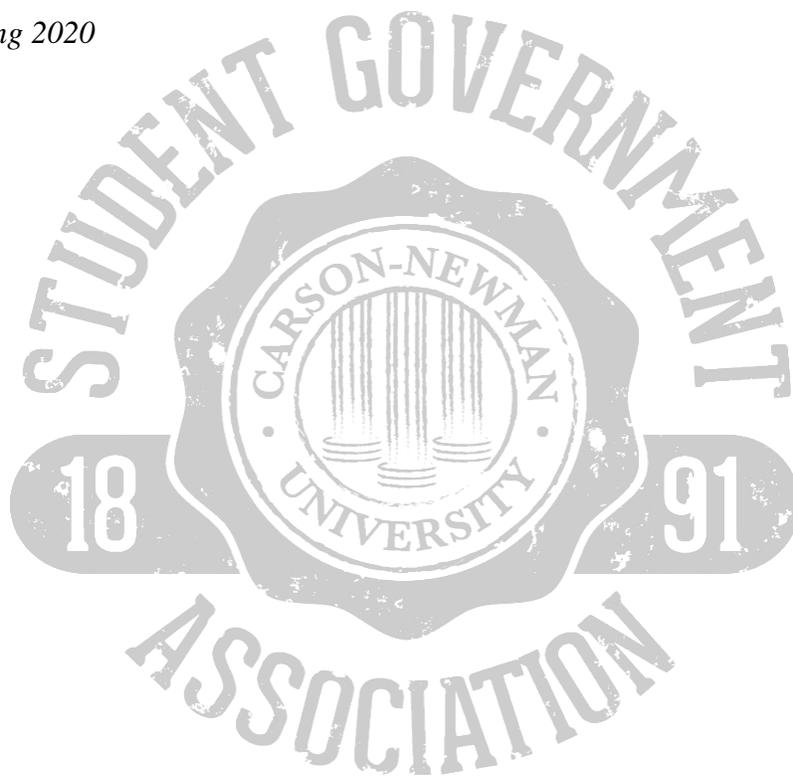


The Constitution
Of
The Student Government Association

Of
Carson-Newman University

Revised Spring 2020



One generation shall praise
Your works to another,
And shall-declare your mighty acts

Preamble

In order to provide an efficient government that represents and enhances the lives of the students as well as maintains a Christian environment for education and leisure, we the students of Carson-Newman University, hereby establish this document as the Constitution of the Student Government Association of Carson-Newman University.

ARTICLE I

General Membership

1. **Constituent:** Any current full-time student taking courses at Carson-Newman University is a constituent of the Student Government Association. Constituents are represented by Senate and Cabinet of the Carson-Newman Student Government Association (SGA) and have the following privileges: run in an election, voice concerns to current Student Government Association members, and vote in elections.
2. **Senator:** An elected or appointed member of SGA. A Senator must be a full-time student at Carson-Newman University, have a minimum Cumulative G.P.A. of 2.25, be up to date on their CLW status and be in good standing with the University through the Dean of Students Office. Senators must attend weekly Senate meetings, be on at least one standing committee, attend SGA events, and represent the constituents in which they serve. Senators have the following privileges: vote during Senate meetings, author & sponsor bills and legislation, meet with upper level administration on behalf of SGA with the approval of Cabinet and have all privileges of a constituent.
3. **Cabinet Member:** An elected or appointed member of SGA. Cabinet members must be a full-time student at Carson-Newman University, have a Cumulative G.P.A of 2.50, be up to date on their CLW status and be in good standing with the University through the Dean of Students Office. Cabinet members will serve on the Executive Committee and must attend weekly Cabinet meetings, weekly Senate meetings, chair one standing committee [excluding the Chief Justice], have one-on-one meetings with the advisor, complete one office hour a week during the academic year respond to pertinent e-mail and represents all Carson-Newman students. Cabinet members have the following privileges: vote once per motion, author & sponsor bills and legislation, meet with upper level administration on behalf of SGA and have all privileges of a constituent.
4. **Non-Voting Members:** Any Carson-Newman constituent is eligible to serve on an SGA Committee. Non-Voting members must attend committee meetings but cannot attend or vote at an SGA Senate meeting. A Non-Voting member has the following privileges: attend SGA Committee meetings and have all privileges of a constituent.
5. **Advisor:** The SGA advisor is designated in the Student Handbook as the Director of Student Activities. The advisor shall attend weekly Senate and Cabinet meetings, hold one-on-one meetings with Cabinet members, advise on best

practices of student government associations, check grades, conduct and CLW status at the conclusion of each semester. University funding services provided to the Student Body and Association practices are overseen by the advisor. The Vice-President for Student Affairs is ultimately responsible for a quality SGA. Both the Director of Student Activities and the Vice-President for Student Affairs are ex-officio members. The advisor does not have voting privileges within the organization.

ARTICLE II ***Removal Process***

1. Senator Removal Process:

- a. The Carson-Newman University's Student Government Association reserves the right to remove any Senator if they do not maintain the minimum G.P.A., CLW status or stay in good standing with the Dean of Students Office. A Senator who is subject to removal is sent an e-mail notice of the violation from the SGA advisor and will be given the opportunity to resign from SGA. If the Senator does not resign, they will be removed from office.
- b. A Senator may have no more than two (2) unexcused and three (3) excused absences for Senate meetings per semester and may have no more than two (2) unexcused and three (3) excused absences for committee meetings per semester.
- c. The member will be sent a warning e-mail by the Chief Justice after three Senate meeting absences. Once a Senator has missed five Senate meetings [two (2) unexcused and three (3) excused]. The Senator will be sent an e-mail notice of the violation from the Chief Justice and will be removed from the Senate.
- d. After the Senate member has (5) five absences, the Senate member will be sent an e-mail notice of the violation from the Chief Justice who will host a violation meeting with the Senate member and Cabinet. The member in violation will state their case and a 2/3 vote of the Cabinet members is needed to remove a member.
- e. If there is a 2/3 vote by the Cabinet, the Senator in violation may appeal to the Chief Justice and CC the SGA Advisor by e-mail within 24-hours of the vote.
- f. The case will be heard by the Senate. The member in violation and Chief Justice will both have no more than 10 minutes each to state their case.
- g. A 2/3 vote of the Senate is needed to overturn the Cabinet's decision.

2. Cabinet Removal Process

- a. The Carson-Newman Student Government Association reserves the right to remove any Cabinet member if they do not maintain the minimum G.P.A., CLW status or stay in good standing with the Dean of Students Office. A Cabinet member who is subject to removal is sent an e-mail notice of the violation from the advisor and will be given the opportunity

to resign from SGA. If the Cabinet member does not resign, they will be removed from office.

- b. The Cabinet member may have no more than one (1) unexcused and two (2) excused absences for both Senate meetings and for Cabinet meetings per semester. Cabinet members may have no more than (1) unexcused and two (2) excused absences for committee meetings per semester, (1) unexcused and two (2) excused office hours and (1) unexcused and two (2) excused one-on-ones with the advisor per semester.
- c. The Cabinet member will be sent a warning e-mail by the Chief Justice of the absence violation after two (2) absences. If the Chief Justice is in violation, the e-mail will come from the President.
- d. After the Cabinet member has (3) three absences, the Cabinet member will be sent an e-mail notice of the violation from the Chief Justice who will host a violation meeting with the remaining Cabinet members. The member in violation will state their case and a 2/3 vote of the remaining Cabinet members is needed to remove a member.

ARTICLE III

Governing Principles

A. Responsibilities of SGA:

1. SGA exists to serve and represent the interests, concerns, and ideas of the Carson-Newman student body in association within the Department of Student Affairs.
2. SGA is responsible for informing the Student Body of facts relating to Carson-Newman University, that are of interest to the Student Body, and for appropriately investigating questions and issues regarding the University that are of concern to the Student Body.
3. SGA will act as the final representative and decision-making body for the students of Carson-Newman University in any academic or community issue.
4. SGA is responsible for representing the Student Body by providing campus organizations the opportunity and the means to represent themselves.

B. Constitution:

1. SGA is governed by the articles of this constitution as a framework for its structure. It is provided for in the Student Handbook as outlined and overseen through the Department of Student Affairs.
2. This Constitution shall be the supreme law of the Association, any By-Laws, bills, or resolutions to the contrary notwithstanding.

C. Powers and Organization:

1. SGA has the power to pass motions, resolutions, and bills on any subject.
2. The rules contained in Robert's Rules of Order shall govern the SGA in all cases to which they are applicable, and consistent with this Constitution.

ARTICLE IV
Design of the Association

A. Cabinet:

1. The Cabinet is responsible for the execution of this Constitution and the daily function of the Student Government Association in association with the Department of Student Affairs. The SGA President oversees the Cabinet and the Cabinet meetings.
2. The Cabinet consists solely of the Student Body President, the Student Body Vice-President, the Chief Justice, the Secretary of Finance, the Secretary of Public Relations, the Secretary of Campus Life, and the Secretary of Projects and Services.
3. The Cabinet members are voted on by the Student Body during the SGA elections. If there is an open position after Spring elections or due to removal or resignation a new person can be appointed by the SGA President and then voted on with a 50% + 1 vote of the Cabinet and Senate.
4. Members of the Cabinet are responsible to the Student Body President concerning SGA duties and platform initiatives.

B. Senate:

1. The Senate is responsible for the execution of the plans brought forth by the Presidential platform, initiatives based on their constituent base, this Constitution and the daily function of SGA, in association with the Department of Student Affairs. The Vice President oversees the Senate and the Senate meetings.
2. The Senate consists of the four (4) Delegate-At-Large Senators, one (1) Commuter Delegate, one (1) Graduate Delegate, and two (2) Class Delegates per year; freshman, sophomore, junior and senior.
3. The Senate members are voted on by the Student Body during SGA's Spring elections, except for Freshmen Class Delegates. If there is an open position after Spring elections or due to removal or resignation, a new person can be appointed by the SGA President and then confirmed with a simple majority vote of the Cabinet and Senate.
4. The Freshmen Elections will occur within the first four (4) weeks of the academic year. If there is an open freshman seat after Fall elections or due to removal or resignation a freshman can be appointed by the SGA President and then confirmed with a simple majority vote of the Cabinet and Senate.

ARTICLE V
Meeting Structure

A. Cabinet Meetings:

1. Cabinet meetings shall be held at least once a week during the academic year.
2. Cabinet meetings will be run by the President.

3. The President or Vice-President has the authority to call a special meeting with 24-hour notice via email for emergency situations.
4. The Chief Justice will take attendance and minutes at each Cabinet meeting and will ensure that Parliamentary Procedure is being followed and shall govern SGA.
5. Quorum is 50% + 1.
6. Cabinet members of the SGA have one vote per motion and the President only votes in order to break a tie.
7. A Cabinet member may have no more than one (1) unexcused and two (2) excused Cabinet meetings absences per semester.

B. Senate Meetings:

1. Senate meetings shall be held at least once a week during the academic year.
2. Senate meetings will be run by the Vice-President.
3. The President or Vice-President has the authority to call a special meeting with 24-hour notice via email for emergency situations.
4. The Chief Justice will take attendance and minutes at each Senate meeting and will ensure that Parliamentary Procedure is being followed and shall govern SGA.
5. Quorum is 50% + 1.
6. Each member in attendance of SGA has one vote per motion and the Vice-President only votes in order to break a tie.
7. A Cabinet member may have no more than one (1) unexcused and two (2) excused Senate meeting absences per semester. A Senator may have no more than two (2) unexcused and three (3) excused absences per semester.

ARTICLE VI
Cabinet Duties

- A. **Term of Office:** Any Cabinet member who is elected during Spring elections or appointed prior to Inauguration will take office on Inauguration Day and serves until the following Inauguration Day.
- B. If the Student Body President position becomes vacant, the Vice-President will become President of the SGA.
- C. **President Duties:**
 1. The Student Body President is responsible for enforcing the Constitution of the SGA; the Student Body President is also responsible for implementing the legislation and the decisions of SGA.
 2. The Student Body President is the primary representative between SGA and the Administration of Carson-Newman University.
 3. It is the duty of the Student Body President to serve as the presiding officer of the Cabinet meetings of SGA.
 4. The President only votes in order to break a tie in the Cabinet.
 5. The President supports the mission of the Department of Student Affairs. Responsibilities include attending regular meetings with the Vice-President for Student Affairs, attending designated college

functions and leadership events, and consulting regularly with the SGA advisor, the Director of Student Activities.

6. The President, in consultation with the Vice-President, will put forth a nomination to the Cabinet and Senate for SGA Advocate of the year and determine the awards to be given to SGA members at the Student Leadership Banquet.
7. The President shall serve on any University committee to which she or he is appointed.
8. The President shall have the power to veto enactments of the Senate and Cabinet to which he or she takes objection.
 - a) Following a veto, the President must provide a written explanation for the veto by the following Senate or Cabinet meeting.
 - b) Following the receipt of the President's veto explanation, Senate and Cabinet can override a veto with a two-thirds (2/3) vote.
9. The President may issue Executive Orders to the Senate and Cabinet when necessary to support the work of SGA.
 - a) Executive Orders are orders given by the President of the Association to:
 - b) Increase SGA's efficiency.
 - c) Better organize class activities and events.
 - d) Maintain a more open atmosphere of communication.
 - e) While all officers are subject to executive orders, executive orders may not interfere with committee goals, or be issued to suspend the authority of Association officers.
- 10. Issuing Executive Orders:**
 - a) An executive order may not be confidential.
 - b) The President shall document the executive orders given and provide a copy of the order to the Chief Justice of SGA to note in SGA's minutes.
- 11. Overturning Executive Orders:**
 - a) SGA may, within two (2) weeks of the President issuing an executive order, bring the order to a vote during a meeting and may overturn the order by a three-fourths ($\frac{3}{4}$) vote.

D. Vice-President Duties:

1. The Student Body Vice-President is responsible for supporting the President in enforcing the Constitution of SGA.
2. The Student Body Vice-President is the secondary representative between the Student Government Association and the Administration of Carson-Newman University.
3. It is the duty of the Student Body Vice-President to serve as the presiding officer of the Senate meetings of the SGA.

4. It is the duty of the Student Body Vice-President to assist the Student Body President in the discharge of his or her duties whenever the Student Body President requests such assistance.
5. The Vice-President is responsible for maintaining and updating the files of SGA including, but not limited to, bills and resolutions.
6. The Vice-President is responsible for maintaining the SGA website, in conjunction with the Director of Student Activities, to upload files pertaining to minutes, bills and resolutions on a weekly basis in order to communicate with all constituents.
7. The Vice-President is responsible for monitoring the e-mails sent to sga@cn.edu e-mail account on a weekly basis. The Vice-President will check, respond or forward to appropriate Cabinet members or advisor.
8. The Vice-President, in conjunction, with the President will put forth a nomination to the Cabinet and Senate for SGA Advocate of the year and determine the awards to be given to SGA members at the Student Leadership Banquet.

E. Chief Justice Duties:

1. The Chief Justice interprets and reviews SGA's Constitution on a yearly basis.
2. The Chief Justice would sponsor any bill for Constitution amendments brought forth by any constituent, Senator or Cabinet member at Carson-Newman University, in consultation with Student Affairs upon the request of any student. Such updates with the index to the same must be made available to members within two weeks of the change.
3. The Chief Justice will take attendance and track absences at each Senate and Cabinet meeting.
4. The Chief Justice shall review every SGA member's attendance each week to ensure they are not in violation or on the verge of violating SGA's attendance policy.
5. The Chief Justice will send members who have minimum absence violations an e-mail to the member and CC the SGA Advisor and President.
6. The Chief Justice will record the minutes at each Cabinet and Senate meeting and will send respective members the minutes within 60-hours of each meeting.
7. The Chief Justice is responsible for maintaining and updating the files of the SGA including, but not limited to, minutes and attendance.
8. The Chief Justice adjudicates hearings concerning the violation of Association policies.
9. The Chief Justice presides over impeachment hearings, in the instance the Chief Justice is being impeached, the President will preside over the hearings.
10. The Chief Justice will check and respond to emails pertinent to his or her duties and those forwarded to them by the Vice-President.

F. Secretary of Finance Duties:

1. The Secretary of Finance serves as Chairperson of the Finance Committee.
2. The Secretary of Finance is responsible for monies collected by SGA, in conjunction with the Director of Student Activities.
3. The Secretary of Finance is responsible for maintaining accurate and updated records of all receipts and disbursements of SGA.
4. The Secretary of Finance must provide a report on the financial status of the SGA to any member of the Student Body within one week of the request and works with the Director of Student Activities on college allotted funds.
5. The Secretary of Finance works in consultation with the Cabinet, SGA's Advisor, Director of Student Activities, and other representatives as necessary to create a budget plan.
6. The Secretary of Finance is responsible for ensuring the SGA budget is balanced.
7. The Secretary of Finance oversees grant petition funding for student organizations, including monitoring eligibility of student organizations, establishing grant petition criteria, and organizing the submission process and petition hearings, in conjunction with the Finance Committee.
8. The Secretary of Finance is responsible for hosting at least one (1) grant petition training session for student organizations per semester.
9. The Secretary of Finance shall open grant petitions to chartered organizations for Fall, Spring and Early Eagle Funding. Early Eagle Funding is open in spring for events or travel at the beginning of the next academic year.
10. The Secretary of Finance shall check and respond to emails pertinent to his or her duties and those forwarded to them by the Vice-President.

G. Secretary of Public Relations Duties:

1. The Secretary of Public Relations serves as Chairperson for the Public Relations Committee.
2. The Secretary of Public Relations shall provide all necessary advertising and publications for SGA.
3. The Secretary of Public Relations shall approve all communications, apart from bills and resolutions, sent outside of SGA.
4. The Secretary of Public Relations shall update all SGA bulletin boards, announcement boards, and social media outlets as needed.
5. The Secretary of Public Relations plans events including, but not limited to, Town Hall, recruitment, tabling and promotional events such as the Big Scoop, Freshmen elections and Hot Spots.
6. The Secretary of Public Relations shall check and respond to emails pertinent to his or her duties and those forwarded to them by the Vice-President.

H. Secretary of Campus Life Duties:

1. The Secretary of Campus Life serves as Chairperson of the Campus Life Committee.

2. The Secretary of Campus Life shall oversee monthly dates for Parliament during the academic year and communicating those dates with Chartered Organization Presidents, Officers and Advisors.
3. The Secretary of Campus Life shall contact and schedule people to speak at Parliament.
4. The Secretary of Campus Life shall be responsible for creating name plates, taking role, tracking attendance over the course of the year and honor those organizations with perfect attendance in April.
5. The Secretary of Campus Life shall investigate student concerns and suggestions concerning campus life and make recommendations to the college in the form of resolutions.
6. The Secretary of Campus Life shall check and respond to emails pertinent to his or her duties and those forwarded to them by the Vice-President.

I. Secretary of Projects and Services Duties:

1. The Secretary of Projects and Services serves as Chairperson of the Projects and Services Committee.
2. The Secretary of Projects and Services shall be responsible for organizing, planning, and executing any programs or projects undertaken or directed by the SGA.
3. The Secretary of Projects and Services shall organize, plan, and execute one large-scale or continuous project or program and two small-scale projects or programs each semester.
4. The Secretary of Projects and Services shall plan and oversee the SGA Inauguration, in conjunction with the SGA Advisor.
5. The Secretary of Projects and Services shall check and respond to emails pertinent to his or her duties and those forwarded to them by the Vice-President.

ARTICLE VII

Committees

- A. Standing Committees consist of the following:** Elections Committee, Finance Committee, Public Relations Committee, Campus Life Committee, and Projects and Services Committee
1. Committee meetings shall be held at least once a month.
 2. Committee meeting times must be determined prior to the SGA Retreat.
 3. Committee meetings, times, dates and frequency, will be determined at the discretion of the Committee chair.
 4. Committee meetings shall be run by each Committee chair.
 5. The Committee chair has the authority to call a special meeting with 24-hour notice via email for emergency situations.
 6. Quorum of each committee is 50% + 1 and a 50% + 1 simple majority vote is required to pass.
 7. The Committee chair shall take attendance, decide on excused or unexcused absences and take notes at meetings.

8. Committee Chairs are responsible for attendance and communicating absences to the Chief Justice once a member reaches (2) two absences. The Chairperson shall communicate if the absences were excused or unexcused and any other information that may be needed.
9. Senators may have no more than two (2) unexcused and three (3) excused absence for committee meetings per semester. Senators should contact their Committee chairs via e-mail if they cannot attend a meeting for any reason.
10. Any constituent at Carson-Newman University can be a member of an SGA Standing committee A Non-Voting SGA member who is a part of the SGA committee may vote in a committee meeting and may have no more than two (2) unexcused and three (3) excused absences for committee meetings per semester.

B. Ad-hoc Committees: *An Ad-hoc committee's purpose is for projects or initiatives that have a definitive start and end date. These committees are used when there is a one-time project.*

1. An Ad-hoc Committee is formed by three-fourths (3/4) vote of the Student Government Association members and shall exist until the purpose for which it was formed is complete.
2. Members will be selected from Senate, will be appointed by the President and confirmed with a 50% + 1 simple majority vote of both Cabinet and Senate.
3. When established, Ad-hoc Committees will report directly to the Student Body President or a Senate member who is appointed by the SGA President

C. Finance Committee: *The Finance Committee works in conjunction with the Secretary of Finance to assist in the organization and establishment of funding matters.*

1. The Secretary of Finance serves as Chairperson to the Finance Committee.
2. The Committee, including the Secretary of Finance, must consist of an odd number of members for the purpose of voting within the committee.
3. Responsibilities of Committee Members:
 - a. Members of the Committee must work in conjunction with the Secretary of Finance to organize grant petitions each semester and are required to be present for any hearings related to grant petition funding. Committee members must vote to recommend funding allocations based on grant petition presentations for approval in Senate, as well as be available to help the Secretary of Finance present the recommendations to Senate.
 - b. Members of the Committee must assist the Secretary of Finance with the semesterly Grant Petition training process and be present for any live trainings.
 - c. Members of the Committee must work in conjunction with the Director of Student Activities and the Secretary of Finance in the drafting of an annual budget.
 - d. Members of the Committee must contribute in the planning, organization, and execution of fundraising events for SGA.

- e. Members of the Committee must assist in the drafting and sponsoring of any finance related bill or resolution that the Finance Committee agrees upon.

C. Elections Committee

Election Committee members are limited to those SGA members who will be graduating at the end of the academic year.

1. Members of the Elections Committee must oversee Fall and Spring Elections.
2. Members must establish the dates of general elections, deadlines for petition submission, and review and publish the results of all elections.
3. Members must moderate election debates, in coordination with the Director of Student Activities.
4. Members are responsible for administrating all SGA elections. They shall submit all candidate applications to the Director of Student Activities for eligibility verification.
5. Members must communicate to the SGA Advisor and the Vice-President for Student Affairs to send the official notice to the college community

B. Public Relations Committee: *The Public Relations Committee works in conjunction with the Secretary of Public Relations to promote and communicate the purpose of the organization.*

1. The Secretary of Public Relations serves as Chairperson to the Public Relations Committee.
2. Members of the Public Relations Committee are appointed based on interest.
3. Responsibilities of Committee members
 - a. Members of the Committee are required to help the Secretary of Public Relations with any advertising materials including but not limited to: Caf Signs, Posters, and Social Media Graphics.
 - b. Members of the Committee will assist with any and all events hosted and planned by the Secretary of Public Relations.
 - c. Members of the Committee will assist the Secretary of PR with Homecoming responsibilities.

C. Campus Life Committee: *The Campus Life Committee works in conjunction with the Secretary of Campus life to schedule and run Parliament and find new ways to improve the overall quality of campus life.*

1. The Secretary of Campus Life serves as Chairperson to the Campus Life Committee.
2. Members of the Campus Life Committee are delegated based on interest and scheduling at the SGA retreat semesterly if needed.
3. Responsibilities of Committee members:
 - a. Members of the Committee will assist the Secretary of Campus Life with scheduling and running Parliament.
 - b. Members of this Committee will meet as needed.

- c. Members of the Committee will assist in any and all events planned and hosted by the Secretary of Campus Life.

D. Projects and Services Committee: *The Projects and Services Committee works in conjunction to carry out projects and/or programs to better the campus physically or to better serve the students.*

- 1. Members of the Projects and Services Committee are delegated based on interest and scheduling at the SGA retreat semesterly if needed.
 - a. Members work in conjunction with the Secretary of Projects and services to help plan, organize, and execute projects brought forth by the senate or projects brought forth by the chairperson.
 - b. The committee will meet on an as needed basis
 - c. Members of the committee will assist with delegated tasks from the Secretary of Projects and Services
 - d. Members of the committee need to be able to bring forth new ideas and projects to be taken into consideration

ARTICLE VIII
Elections

- 6. Senior Class Delegates must oversee Fall and Spring Elections.
- 7. Senior Class Delegates must establish the dates of general elections, deadlines for petition submission, and review and publish the results of all elections.
- 8. Senior Class Delegates must moderate election debates in coordination with the Director of Student Activities.
- 9. Senior Class Delegates are responsible for administrating all SGA elections. They shall submit all candidate applications to the Director of Student Activities for eligibility verification.
- 10. The Director of Student Activities, in conjunction with the Vice-President for Student Affairs, is responsible for quality SGA elections.
- 11. The Senior Class delegates must communicate to the SGA Advisor and the Vice-President for Student Affairs to send the official notice to the college community.
- 12. **Elections:** Elections will be held in the Spring and Fall semesters and conducted in accordance with the following procedures:
 - a. Fall Freshmen elections will occur within the first 3 weeks of the semester.
 - b. The President and Vice-President ticket must be won with a minimum of 50% + 1 simple majority votes.
 - c. If no candidate receives 50% + 1 or if there is a tie, the top two (2) candidates for a position shall be entered into a run-off election to be held no later than one week following the previous election.

- d. Cabinet and Senate positions during the SGA elections must be won by plurality votes.
 - e. In the case of a tie, the top two (2) candidates for a position shall be entered into a run-off election to be held no later than one week following the previous election.
13. **Appointments:** The SGA President will have the power to recommend a candidate to fill any Cabinet or Senate seat that becomes vacant for any reason.
- a. The qualification of all possible candidates will be reviewed and certified by the Director of Student Activities.
 - b. The SGA President will present the candidate and rationale at a Senate meeting and recommendations must be approved with a 50% + 1 simple majority vote by the Cabinet and Senate.
 - c. If the SGA President position becomes vacant, the Vice-President will assume the President role and appoint a Vice-President.

ARTICLE IX
Impeachment

1. Any member of the Senate or Cabinet reserves the right to put a name forward for removal of any other SGA member not performing the duties required of their position, violating C-N policy, disruptive behavior, or failure to uphold the constitution.
2. The member putting forth the violation will e-mail the Chief Justice and SGA Advisor with the violation.
3. The officer will be sent written notice of the violation from the Chief Justice. If the Chief Justice is in violation, then the President will give notification.
4. The officer will be given the special meeting date and will be allowed to speak on their behalf at a meeting with the Chief Justice, SGA President and SGA Advisor.
5. If the Chief Justice or SGA President is in violation, the Vice-President will be included in the special meeting
6. If at the special meeting it is decided that the impeachment will move forward, then the case will be taken to the next SGA Cabinet meeting.
7. The case will be heard by the Cabinet. The member in violation and Chief Justice will both have no more than 10 minutes each to state their case.
8. A 2/3 vote of the Cabinet is needed to remove the member. The member in violation and Chief Justice cannot vote. The SGA President will be able to vote on an impeachment.
9. If there is a 2/3 vote by the Cabinet, the member in violation may appeal to the Chief Justice and CC the SGA Advisor by e-mail within 48-hours of the special meeting.
10. The case will be heard by the Senate. The member in violation and Chief Justice will both have no more than 10 minutes each to state their case.
11. A 2/3 vote of the Senate is needed to overturn the Cabinet's decision.

ARTICLE X
Financial Provisions

A) Standard Guidelines:

- a. Only the Student Government Association may authorize the expenditures of money allocated by the college; raised through fees, and fundraisers; or held in the SGA agency account in conjunction with the Director of Student Activities.
- b. The Student Government Association may not borrow money.
- c. No SGA representative or student may not contractually or financially obligate the University in any way. All contractual obligations must go through the Director of Student Activities to ensure University policy is followed.
- d. The SGA Cabinet and Senate, under the authority of the Secretary of Finance, have the sole power to determine how the money of SGA is spent, following University guidelines.
- e. All Association accounts must be maintained through the Treasurer's Office of Carson-Newman University.

B) Grant Petitions: A portion of each annual budget is allocated for the purpose of grant petition allocations to Chartered Student Organizations whose petitions follow established procedural guidelines, relate to the mission of the organization, and improve campus community.

- a. Three grant petition processes must be conducted each annual term: a fall grant petition process, a spring grant petition process, and an Early Eagle Funding petition process.
- b. A live training process for grant petitions hosted by the Finance Committee must have at least two separate sessions each semester.
- c. Grant petitions are organized and heard by the Finance Committee. After hearings have concluded, the Finance Committee votes upon individual recommended funding amounts to present on behalf of the student organization for Senate's approval.
- d. The Finance Committee shall not allocate more than \$500 per chartered student organization request.
- e. For student organizations requesting funding for travel, the following guidelines have been stipulated:
 - i. All students traveling during a sponsored organization activity are eligible for 1 per diem meal of the organization's choosing per day of travel, up to three days, upon request.
 1. Per diem will be established each fiscal year by decision of the Finance Committee.

ARTICLE XI
Legislation

- A. **Legislation:** Legislation consists of motions, resolutions, or bills passed by SGA voting members in accordance with University policy. All legislation must be vetted through a process of research, communication of proper departments or chairs and go first to the Cabinet and then to the Senate for a vote. The President of SGA votes only to break a tie.
- B. **Resolutions:** Resolutions are communications to external entities and declare the will of the SGA. They are communications from SGA to the University administration requesting a formal change in policy, recognition of work, or suggestions for future implementation. Any SGA member may propose a resolution and are subject to a 50% + 1 simple majority vote of all SGA members. The President of SGA votes only to break a tie.
- C. **Bills:** Bills are rules, guidelines and policies that are internal to SGA. Bills may be proposed by any SGA member and are subject to a 50% + 1 simple majority vote of all SGA members. The President of SGA votes only to break a tie.

ARTICLE XII Constitutional Amendments

1. This Constitution may be amended during the academic year.
2. The Chief Justice can make edits to the Constitution in terms of grammar and formatting without a vote from the Senate. These edits would not change the content of the document but would be able to update errors or typos.
3. Any voting member of SGA may suggest changes to the SGA Constitution
4. The member wishing to make an amendment will draft a bill with edits, changes, or additions indicating current language and suggested changes.
5. Once the bill is complete, it will be sent to the SGA Chief Justice for initial review, s/he will then make edits or suggestions if needed within one week of receiving the draft. The Chief Justice will also contact any chairs or members if the document will impact a position's job.
6. Once the bill is final, the Chief Justice will add the bill New Business for the Cabinet to review
7. A 2/3 vote of the Cabinet is required to move the bill to the Senate
8. The bill will be sent to the next Senate meeting and tabled for one week
9. The bill will be reviewed by the Senate at the next SGA meeting and a 2/3 vote of the Senate is required to pass the bill
10. Once passed, the Chief Justice will edit the constitution and send to the Vice-President to upload the document on the SGA website and post online for the Student Body.
11. The Carson-Newman Student Handbook is the official College source for policy information and the SGA Constitution cannot conflict with University policy. All amendments are subject to approval by the Vice President for Student Affairs if in direct contrast of the Student Handbook.