



Lynchburg College
Student Senate
Manual

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Supervisory Role of Institution in Student Activities

5.4.3.2 Student Government, Student Activities and Publications

Through involvement in student activities, including campus organizations and events, students gain personal, professional, social, recreational, and cultural development. The Office of Student Activities is charged with helping students become involved in campus organizations and events and with advising and supervising the Student Government Association, the Student Activities Board, and three fraternity and sorority governing boards. Additionally, the Office of Student Activities provides assistance and support to all recognized student organizations.

The Student Life Policies Committee, composed of faculty, staff, and students, is a standing governing committee that reviews matters of policy pertaining to student activities. Policies and procedural guidelines adopted by the Student Life Policies Committee and the College are detailed in *The Hornet* student handbook or publicized by the offices of Student Development. These policies and procedural guidelines address matters such as responsibilities and privileges of recognized student organizations, reservation of campus facilities, admitting guests to events, posting, alcohol on campus, and freedom and order on the campus.

Campus organizations and individuals involved in student activities are expected to comply with all College policies; violation of College policy may result in judicial action, as outlined in the Honor and Student Conduct Codes and Regulations. Additionally, the College reserves the right to intervene and if necessary, to cancel a program, activity, and/or process if it is found to be in violation of stated policies or procedures or is in conflict with the mission of Lynchburg College.

Submitted April 16, 2003
 Reviewed by the Cabinet 4/16/03, 4/23/03
 Revised 4/21/03, 4/23/03
 Passed by Cabinet 4/23/03

John G. Eccles
 Dean of Students

THE STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

Last Revision: February 24, 2005

We, the students of Lynchburg College, by the authority of the General Faculty, as granted under the Charter, do establish and ordain this Constitution for the right and just governance of this Student Body.

ARTICLE I: NAME

This association will be known as the Lynchburg College Student Government Association in Lynchburg, Virginia.

ARTICLE II: PURPOSE

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

ARTICLE III: MEMBERSHIP

All students regularly enrolled (holding full-time status) at Lynchburg College will be members of this association and have the right to vote. All students have the right to hold office provided they meet the qualifications of the desired office as outlined in this Constitution.

ARTICLE IV: GOOD STANDING

- A. A student in "good standing" has a cumulative grade point average of at least 2.5 and is not on academic or disciplinary probation. First semester freshmen do not have a cumulative grade point average; therefore, they are excluded from the QPA requirement.
- B. Any Cabinet or Executive Board Member that cannot be present at their respective meeting should inform the Executive Secretary of SGA 48 hours before the meeting is to be held. In case of an emergency, the Executive Secretary should be informed as soon as the member is able to.
- C. Any Senate Member that cannot be present at the weekly Senate meeting should inform the Second Vice-President of SGA 48 hours before the meeting is to be held. In case of an emergency, the Second Vice-President should be informed as soon as the member is able.

ARTICLE V: EXECUTIVE CABINET**A. President**

1. The executive power of the Student Government Association will be vested in a President. He/she will hold office for a term of one year.
2. Qualifications, Nominations and Election:
 - a. Any regularly enrolled student at Lynchburg College who will attain senior status during his/her term of office is eligible for election as president of the Student Government Association. The student must be in good standing and have at least two consecutive semesters of elected or appointed SGA experience (excluding class representatives). In the case of a 5th year student, that student must be seeking a 2nd consecutive LC undergraduate degree.
 - b. In order to file for nomination, a candidate for the office of President of the Student Government Association must present to the Public Relations Chair a petition, which contains the valid signatures of ten percent (10%) of the members of the student body. Those persons fulfilling this requirement will have their names placed on the official ballot.
 - c. The election of the President will be conducted in a manner set forth in ARTICLE XI: General Election Procedures.
3. Powers and Duties:
 - a. The President will represent the Student Government Association at all official functions and make announcements when requested.
 - b. With the consent of the President and a 2/3-majority vote of the Senate, the Vice President and Second Vice President will appoint all students to faculty committees for the ensuing year. The Vice President will also oversee those appointments.
 - c. The President will have the right to veto all acts, in whole or in part, of the Senate. See Article VII for overriding a veto.
 - d. The President-elect will appoint, with the consent of the Vice President-elect and with a 2/3 majority vote of approval of the Senate, the Secretary, Treasurer, Special Events Coordinator and Public Relations Chair.

- e. The President may, on extraordinary occasions, convene the Senate, but in no case will he/she have the power to adjourn the Senate.
- f. The President will see that the Mission Statement of the Student Government Association is faithfully executed.
- g. The President will serve as Chairperson of the monthly President's Council meetings from September to May.
- h. The President, or his/her designee, will attend all General Faculty meetings, General Board of Trustees, Trustee Student Life Committee, and Alumni Board Meetings.
- i. The President will chair weekly meetings with the Cabinet consisting of the Vice President, Secretary, Treasurer, Second Vice President, Public Relations Chair, Special Events Coordinator and any other persons necessary to conduct the business of the SGA.
- j. The President will chair weekly meetings with the Executive Branch, which consists of the members of the Cabinet and class officers, and any other persons necessary to conduct the business of the SGA.
- k. The President, with the assistance of the Cabinet, shall oversee and amend all By-Laws.
- l. See the Cabinet By-Laws for a complete job description.

B. Vice President

- 1. In case the President of the Student Government Association vacates his/her office, the Vice President will assume the duties of that office until such time as the President returns or is declared unable to continue his/her term of office.
- 2. Qualifications, Nominations, Election:
 - a. Any regularly enrolled student at Lynchburg College in good standing, who will have attained the rank of junior or senior during his/her term, and having at least two semesters elected or appointed Student Senate experience may be nominated for the office of Vice President of the Student Government Association.
 - b. The procedure for nomination and election will follow the same procedures as established in this Constitution for the President of the Student Government Association.
- 3. Powers and Duties:
 - a. The Vice President will serve as the chair of all Student Senate meetings.
 - b. The Vice President will have the power to fill any vacancy in the Senate as set forth in Article XI Section J3.
 - c. The Vice President will advise the President on matters concerning student appointments to faculty committees.
 - d. The Vice President will attend all General Faculty Meetings, Alumni Board Meetings, and Board of Trustee Meetings reporting when necessary the activities of the Student Senate.
 - e. The Vice President shall attend all SGA Executive Branch, Cabinet, and President's Council meetings and will be a full voting member.
 - f. See the Cabinet By-Laws for a complete job description.

C. Second Vice President

- 1. Qualifications, Nominations, Election:
 - a. The Senate will nominate and vote by majority, from its own membership, a chairperson Pro-Tempore. The Pro-Tempore will be chosen the second meeting after the spring semester elections for the fall.
 - b. The title of Second Vice President shall be held by the Pro-Tempore of the Senate.
- 2. Powers and Duties:
 - a. The Second Vice President shall serve as Chair of the Student Senate in the absence of the SGA Vice President.
 - b. The Second Vice President shall record and distribute the minutes, 2 days prior to the next Senate meeting, to the Senators, SGA Advisor(s), SGA Executive President and Vice President, Critograph Editor, SAB President, and guest(s); additionally he/she will report within one week to the President of the SGA after each Senate meeting with the Senate Acts and the Special Reports of the Senate.
 - c. If the Vice President of the SGA vacates the office for any reason, his/her duties and titles will be assumed by the Second Vice President, and the Senate will elect a Second Vice President from its membership.
 - d. Should the President and the Vice President vacate their offices, then the Second Vice President will assume the duties and titles of the President. The Senate will then elect from its membership both a Vice President and a Second Vice President.
 - e. The Second Vice President shall attend all SGA Executive Branch, Cabinet, and President's Council meetings and will be a full voting member.
 - f. The Second Vice President shall chair all Senate Committees unless otherwise directed by the Vice President.

- g. See Cabinet By-Laws for a complete job description.

E. Secretary

1. Any regularly enrolled student at Lynchburg College in good standing may be nominated for the position of Secretary of the Student Government Association.
2. The SGA President-elect shall submit a nomination for Secretary to the Senate before the end of the spring semester preceding his/her first full semester in office. The Senate shall vote by a 2/3 majority to approve or reject the nomination.
3. Powers and Duties:
 - a. The Secretary will record the minutes of each SGA Cabinet, Executive Branch, and President's Council meeting, and any other meeting/function in which the President requests recording of the minutes.
 - b. The Secretary will be responsible for distributing the minutes to the appropriate persons within two (2) working days:
 - i. Cabinet minutes shall be distributed to the Cabinet members, Cabinet Advisor, President of the College, and Dean of Students.
 - ii. Executive Branch minutes shall be distributed to Cabinet members, class officers, SGA advisor(s), President of the College, Dean of Students, and the Critograph Editor, guest(s), SAB President, and any other pertinent persons.
 - iii. President' Council minutes shall be distributed to Cabinet members, class officers, organizational presidents, SGA advisor(s), President of the College, Dean of the College, Dean of Students, the Critograph Editor, SAB President, guest(s), and any other pertinent persons.
 - c. The Secretary will keep a complete record of all meeting minutes to serve as a resource for the general student body and press. The minutes will be kept in the SGA office. The Executive Branch meeting minutes will be available to the general public. Cabinet meeting minutes are confidential, and are available, but not limited to, Cabinet members and guest(s).
 - d. The Secretary will attend any special meetings called by the SGA President.
 - e. See Cabinet By-Laws for a complete job description.

F. Treasurer

1. Qualifications, Nominations, Election:
 - a. Any regularly enrolled student at Lynchburg College in good standing, with recommended accounting experience may be nominated for the office of Treasurer of the Student Government Association.
 - b. The SGA President-elect shall submit a nomination for Treasurer to the Senate before the end of the spring semester preceding his/her first full semester in office. The Senate shall, by a 2/3 majority, vote to approve or reject the nomination.
2. Powers and Duties:
 - a. The Treasurer shall devise the budget of the Student Government Association Executive Cabinet.
 - b. The Treasurer will co-chair all Senate budget meetings and submit a monthly report to Senate concerning a statement of the SGA and Senate budget. The Treasurer will report and attend a minimum of two SGA Executive Branch and two Senate meetings per month and report on the status of Senate budget.
 - c. The Treasurer will be responsible for payment of all bills and reimbursements of the Student Government Association and all recognized clubs and organizations within fourteen days of submission.
 - d. The Treasurer will keep all financial records, and record all assets and expenditures.
 - e. The Treasurer will see that proper use of the Student Government Association budget forms are maintained, and he/she will update the forms when necessary.
 - f. The Treasurer will approve and oversee any expenditure made by the class officers.
 - g. The Treasurer will present a bi-weekly statement to the SGA updating class accounts, allocations, and the overall SGA budget.
 - h. The Treasurer shall be responsible for meeting with the business office and obtaining records on the current status of the SGA budget on a weekly basis
 - i. See the Cabinet By-Laws for a complete job description.

G. Public Relations Chairperson

1. Qualifications, Nominations, Election:
 - a. Any regularly enrolled student at Lynchburg College in good standing may be nominated for the position of Public Relations Chairperson of the Student Government Association.
 - b. The SGA President will submit the nomination for Public Relations Chairperson to the Senate. The Senate will vote by 2/3 majority to approve or reject the nomination.
2. Power and Duties:

- a. The Public Relations Chair shall coordinate and oversee all SGA social events including, but not limited to, class events.
- b. The Public Relations Chair will work closely with the Class Officers.
- c. All copying for social events, including but not limited to, formal invitations, posters, T-shirts, signs, Critograph ads, flyers, banners, etc. shall be approved by the Public Relations Chair.
- d. The Public Relations Chair shall oversee that all publicity posted on campus by recognized clubs and organizations are within SGA guidelines.
- e. The Public Relations Chair, with the approval of the Senate, shall have the power to suspend the posting privileges of any recognized club or organization that violates the Lynchburg College Posting Policy.
- f. The Public Relations Chair is charged with ensuring that members of SGA are informed of the College's Posting Policy.
- g. The Public Relations Chair shall have the power to form a Publicity Committee to help with the aforementioned powers and duties in which two class representatives from each class council must serve.
- h. The Public Relations Chair shall report monthly to the SGA President information concerning public relations.
- i. The Public Relations Chair shall attend SGA Executive Branch, Cabinet, and participate as a voting member.
- j. The Public Relations Chair is to update the SGA brochure and maintain the SGA scrapbook and display.
- k. See the Cabinet By-Laws for a complete job description.

H. Special Events Coordinator

1. Qualifications, Nominations, Elections:
 - a. Any regularly enrolled student at Lynchburg College in good standing may be nominated for the Special Events Coordinator of the Student Government Association.
 - b. The SGA President-elect shall submit a nomination for Special Events Coordinator to the Senate before the end of the spring semester preceding his or her full semester in office. The Senate shall, by a 2/3 majority vote, approve or reject the nomination.
2. Powers and Duties
 - a. The Special Events Coordinator shall be the SGA liaison for all events that are co-sponsored by SGA and other campus organizations.
 - b. The Special Events Coordinator shall report to the Executive, Legislative, and Judicial Branches of the SGA, when necessary, on the progress of the planning of events.
 - c. The Special Events Coordinator shall be responsible for assembling and overseeing the committees within SGA to plan and coordinate co-sponsored events.
 - d. The Special Events Coordinator shall be the contact person for all organizations wishing to co-sponsor events with the SGA, excluding class councils. Please see Cabinet By-Laws for complete job description and a list of events that the Special Events Coordinator is responsible.

I. Limitations on SGA Executive Officer

1. The four elected officers of the Executive Cabinet [President, Vice President, and Second Vice President] may not hold executive board leadership positions in any other recognized campus organization such as Student Activities Executive Board, PC/IFC/PHC Boards, and/or the Resident Assistant Staff, etc.

ARTICLE VI: CLASS OFFICERS

- A. Qualifications, Nominations, Election:
 1. Any regularly enrolled student at Lynchburg College who is in good standing may be elected to a position of class officer, including the President, Vice President, Secretary, and Treasurer.
 2. The procedure for nomination and election will follow the same procedures as established for the Senate. Candidates are required to provide a petition containing valid signatures of ten percent (10%) of their constituencies to the Public Relations Chair. The student body of the class will vote on candidates during an election.
- B. Succession
 1. If an officer is unable to fulfill his/her responsibilities, the preceding officer will have the option to succeed the vacant position.
 2. If the preceding officer declines to fill the position then the cabinet will have the authority to appoint an individual to that position.
- C. Powers and Duties:
 1. President
 - a. The President will call and preside over class officer meetings.
 - b. The President will represent his/her class during SGA Executive Branch meetings.

- c. The President, with the approval of the SGA Cabinet, will have the power to appoint/fill vacancies in the class officer positions.
- 2. Vice President
 - a. The Vice President will preside over any meeting if the President is for any reason unable to attend.
 - b. The Vice President will oversee any committee action that occurs and will report his/her findings to the President.
- 3. Secretary
 - a. The Secretary will record the minutes of each class meeting. The Secretary will provide the minutes of all class meetings to the President in time to report to the SGA.
- 4. Treasurer
 - a. The Treasurer will be responsible for payment of all bills of his/her class. He/she will keep all of the financial records, recording assets and expenditures.
 - b. The Treasurer will seek the advice and consent of the SGA Treasurer and Class Advisor concerning all expenditures.

ARTICLE VII: THE STUDENT SENATE

- A. All legislative functions concerning student government affairs herein granted will be vested in the Senate of the Student Government Association. The Senate will be the legislative branch of the Student Government Association composed of members of the SGA in good standing at Lynchburg College.
- B. Qualifications, Nominations, and Election:
 - 1. Senator will be chosen from 2% of his or her class:
 - a. Constituency Representation: There will be allotted a minimum of 26 Senatorial seats and a maximum of 36 Senatorial seats.
 - i. Seats will be filled with 11 Freshmen, 10 Sophomores, 8 Juniors, and 7 Seniors.
 - b. Senatorial Elections will take place during regular spring elections for the following academic year. Freshmen senators will be elected within the first three weeks of the first semester.
- C. The times, places, and manner of holding elections for the Senate will be established by ARTICLE XI, but the Senate may alter these regulations. The Public Relations Chair and the Senate Rules Committee will supervise the general elections in a manner set forth in Article XI.
- D. The Senate will assemble at least once a week, unless deemed otherwise by the Vice President. When necessary, special sessions of the Senate may be called by the Vice President.
- E. A quorum must be present for the Senate to conduct business. The Senate may determine such penalties as necessary for excessive absences.
 - 1. The Senate may determine the rules of its proceedings.
 - 2. The Senate will keep a journal of its proceedings. Each Senate will determine the public availability of its proceedings.
 - 3. A record of the votes of the members of the Senate on all measures will be entered in the journal.
- F. Every act of the Senate, before it becomes a part of The Hornet, will be presented to the President of the Student Government Association. If he/she approves, he/she will sign it; if not, he/she will return it in whole or in part with his/her objections.
 - 1. After reconsidering the vetoed act, the Senate may, by vote of 2/3 of the total membership, override the veto of the President. Acts passed in this way will automatically become policy.
 - 2. If any Act sent to the President of the Student Government Association for his/her approval is not returned to the Senate before the next regular session following its passage, the said Act will automatically become a part of The Hornet.
 - 3. Every order or resolution passed by the Senate will be treated as a regular bill.
- G. The Senate shall form a Senate Rules Committee from its own membership. This committee will be responsible for the following:
 - 1. Approving language of referendums.
 - 2. Overseeing the proper conduct of Senators.
 - 3. Overseeing the constitutions of all clubs and organizations.
 - 4. Conducting organization judicial hearings.
 - 5. Performing any other function directed by the SGA Vice President.
 - 6. Impeaching Senators. See Article VIII: Impeachment, Hearing, and Removal Process for details.
- H. The Senate shall form a Senate Budget Committee upon appointment of the Executive Treasurer and election of senators
 - 1. The Executive Treasurer will chair the Senate Budget Committee while Vice President and SGA advisor serve as ex-officio members. The Treasurer and Vice President will both serve as co-chairs of all Budget allocation meetings.

2. No more than seven and no less than five senators will be appointed to the committee by the Vice President, and will serve for their full term in office. The Second Vice President may serve on the committee in one of the senator positions if he or she so chooses.
 3. The committee will allocate all funds to clubs and organizations during the Budget Allocation meetings.
 4. The committee will decide on a standing meeting time once a week.
 5. The committee will hear and decide on all budget appeals during the committee meetings.
 6. The committee has the ability to revise and interpret the budget rules and regulations as they see necessary.
 7. The Executive Treasurer will report all committee decisions to Senate for their final approval by a 2/3-majority vote. He/she must report to Senate at least once a month.
- I. The Senate will have the power:
1. To pass all bills for the raising or expending of revenues of the Student Government Association.
 2. To pass Bills of Opinion, expressing the opinion of the Senate in regards to any matter concerning the welfare of the members of the Student Government Association. They will be considered as statements of opinion and, therefore, will not require the approval of the President of the Student Government Association.
 3. To initiate and call for referendum by petition containing valid signatures of twenty percent (20%) of the members of the Student Government Association, or by a two-thirds vote of the total membership of the Senate.
 4. To give its advice and consent over the constitutions of all extra-governmental and student organizations except honor societies and publications. It may take any action necessary to remedy or revoke any organizational constitution not upholding the principles of the College or violating the provisions of this Constitution.
 5. To establish the rules of its proceedings including the right to release information, open and close meetings.
- J. The Senate will not have the power:
1. To reduce the jurisdiction of The Hornet.
 2. To pass any act dealing with the academic curriculum.
 3. To pass an act which usurps the prerogatives of the Board of Trustees or the General Faculty.
 4. To suspend or forbid the members of the Student Government Association from attending all regular sessions of the Senate; the Senate must provide an orderly manner for all members of the campus community to speak.

Article VIII: Impeachment, Hearing, and Removal Process

"Impeachment" shall be known as a vote to conduct a hearing. A "Hearing" shall be known as a meeting for the impeached person to address the issues. "Removal" shall be known as the formal dismissal of the student from his/her position.

- A. President
1. Any Senator, Class Officer, or Cabinet member may submit a letter addressing his/her concerns, requesting an impeachment. It will be submitted to the Vice President, SGA advisor(s), and the Dean of Students (or his/her designee).
 2. The Senate, Cabinet, and Executive Branch at each respective meeting will vote to impeach. The total vote must be 2/3 majority of all those eligible to vote.
 3. If impeached, a special meeting consisting of Senate, Cabinet, and the Executive Branch will be convened to conduct a hearing. At the hearing, the impeached officer will address the issues(s) and answer all questions concerning the issue(s).
 4. In order to vote, there must be a motion, a second, and a discussion. There must be a 2/3 majority to remove the impeached officer.
- B. Vice-President
1. Any Senator, Class Officer, or Cabinet member may submit a letter addressing his/her concerns, requesting an impeachment. It will be submitted to the President, SGA advisor(s), and the Dean of Students (or his/her designee).
 2. The Senate, Cabinet, and Executive Branch at each respective meeting will vote to impeach. The total vote must be 2/3 majority of all those eligible to vote.
 3. If impeached, a special meeting consisting of Senate, Cabinet, and the Executive Branch will be convened to conduct a hearing. At the hearing, the impeached officer will address the issues(s) and answer all questions concerning the issue(s).
 4. In order to vote, there must be a motion, a second, and a discussion. There must be a 2/3 majority to remove the impeached officer.
- C. Second Vice-President

1. Any Cabinet member or Senator may submit a letter addressing his/her concerns about the Second Vice-President, requesting an impeachment. It will be submitted to the President, and SGA advisor(s).
 2. The Senate at its meeting will vote to impeach. The total vote must be 2/3 majority of all those eligible to vote.
 3. If impeached, a special meeting consisting of Senate and Cabinet will be convened to conduct a hearing. At the hearing, the impeached officer will address the issues(s) and answer all questions concerning the issue(s).
 4. In order to vote, there must be a motion, a second, and a discussion. There must be a 2/3 majority to remove the impeached officer.
- D. Class Officers
1. Any Cabinet member or Class Officer may submit a letter to the President addressing his/her concerns about the Class Officer, requesting an impeachment.
 2. The following meeting, Cabinet will conduct a vote to impeach the officer. The total vote must be a 2/3 majority of all those eligible to vote.
 3. If impeached, a special meeting consisting of Cabinet and the Executive Branch will be convened to conduct a hearing. At the hearing, the impeached officer will address the issue(s) and answer all questions concerning the issue(s).
 4. In order to vote, there must be a motion, a second, and a discussion. There must be a 2/3 majority of eligible voters to remove the Class Officer.
- E. Senators
1. The Vice-President, Second Vice-President, or any Senator may submit a letter addressing his/her concerns the Senator, requesting an impeachment. It will be submitted to the Senate Rules Committee, and SGA advisor(s).
 2. The Senate Rules Committee at its meeting will vote to impeach. The total vote must be 2/3 majority of all those eligible to vote.
 3. If impeached, a Senate meeting will be convened to conduct a hearing. At the hearing, the impeached officer will address the issues(s) and answer all questions concerning the issue(s).
 4. In order to vote, there must be a motion, a second, and a discussion. There must be a 2/3 majority to remove the impeached officer.
- F. Secretary, Special Events Coordinator and Public Relations Chair
1. Any Cabinet member or Class officer may submit a letter addressing his/her concerns about the appointed officer, requesting an impeachment. It will be submitted to the President, SGA advisor(s).
 2. The following Cabinet meeting will conduct a vote to impeach the appointed officer. The total vote must be 2/3 majority of all those eligible to vote.
 3. If impeached, a special meeting consisting of Cabinet and the Executive Branch will be convened to conduct a hearing. At the hearing, the impeached officer will address the issues(s) and answer all questions concerning the issue(s).
 4. In order to vote, there must be a motion, a second, and a discussion. There must be a 2/3 majority to remove the impeached officer.
- G. Treasurer
1. Any Cabinet member or Class officer may submit a letter addressing his/her concerns about the Treasurer, requesting an impeachment. It will be submitted to the President, Vice-President, and SGA advisor(s).
 2. The following Cabinet meeting will conduct a vote to impeach the Treasurer. The total vote must be 2/3 majority of all those eligible to vote.
 3. If impeached, a special meeting consisting of Cabinet, Executive Branch, and the Senate will be convened to conduct a hearing. At the hearing, the Treasurer will address the issues(s) and answer all questions concerning the issue(s).
 4. In order to vote, there must be a motion, a second, and a discussion. There must be a 2/3 majority to remove the Treasurer.

ARTICLE IX: GREEK COUNCILS

- A. The Student Senate will have original jurisdiction over PC/IFC/PHC.
- B. PC/IFC/PHC are to oversee all Greek Service Organizations at Lynchburg College. It concerns itself with the governance and guidance of all Greek Service Organizations and plays a vital role in empowering these organizations to operate in an efficient, self-governing manner. Composition of these councils are defined by their individual Constitutions.
- C. All GSOs are defined by the following criteria: willingness to be primarily oriented toward service to the campus and community, participation in a universal dry rush, adherence to the institution's hazing and PC/IFC/PHC's risk-management policies, and resemblance in function, activity, appearance, or organization to a Greek Service Organization. All GSOs must be renewed by PC/IFC/PHC and SGA

(Student Senate) in order to be recognized organizations on campus. If any Greek Service organization attempts to use LC facilities or services for any type of function without recognition through the PC/IFC/PHC and SGA, it will be sanctioned by the Dean of Students or his/her designee.

- D. All GSOs must uphold the mission statements of PC/IFC/PHC and Lynchburg College. The PC/IFC/PHC advises the Student Government Association on the approval and withdrawal of recognition of GSOs.
- E. PC/IFC/PHC also works with SGA to make recommendations to the faculty on issues pertinent to GSOs. Violations of Lynchburg College student codes are handled through the campus judicial system. The PC/IFC/PHC are charged with the responsibility of enforcing policies which relate specifically to GSOs. For violation of PC/IFC/PHC policies, PC/IFC/PHC serves as the hearing body.

ARTICLE X: FINANCE

- A. The Executive and Legislative Branch will receive thirty-five percent (35%) of the Student Activity fee money. The funds will be divided as follows: thirty-three percent (33%) to the Executive and Legislative Branches and sixty-seven percent (67%) to the Senate for organizational allocations. Of the thirty-three percent (33%) that is for the Executive and Legislative Branches, ninety-five percent (95%) goes to the Executive Branch and the other five percent (5%) goes to the Legislative Branch.
- B. SGA Budget
 - 1. The President of SGA, Vice President of SGA will make recommendations to the SGA Treasurer concerning the financial needs of their respective branches.
- C. Requisitions
 - 1. The President and Vice President of the SGA, and all other recognized clubs and organizations shall submit budget request forms to the Senate for consideration.
- D. SGA Debt
 - 1. When one of the branches of SGA falls into debt, the Treasurer must report to the Senate the following:
 - a. The amount of the debt.
 - b. The reasons for the debt.
 - c. The possible ways of paying the debt.
 - 2. The Treasurer will investigate ways of paying the debt and report back to the Senate within two weeks.

ARTICLE XI: GENERAL ELECTION PROCEDURES

- A. Elections will be conducted by secret ballot.
- B. Each Senator is to be elected by only those members of his/her constituency, e.g., Freshmen Senators elected by freshmen students. At-large Senators will be elected by the whole student body.
- C. A simple majority of those voting for each office will be necessary to elect. A run-off election will occur in the event of one of the candidates failing to receive a simple majority (50 percent plus one). The two candidates receiving the highest percentage of votes will be placed on a special ballot not more than five days after the general election.
- D. Location of the polls
 - 1. All SGA, referendum, and special election polls will be located in Burton Student Center for all students. The ballots will list candidates for all constituencies.
 - 2. The polls will be open during lunch and dinner hours.
- E. An elected or appointed member of SGA must be at each poll at all times to supervise the poll.
 - 1. No person whose name appears on the ballot may staff a poll.
- F. The ballots will be supplied by the SGA. Ballot boxes shall be supplied by the Public Relations Chair and shall be checked and sealed by the Public Relations Chair before and after the polls open and close.
- G. The person supervising the poll will be responsible to ensure that everyone voting is crossed off a roster and receives only one ballot.
- H. The Public Relations Chair will furnish absentee ballots to those students not able to vote at the polls during the election hours at the discretion of the Public Relations Chair.
 - 1. The Public Relations Chair will be the supervisor of the absentee poll.
 - 2. All above ballots will be collected by the Public Relations Chair and counted with regular ballots.
- I. The Public Relations Chair is responsible for counting the ballots and the results will be immediately posted at a minimum of three locations on campus and submitted to the Critograph. When posting the election results, only the names of those securing the nominated position will be posted. Numbers and percentages, although public information, will not be posted by the SGA.
- J. Special Procedures
 - 1. Special Election Procedures
 - a. Special election procedures shall follow the procedures set forth for the General Elections with the exception that only the polls in the constituencies voting will be open.
 - 2. Special Procedure for Appointment of SGA President and Vice President.
 - a. President

- i. In the event no one runs for president of SGA, a selection committee consisting of the SGA Advisor(s), current Cabinet members, newly-elected Vice President of SGA (if decided) will choose the President.
 - ii. In making its decision, the committee will seek nominations and applications for the position and review them.
 - iii. The vote must be a 3/4-majority vote with all members of the committee present.
 - iv. Some qualifications may be suspended if no capable person is found. Minimum QPA requirements may never be suspended.
 - b. Vice President
 - i. In the event no one runs for Vice President of SGA, a selection committee consisting of the SGA Advisor(s), current Cabinet members, newly-elected President of SGA (if decided) will choose the Vice President.
 - ii. In making its decision, the committee will seek nominations and applications for the position and review them.
 - iii. The vote must be a 3/4-majority vote with all members of the committee present.
 - iv. Some qualifications may be suspended if no capable person is found. Minimum QPA requirements may never be suspended.
 - 3. In the event of a class officer-elect vacating office anytime before a week prior to the first day of exams, the following will be the procedures for appointing an officer.
 - a. The class officers-elect will solicit applications and nominations.
 - b. The class officers-elect will interview candidates and choose a student for the position.
 - c. The class officers-elect will bring the student before the Senate to be approved by 2/3-majority vote. If the Senate is not in session, the Vice President can convene a special Senate meeting.
- K. Election of SGA Officers
- 1. The election of the Executive President and Vice President, Appeals Board Chair, and Sophomore, Junior, and Senior class officers will be held during the fifth through the eight weeks of the second semester.
 - 2. The above-named officers shall be inaugurated in April with their term lasting one year.
 - 3. The period between elections of the above-named officers and their inauguration shall be used for planning the actions to be taken during their terms of office.
- L. Procedures for Contesting Elections, Recounts
- 1. Contesting an Election
 - a. Any Lynchburg College community member who wishes to contest an election must notify the Public Relations Chair in writing within 48 hours after the final results of the election have been posted.
 - b. The Public Relations Chair will consider the grounds; and in the case of sufficient grounds, he/she shall declare the election invalid.
 - 2. Requesting a Recount
 - a. Any student desiring a recount of an election must notify the Public Relations Chair within 24 hours after the final results are posted.
 - b. The Public Relations Chair will write the word "recount" on the posted election results.
 - c. The Public Relations Chair will then have the votes recounted.
 - 3. Campus Referendum Procedures
 - a. All referenda conducted by SGA shall follow procedures set forth in Article X and Section I.
 - b. A referendum may be called for by either:
 - i. A petition containing 20% of the valid signatures of the members of the Executive Branch of SGA.
 - ii. A 2/3 vote of the total membership of the Senate.
 - 4. The Senate Rules Committee must approve exact wording of the referendum. Referenda are considered official expressions of general student body opinion; therefore, referenda results are not riding on pending issues. The Senate has the final decision on responding to student opinion.

ARTICLE XII: AMENDMENTS AND RATIFICATION

- A. The Senate will have the authority to amend, by a simple majority, all sections of this Constitution which affect the interior operation of the SGA.
- B. An amendment will be passed by a two-thirds majority of the student body to revise old provisions or create new provisions to other parts of this Constitution. Proposed amendments may be by initiative or Senate's recommendation, and in either case, will be voted on by the Senate.
- C. Ratification will occur with a simple majority in referendum vote.
- D. The Senate will have the authority to amend all sections of The Hornet, which concern the Student Government Association. The amending of those sections of The Hornet, which concern the entire College community, will be subject to the prerogative of the General Faculty.

- E. The Senate Constitution Committee will have the power to amend and affect the constitution when and where appropriate without changing the spirit or intent of the entire document

ARTICLE XIII: NON-GOVERNMENT CONSTITUTIONS

- A. All student organizations must submit their existing constitutions and all changes in their constitutions to the Senate for its consent for organization recognition.
- B. All on-campus student societies, including honor societies, must have a constitution that contains at least the following items:
 - 1. The name of the society.
 - 2. The object of the society.
 - 3. The qualifications of membership.
 - 4. The officers and the election procedures.
 - 5. The meetings of the society, including only the essentials.
 - 6. The method of amending the constitution.
- C. The SGA Senate Rules Committee shall oversee all student organization constitutions ensuring they meet the aforementioned standards.

The Student Government Association Bylaws

Adopted 1996, Revised November 5, 1998, Revised August 15, 2000, Revised September 15, 2004, Revised November 7, 2004, additional revisions completed February 24, 2005

I. Executive Cabinet Officers

1. All Executive Cabinet Officers must be in "good standing" which refers in this manual to a student having a cumulative grade point average of 2.5 or higher, and not on academic or social probation. If this grade point average is not maintained, the Executive Cabinet Officer may be dismissed from his/her position in Student Government.
2. Executive Cabinet Officers are to meet weekly and discuss campus issues, plan the next week's agenda, determine mandatory events and distribute ideas freely and openly.
3. Office hours are to be held every week. Hours are defined under individual positions below. Weekly Executive and Cabinet meetings will not be considered office hours. Throughout the week, Executive Officers must sign in on a time sheet for office hours worked. Office hours for each position which are not completed in full, count as an "unexcused" absence. Misrepresentation or failure to log in office hours may result in disciplinary action by the SGA President, Advisor, or Executive Cabinet.
4. Three unexcused absences from SGA meetings, Cabinet meetings, or from incomplete office hours will result in removal from the position. An "excused absence" can only be obtained by approval of the SGA Executive Cabinet or SGA Advisor prior to the absence. Excused absences will not jeopardize a member's status.
5. The Executive President, Vice President, Second VP, Secretary, Treasurer, and Public Relations Chair are to attend all Cabinet and Executive Branch meetings.
6. The Second Vice President and the Appeals Board Chair are to attend all Appeals Board Chair meetings.
7. Executive Cabinet Officers are to represent the college community in a just and fair manner. They are to recognize the concerns and needs of their student colleagues.
8. Executive Cabinet Officers are paid bi-weekly, through the Office of Student Activities Office Manager.
9. The three elected position (President, Vice President, and 2nd Vice President) of the Executive Cabinet shall not assume a Presidential, Vice Presidential, Editor-in-Chief, or any other "Executive Board" leadership role such as, but not limited to the SAB Executive Board, IFC/PC/PHC Governing Boards, and/or the Resident Assistant staff.
10. All information discussed at Executive Cabinet meetings shall be considered "confidential." Any Executive Cabinet Officer violating this rule will be assigned the appropriate action by the SGA Advisor.
 - a. President
 - i. The President is required to work nine (9) office hours per week.
 - ii. The President is to hold weekly meetings of the Cabinet and Executive Branch.
 - iii. The President is to hold a President's Council Meeting a minimum of once a month
 - iv. The President is to hold a mandatory candidates meeting once a semester before coming elections
 - v. The President or his/her designee is to attend all meetings he/she is invited to concerning campus issues.
 - vi. The President is to meet with the Class Presidents a minimum of once a semester to maintain communication, unity, and support within the branch and class councils.
 - vii. The President is to meet weekly with the Student Government Cabinet Advisor or his/her designee.
 - viii. The President shall attend judicial meetings as needed to report any information regarding the SGA, student body, or any other pertinent information.
 - ix. The President shall meet with the Presidents and Advisors of the Student Activities Board and the IFC/PC/PHC Councils, at least once a month to discuss organizational matters, planning of activities, and any additional information to maintain communication and support among the student planning board and governing bodies.
 - x. The President is to organize campus-wide open forum(s) as needed.
 - xi. The President shall submit two semester reports on the status of the SGA to the College President, Dean of Students, Board of Trustees, SGA Advisor, SAB and GSOC Presidents and Advisors, and all three branches of the SGA during the first and second semester of his/her term.
 - b. Vice President

- i. The Vice President is required to work seven (7) office hours per week.
 - ii. The Vice President will assume the duties of President in the event that the President is unable to fulfill his/her responsibilities.
 - iii. The Vice President or his/her designees is to attend all meetings he/she is invited to concerning campus issues.
 - iv. The Vice President with the assistance of the 2nd Vice President is to make the Senate schedule at the beginning of each semester and report this information directly to the Office of Student Activities.
 - v. After Senate elections, the Vice President is to hold/chair Senate meetings on a weekly basis, while school is in session.
 - vi. The Vice President is to attend all President's Council Meetings each semester to review budget information with the clubs and organizations. The Vice President is to chair the Budget meeting which is to be held at the beginning of each semester.
 - vii. The Vice President is to update the Senator Manuals at the end of the academic year.
 - viii. All communication between Senate and the clubs and organizations is to be done through the Vice President.
 - ix. The Vice President shall submit a semester report to the SGA President and SGA Advisor concerning the status or legislation of the Senate, or any information deemed necessary by the President.
- c. Second Vice President
- i. The Second Vice President is required to work five (5) office hours per week.
 - ii. The Second Vice President shall serve as the head of the Budgetary Rules Committee, Senate Rules Committee, and the Constitution Committee.
 - iii. The Second Vice President will assume Senate responsibilities if the Vice President is unable to perform his/her duties.
 - iv. The Second Vice President will be responsible for taking minutes and attendance at Senate Meetings. These minutes are to be distributed to all members of the Senate, the SGA President, the SGA Advisor(s), SAB President and Advisor, GSOC President and Advisor, and the Critograph. (*Refer to the SGA Constitution*).
 - v. The Second Vice President will be responsible for informing Senators of meeting dates and times, as well as other important issues, including overall SGA affairs.
 - vi. The Second Vice President is to assist the Vice President in updating the Senator Manuals at the end of the academic year.
 - vii. The Second Vice President shall submit a semester report to the SGA President and Advisor concerning the status or legislation of the Senate, or any information deemed necessary by the President.
 - viii. The Second Vice President shall keep track of the number of absences per Senator and inform the Vice President if a Senator is approaching the allowable number of absences.
 - ix. The Second Vice President will be in charge of keeping the Senate records in order, including all the files of the committees.
 - x. The Second Vice President shall take and distribute the minutes at any meeting the Executive Secretary cannot attend.
 - xi. The Second Vice President shall attend all meetings the President or Vice President requests him/her to attend.
 - xii. The Second Vice President shall assist the Vice President in any and all work which the Vice President requests assistance.
- d. Secretary
- i. The Secretary is required to work five (5) office hours per week.
 - ii. The Secretary is responsible for taking minutes. (*Refer to Constitution*) These minutes are to be distributed to all the members of the organization, SAB, GSOC, the President of the College, the Advisor of SGA, the Dean of the Student Affairs, and all guests present at the meeting. The Editor of the Critograph may also receive minutes except from Cabinet meetings.
 - iii. The Secretary is responsible for keeping the members of SGA informed of different activities and issues happening on campus through memos, meetings, open forums, and SGA sponsored events.
 - iv. The Secretary is responsible for taking attendance at all meetings.

- a. A person is allowed three (3) unexcused absences a semester.
- b. If a person gains two unexcused absences the Secretary is responsible for informing the individual about the two absences in the form of a letter. The person is also referred to the SGA President. On the third unexcused absence, the person will receive a letter of removal from office by the President.
- c. An excused absence can be obtained through the approval of the Executive Cabinet prior to the absence.
- v. The Secretary is responsible for meeting with the Office of Student Activities Administrative Assistant to verify office hours and maintaining the correct attendance of SGA members.
- vi. The Secretary is responsible for forwarding all suggestion and/or changes for the SGA manual to the Administrative Assistant of the Student Activities Office.
- vii. The Secretary shall submit a year-end report to the SGA President and SGA Advisor concerning the status of the SGA or any information deemed necessary to the President.
- viii. The SGA Secretary shall coordinate and oversee the annual "Tree Lighting Ceremony," held in December. (The planning committee may consist of Class Secretaries.)
- ix. The Secretary shall be responsible for maintaining the office supplies and cleanliness of the office.
- x. The Secretary shall coordinate and oversee the SGA End of the Year Banquet.
- e. The Treasurer
 - i. The Treasurer is required to work five (5) office hours per week.
 - ii. The Treasurer is required to keep track of the financial records for the Executive and Legislative operating budget.
 - iii. The Treasurer is responsible for sending out information at the beginning of each semester to Presidents and Treasurers of campus clubs and organizations to explain the reimbursement procedures. (i.e. Devising a Treasurer's Manual)
 - iv. The Treasurer will participate in the Senate Budget Allocation Meeting during each semester. The Treasurer will keep track of all allocations at the meeting.
 - v. The Treasurer will complete all check requests and petty cash vouchers as needed for the Executive and Legislative Branches.
 - vi. The Treasurer will send the appropriate transfer of fund notifications to the Business Office.
 - vii. The Treasurer will update and maintain SGA Executive and Legislative Branches on "Quicken."
 - viii. The Treasurer is responsible for forwarding all original invoices, receipts, and purchase order forms to the Secretary in the Office of Student Activities for the budget records.
 - ix. The Treasurer is to meet monthly with the class Treasurers to maintain financial status.
 - x. The Treasurer will be responsible for devising a proposed budget expense report for both Executive and Legislative Branches at the beginning of each semester.
 - xi. The Treasurer will be responsible for monitoring Homecoming funds between SGA and SAB, to devise the event and expense report, and to make the necessary transfers of monies.
 - xii. The Treasurer will be responsible for composing a semester end budget actualized fund expense report.
 - xiii. The Treasurer will be responsible for attending the Treasurers' meeting at the beginning of each semester.
 - xiv. The Treasurer shall be in charge of seeing the budget packets are copied, distributed, and made available to all clubs and organizations.
- f. Public Relations Chairperson
 - i. The Public Relations Chairperson is required to work five (5) office hours per week.
 - ii. The Public Relations Chairperson is in charge of all publicity for SGA, such as designing formal invitations, t-shirts, logos, banners, and flyers, not limited to Class Councils.
 - iii. The Public Relations Chairperson is the liaison between SGA and the Critograph.
 - iv. The Public Relations Chairperson is responsible for writing *The Column*, an update of SGA happenings featured in the Critograph and creating a SGA pamphlet of members.
 - v. The Public Relations Chairperson shall coordinate the SGA Weekly Updates, located on the steps of Hopwood, on a weekly basis.
 - vi. The Public Relations Chairperson shall oversee the design and layout of the SGA display, and arrange for members to participate in the Open House sessions.

- vii. The Public Relations Chairperson will report to the Office of Student Activities any posting violations of the campus community.
- viii. The Public Relations Chairperson shall meet bi-weekly with the Publicity Committee.
- ix. The Public Relations Chairperson shall submit a semester report to the SGA President concerning the status of the SGA or any information deemed necessary by the President.
- x. The Public Relations Chairperson shall review and update the SGA Webpage as needed.
- xi. The Public Relations Chairperson shall take pictures at all SGA events including class council events to be used in creating the SGA scrapbook. If the Public Relations Chairperson cannot attend an event, he/she must assign someone to take pictures at the events.
- xii. The Public Relations Chairperson shall be responsible for coordinating and overseeing the Annual Staff Appreciation Luncheon.
- xiii. The Public Relations Chair is responsible for election petitions, guidelines, and ensuring that the Constitution is incorporated into the election packet
- xiv. The Public Relations Chair, or his/her designee, is responsible for making, distributing, and tallying of ballots for Senate, Class Representative, and Homecoming Court Elections

II. Class Officers

1. Class Officers are to hold a meeting a minimum of once every two weeks with the Advisor or his/her designee to discuss and plan class events.
2. Class Officers are to attend all SGA meetings and events deemed mandatory by the SGA President.
3. Class Officers are to hold a meeting once a week to plan and to prepare class reports to present during the SGA meetings.
4. Each Class Officer is in charge of representing his/her class in a just and fair manner. Class Representatives are encouraged to fulfill this task.
5. All Class Officers must be in "good standing." This manual states that a student in "good standing" has a cumulative grade point average of 2.5 or higher, and not on academic or social probation. If this grade point average is not maintained, the Class Officer may be dismissed from his/her position in Student Government.
6. Each Class Officer is to work a minimum of two (2) office hours during the week. Regularly scheduled SGA or class meetings do not count as office hours. Failure to complete office hours in full will result in an absence.
7. A person is allowed three (3) unexcused absences a semester from SGA Executive Branch or Class Officer meetings. If a person gains two unexcused absences the Executive Secretary will inform him/he about the two absences in the form of a letter. The person is also referred to the SGA President. On the third unexcused absence, the person will receive a letter of removal from office from the SGA President.
8. An excused absence can be obtained through the approval of the Executive Cabinet prior to the absence. A detailed notification of the absence must be submitted to the Executive Secretary. It will be left up to the Cabinet's discretion to decide what is excusable and what is not. Regularly occurring absences will not be approved. Excused absences will not jeopardize a member's status.
9. If a person is late to a scheduled meeting (10 minutes late) without an excused absence, he/she is considered tardy and will receive a full absence.
10. All absences may be appealed to the Executive Cabinet or the SGA Advisor (only in extreme cases).
 - a. Class President
 - i. The President is responsible for conducting weekly class meeting. These meetings should be used to prepare for class and/or SGA sponsored events, as well as to prepare class reports and proposals for presentation at the next SGA meeting.
 - ii. The President is to communicate with the SGA President on a regular basis to maintain unity and support within the branch.
 - iii. The President should determine which events are mandatory for class representatives to attend in conjunction with the SGA President or Advisor.
 - iv. The President will develop guidelines for class absences with the assistance of the Executive President.
 - b. Class Vice President
 - i. The Vice President will obtain the duties of President if the President is unable to fulfill his/her responsibilities.
 - ii. The Vice President is in charge of maintaining and updating class events files.
 - iii. The Vice President should conduct class representative meeting at least once a month with the oversight of the Class President.

- c. Class Treasurer
 - i. The Treasurer is to report all money issues and request to Executive Treasurer within two weeks of the event to ensure that the appropriate information has been recorded. Items that need recording would include purchase order numbers, request for reimbursements, requests for cash advances, receipts, and copies of all financial-related paperwork.
 - ii. The Treasurer is responsible for forwarding all original invoices, receipts, and green purchase order forms to the Office of Student Activities for the budget records.
- d. Class Secretary
 - i. The Secretary is to report class events minutes to Executive President, Executive Secretary, Class Council Advisor, and their Class Officers.
 - ii. The Secretary is to keep all the Class Officers informed of class issues.
 - iii. The Secretary will assist the Executive Secretary on several special events, such as Tree Lighting Ceremony and the End of the Year Banquet.
- e. Class Representatives
 - i. The Class Representative will attend all class meetings and class events. If he/she cannot attend, a written explanation must be submitted to the Class Secretary before hand.
 - ii. The Class Representative will serve on at least one class committee provided by the Class Officers.
 - iii. The Class Representative will plan, work and/or support class events that are deemed mandatory by the Class Officers. A list of class events will be provided by the Class Officers.
 - iv. The Class Representative will support other Student Government events.
 - v. The Class Representative will perform any other duties assigned by the Class Officers.
 - vi. The Class Representative will utilize handbooks/manuals provided by the Class officers.
 - vii. The Class Representative will be eligible for awards and recognition provided by the Student Government Association based on class participation, representation, and dedication.
 - viii. The Class Representative will communicate and utilize other Class Representatives, Class Officers, Executive Cabinet Officers, Senators, Advisors and any other persons necessary to conduct the business of the Student Government Association.

III. Expanded Responsibilities for the Executive and Class Officers

1. All Officers are required to return early to school for Fall and Spring SGA Training/Planning session.
2. All Officers will maintain a clean and appropriate office for proper usage.
3. All Officers will follow the usage guidelines for the Resource Room provided by the Office of Student Activities.
4. All Officers will review mail on a regular basis and will not use office mailboxes, storage closets and file cabinets as a personal storage facility.
5. All Officers will maintain and update records of events in an outline basis to be included in future manuals to provide an easier transition for SGA members. Such records may include applications/forms, contracts, lists of contacts or representatives, letters, "how-to" instructions, checklists, samples of publicity items, and/or brainstorming ideas.

IV. President's Council Meetings

1. The President's Council is a mandatory open forum for all recognized club and organization presidents or their respective designee(s).
2. Three annual unexcused absences for a club/organization may result in freezing of SGA funds or other disciplinary actions as deemed necessary.
3. An excused absence can be obtained by approval of the SGA Executive Cabinet prior to the absence.

Recognition Process for Clubs/Organizations

Lynchburg College clubs and organizations should be formed for the purpose of social, educational, and leadership development and must relate directly to the mission, goals, and objectives of Lynchburg College. Club members should at all times consider how their organization is viewed by the college community.

To apply for recognition of a student organization must:

1. Seek approval from the Student Government Association (S.G.A.) (through the Senate) and the College through the Office of Student Activities.
2. Obtain the necessary forms and sample constitution from the Office of Student Activities.
3. Discuss the goals and objectives of the group with the Director of Student Activities Director and read over the *General Responsibilities* found in the “Becoming a Student Organization” guide.
4. Select and register a faculty or staff member as Advisor for your proposed organization. Advisors serve as a resource and liason. Select one whom you feel can best assist your organization. Review the *Advisor's Guidelines* with the faculty/staff member and discuss his/her role in your organization.
5. In filing for approval, a constitution must be provided to both S.G.A. and the Office of Student Activities, containing at least the following items:
 - a) the name of the organization;
 - b) the object (purpose) of the organization;
 - c) the name, address and telephone number of the president, vice president, secretary and treasurer;
 - d) the name, address and telephone number of a faculty or staff advisor;
 - e) the qualifications required for membership;
 - f) the offices and election procedures;
 - g) the meetings of the organization: how called, how business is to be conducted; and
 - h) the method of amending the constitution.
6. Complete and return a Hazing form along with the constitution.
7. Upon completion of the group's constitution and goals, the request for organizational status will be subject to the approval by the Director of Office of Student Activities and the Student Senate. When approved, the group is eligible to assume status as an officially recognized Lynchburg College Organization.
8. Organizations of a type already permitted on campus may be chartered after approval by the S.G.A. and the Director of Student Activities. For new types of organizations, more extensive consideration concerning potential impact on the College may be required.

All previously approved organizations are required to register with the student senate each fall and spring to retain official status for the academic year.

Campus Organization Judicial Policy and Procedures

Introduction

As recognized campus student organizations, organizations are accountable to the College for the conduct of their members. Since the Department of Student Development is committed to the concept of self-governance for student organizations, the Department of Student Development has delegated the responsibility for discipline within The Student Government Association to the President of the Student Government Association and the Senate Rules Committee. This process is for all organizations outside of the purview of the IFC/PC Judicial Board, which has been given specific jurisdiction over social Greek-letter organizations.

These procedures have been developed to ensure that all cases of organizational discipline are handled in a fair, objective, consistent and orderly manner, protecting the rights of all parties to procedural due process. These due process rights include the right to:

- 1) A timely hearing (see judicial process timeline)
- 2) Reasonable and complete notice
- 3) Examine all evidence and hear all testimony presented
- 4) Have an advisor present
- 5) Present a defense
- 6) A decision based on the facts presented and supported by substantial evidence
- 7) Cross-examine witnesses
- 8) Receive timely, written notification of the results of any hearing
- 9) An appellate review

Although these rights are guaranteed, all participants in the organizational judicial process should understand that there is a fundamental difference between the natures of the organizational judicial board and the proceedings in a court of law. The discipline of students within the College community is primarily a part of the educational process. The exact processes of criminal and civil law do not apply because they are designated for circumstances unrelated to the academic community. To the degree possible, the organizational judicial process should remain informal and non-adversarial.

The goals of the organizational judicial process are to compel adherence to both College and organizational policies. To resolve conflicts within the student community and to improve the public image of the system by promoting high standards of conduct.

Role of the Organization Judicial Process

The Senate Rules Committee should conduct hearings based on cases referred to the committee by the Director of Student Activities. At such hearings, the committee shall review all evidence and question witnesses in order to determine the facts, and if necessary, impose sanctions.

While committee hearings are by their very nature, quasi judicial, the emphasis of these hearings is on the fact-finding. Consequently, every effort should be made by the committee to avoid these processes that traditionally characterize courts of law—excessive legalization of the proceedings and an adversarial relationship with defendants. The organizational judicial process will only remain an effective, educational vehicle for resolving disciplinary problems regarding organizations insofar as hearings remain non- adversarial, informal, straightforward, and factually oriented.

Jurisdiction

The Senate Rules Committee within the Senate Branch of the Student Government Association has jurisdiction over all campus-recognized organizations to enforce organizational policies and college rules covered in the Hornet, and to maintain appropriate standards of conduct. Instances of alleged misconduct may result in the referral of the organization or organization member(s) to the Senate Rules Committee or college judicial board for disciplinary action.

Charges of misconduct by individual(s) normally are referred to the Associate Dean (campus judicial). Charges of misconduct by organizations are normally referred to the organizational judicial process. Action by the

campus judicial board may run concurrently with action by the Senate Rules Committee; one type of judicial action does not necessarily affect the other.

In certain severe circumstances, the Dean of Students may direct that a particular case be handled administratively or by a special hearing panel. Such action may be taken when there are substantial and compelling reasons for utilizing a process other than the normal organizational judicial procedures.

An organization may be held accountable for the actions of any of its members if the behavior is in any way related to the organization. Any organizational misconduct need not be officially sanctioned by the membership in order to be considered grounds for possible disciplinary action against the organization. There is no minimum number of members who must be involved in an incident before disciplinary action may be taken against the organization; in some instances, the misconduct of a single member may provide sufficient grounds for action against the organization.

The President of the Student Government Association, in consultation with the Director of Student Activities makes the determination of whether a case should be referred to the Senate Rules Committee for possible action against the organization on a case-by-case basis. In determining whether a case is to be referred to the board, the Director of Student Activities should consider the nature of the evidence, the seriousness of the alleged offense, whether the allegation represents a repeated offense, and whether the matter can successfully be handled informally.

If the President of the Student Government Association, in collaboration with the Director of Student Activities, feels that a hearing is in the best interest of student organizations, he/she may refer a case to the Senate Rules Committee even though the aggrieved party may not desire that formal disciplinary action be taken.

Actions taken or pending by an organization's internal judicial body, the national/international office of the individual organization or by the Commonwealth of Virginia court system will not necessarily affect the determination of whether or not a case is referred to the committee or the Dean of Students. The actions taken by other bodies may, however, be considered as a mitigating factor in determining how the committee will handle a particular case.

Role of the President of the Student Government Association

The responsibilities of the President of the Student Government Association, as they pertain to the judicial process, are:

1. to assist the Director of Student Activities in investigating reports of alleged misconduct,
2. to assist the Director of Student Activities in resolving complaints,
3. to determine, in consultation with the Director of Student Activities whether a case is to be referred to the Senate Rules Committee,
4. with the approval of the Director of Student Activities to offer an administrative sanction in lieu of referral to the Senate Rules Committee,
5. to serve as an ex-officio, non-voting member of the Senate Rules Committee,
6. to serve as moderator at Senate Rules Committee hearings, including making procedural rulings,
7. to serve as spokesperson for the committee, and
8. to write judicial board decisions.

Role of the Director of Student Activities

The responsibilities of the Director of Student Activities as they pertain to the judicial process are:

1. to ensure that all organizations are informed of relevant organizational policies, College regulations and expectations, and applicable local, state, and federal laws,
2. to investigate all complaints regarding individual organizations,
3. to consult with the Senate Rules Committee to determine necessity of a hearing,
4. to facilitate the resolution of disciplinary problems,
5. to assist and advise the President of the Student Government Association in the performance of his or her judicial responsibilities, and to approve administrative sanctions offered by the judicial board,
6. to advise all organizations regarding the judicial process,

7. to prepare and distribute copies of the incident report to involved parties,
8. to attend the hearings and to serve as advisor to the Senate Rules Committee.
9. to see that appropriate records are maintained in the Office of Student Activities, including a complaint log and organization hearing minutes,
10. to prepare reports as needed by the Dean of Students,
11. to assist other College offices dealing with an organization's complaints, including the Campus Safety and Security and the Dean of Students Office.
12. to refer individual organization members to the College Judicial Board as needed as well as their specific organization, and,
13. to perform other duties as assigned by the Dean of Students

No organization judicial process, including hearings and appeals, may be conducted without the presence of the Director of Student Activities, if the Director of Student Activities cannot attend, the presence of the Dean of Students or his/her designee shall be required.

Role of the Dean of Students

The Dean of Students shall conduct appeal proceedings in the event that an organization found responsible by the committee wishes to appeal the decision or sanction. The Dean of Students has the authority to review all actions of the Senate Rules Committee and Director of Student Activities and where necessary direct that further action be taken.

The Dean of Students also makes the final determinations on appeals after a review of the case. On appeal the Dean of Students may reverse, modify, or remand a case back to the Senate Rules Committee with instructions for reconsideration.

Selection of the Senate Rules Committee

The Senate Rules Committee shall consist of the President of the Student Government Association, and four members of the Senate Rules Committee derived from Senate and their selection procedures. The head of the Senate Rules Committee, the Second Vice President of the Student Government Association, may be included as a panel member. The President of the Student Government Association serves as a non-voting member.

Confidentiality Statement for Judicial Board Members

Board members must exercise care to protect the confidentiality of the organizational judicial process. Board members may NOT divulge the charges pending against an organization, the decision of the committee, and the sanctions. Only the Senate Rules Committee, the President of the Student Government Association and the Director of Student Activities shall know, and all other information should be held in confidence. Specifically, the incident report, the testimony of witnesses, and the deliberations of the committee should not be discussed outside of the conference room. In order to preserve their objectivity, committee members are expected to refrain from discussing a case with **anyone** prior to the hearing. If a member of an organization involved in a case attempts to contact a committee member prior to a hearing, the committee member shall inform the person that such contact is prohibited and should refer the individual to the SGA President.

All members should uphold decisions of the committee, even though there may be dissenting opinions.

Investigations of Reports of Alleged Misconduct and Informal Judicial Conferences

All reports of alleged misconduct involving organization members shall be referred to the Director of Student Activities. A comprehensive report summarizes the incident, including: a description, date, time, place, organization involved, names of participants (if known), number of participants, witnesses, probable cause, and historical information (if offense is repeated).

When a report is received, the president of the accused organization will receive the investigation report completed by the Director of Student Activities, as well as a chance to informally discuss the incident with the Director of Student Activities as an informal Judicial Conference to assess probability for immediate solutions and the need for judicial board action.

If it appears that College action against individual organizational members seems appropriate, the Director of Student Activities will refer such cases to the Associate Dean of Students.

Referral to the Organization Judicial Board

If a case is referred to the Senate Rules Committee, the President of the Student Government Association will arrange a time and a place for the hearing. Notice of organizational hearings should be given in writing to all parties involved at least seventy-two (72) hours prior to the hearing. The notice to the president of the organization charged with misconduct should include a brief but clear description of the alleged offense, the time and location of the hearing, and a copy of the organizational judicial procedures. If the incident occurs during a time when the committee is not in session, the matter will be handled in an administrative hearing with the Director of the Student Activities or his/her designee.

The Director of Student Activities will prepare a written report to the board detailing the facts uncovered in preliminary investigation, attaching pertinent written documentation relating to the case, a copy of this report will be made available to each board member during the pre-hearing process. The same report will be made available to the organization president and advisor along with the hearing notice.

Matters preliminary to hearings shall be decided, hearings conducted, and cases determined as quickly as possible, consistent with reasonable notice. Normally matters preliminary to hearings shall be decided and notices of hearings given within ten (10) school days of the time a report is received by the Director of Student Activities. Hearings will normally be held within ten (10) school days of the notice being sent.

The Director of Student Activities will keep a record of all reports received during summer vacation. During the first week of school, the President of the Student Government Association in consultation with the Director of Student Activities shall review the complaints received during the summer to determine the necessity of judicial action.

A case normally must be referred to the Senate Rules Committee within thirty (30) school days, excluding school vacations, after the alleged incident of misconduct occurred. This time limitation may be waived by a majority vote of the committee.

Hearing Process

No committee member may serve on the hearing in a case in which his/her judgment would be biased on the grounds of closeness with the aggrieved party. Whenever a regular member is unable or ineligible to serve on a panel hearing a case, an alternate member should be selected to serve on the panel for that hearing. Four voting Senate Rules Committee members (not including the President of the Student Government Association) should serve on the panel hearing a case, however, no hearing may be conducted unless ALL four voting members are present. All committee actions require a majority vote of the voting members present.

An organization charged with misconduct is presumed to be not responsible, and this presumption follows the organization until responsibility is proved by "clear and convincing" evidence. Judicial Board members, as fact finders, must consider all factors properly before them. In so doing, it is their duty to weigh the evidence calmly and dispassionately. Members are not allowed to permit bias, sympathy, or prejudice any place in their deliberations, for all organizations are equal before the committee.

The President of the Student Government Association is NOT to discuss "responsible" or "not responsible" decisions for a hearing unless there is a tie among board members as to the final decision. The role of the President of the Student Government Association is to conduct the hearing process and ensure that all judicial procedures are being followed.

Any evidence relevant to a case is admissible at a hearing. This may include direct (eyewitness) evidence, circumstantial evidence, hearsay evidence, and signed affidavits. The President of the Student Government Association should rule on the relevancy of the evidence. This does not imply that all evidence admitted is equivalent in weight, since most testimony has some degree of bias or tends to lead the listener to a single interpretation of a fact or situation.

The agenda for a typical hearing includes:

- 1) pre-hearing
- 2) introductions
- 3) explanation of the judicial process
- 4) explanation of the charges and the statement of responsibility or lack thereof
- 5) presentation of evidence and information of witnesses against the organization
- 6) organization/board allowed time for questioning
- 7) presentation of evidence and information of witnesses on behalf of the organization
- 8) organization/board allowed time for questioning
- 9) concluding statements by the spokespersons for the parties involved
- 10) deliberations with only voting members present and
- 11) announcement of decisions

The agenda may be modified at the discretion of the President of the Student Government Association. During the questioning of witnesses a person must be recognized by the President of the Student Government Association before a question can be asked.

The president of the organization charged with misconduct, or another active member who has been designated as spokesperson for the organization, has the right to be present to hear and question all witnesses and to examine all evidence, including all written documentation presented to the judicial board. Each organization is entitled to ONE spokesperson, who must be an active undergraduate member. If the spokesperson is someone other than the organization president, the organization president may still attend as an observer.

The organization charged with misconduct has the right to call four (4) witnesses to the hearing.

The organization charged with misconduct has the right to have their advisor present during the proceeding. **An advisor, even if he is an attorney, may not present evidence, question witnesses, or address the board;** his/her role is simply to advise the organization.

The hearing shall be closed to everyone other than the Senate Rules Committee, the Director of Student Activities, the organization's president, and the organization's advisor. Witnesses are permitted to be present only while they are presenting evidence. If an organization fails to appear at a hearing, after being given proper written notice, the evidence in support of the charges shall still be presented, considered and adjudicated.

Judicial Records

Documentation of the hearing shall include a copy of the original complaint, a copy of all written documentation pertaining to the case, the date and location of the hearing, a list of all persons in attendance at the hearing, a copy of all "notice to appear" letters sent, and a copy of the decision. Documentation of all hearings shall be kept on file in the Office of Student Activities for five years.

The Director of Student Activities will tape record the testimony presented at a hearing. Committee deliberations shall not be tape recorded. The tape can be used for the committee to rehear testimony during its deliberations and for the appeal process. Only one tape may be made. If the accused organization desires, it may listen to the tape when preparing for an appeal provided the tape is not removed from the Office of Student Activities. All witnesses should be informed that their testimony is being taped (but witnesses do not have the right to request that their testimony not be taped). The tape will be kept on file with the judicial documentation.

Organizational judicial records, including tape recordings, are confidential. Access to the judicial records is limited to the judicial board, the Director of Student Activities, the organizations involved in a case, and the Student Development staff members who handle organizational discipline.

Witnesses

The Director of Student Activities has the authority to request members of the organization, faculty, staff, and students who are not members of the organization to appear as witnesses. A chapter should be served with a notice to appear at least seventy-two (72) hours before the scheduled hearing. This notice period, however, may be shortened if circumstances warrant.

If it can be proved that a member of a organization clearly and deliberately falsified testimony presented to the committee, the senate rules committee may take disciplinary action against the organization in question or refer the individual to the College judicial board for an honor code violation.

Decisions

The standard of proof, “clear and convincing”, does not mean that committee members may not have doubts about responsibility; the standard requires only that the committee members be convinced of responsibility to a substantial level of certainty.

A decision of the senate rules committee must be by majority vote of those on the hearing panel and must be based upon evidence brought out during the hearing. The numerical vote is not announced.

The President of the Student Government Association will announce its decision immediately after final deliberations. No discussion, other than clarification, is permitted. If an organization wishes to debate the decision, it must do so via the appeal process. A written decision will be prepared by the Director of Student Activities and will be mailed to the organization’s president within seventy-two (72) hours after the hearing. The written **decision will contain the sanctions imposed, and notice of the right to appeal the decision** to the Dean of Students.

A copy of the decision shall be given to the Director of Student Activities, Dean of Students, President of the Student Government Association, and the organization’s advisor.

Sanctions

In determining an appropriate sanction, the judicial board should consider the following factors:

- 1) Was the behavior intentional?
- 2) What were the direct and indirect actual consequences of the behavior? What were the potential consequences?
- 3) Has the organization previously engaged in similar behavior?
- 4) What is the attitude of the organization regarding this incident?
- 5) What is the educational value of the sanction? Will it help the group to act more appropriately in the future?
- 6) What is the deterrent value of the sanction? Will it be effective in discouraging similar behavior by other organizations?
- 7) Is the sanction related to the offense?
- 8) Is the sanction consistent with the expectations of the College administration and the Student Government Association?

Appeal Procedures

An organization found in violation by the senate rules committee may appeal the decision to the Dean of Students. An organization desiring to appeal must submit a properly completed “Notice of Appeal” form to the Director of Student Activities within ten (10) school days after receiving the written sanction.

Appeals are warranted if one or more of the following applies:

- 1) The sanction was unreasonable
- 2) The findings were not supported by substantial evidence
- 3) The judicial proceedings were unfair, i.e., the established procedures were not correctly followed. (Error in procedure that substantially impacted fairness or outcome of hearing.)
- 4) The board erred in its interpretation of any College or Organizational policy, rule, regulation or directive

If more than one ground has been stated, the Dean of Students should consider each issue separately and in this order:

- 1) Fairness of the proceedings
- 2) Jurisdiction
- 3) Policy interpretation
- 4) Presentation of new evidence
- 5) Determination of whether there was sufficient evidence to support the finding, and
- 6) Reasonableness of the sanction

If it is found that a hearing was unfair, the Dean of Students may recommend either a reversal of the decision or remanding the case to the Senate Rules Committee with instructions for a rehearing or revision of sanctions. The Dean of Students shall arrange a time and location for the appeals hearing. The hearing should be held within ten (10) school days after the "Notice of Appeal" is filed. The president of the organization involved shall be notified within seventy-two (72) hours of the hearing of notice for appearance. All previous judicial documentation and any other relevant documentation will be reviewed prior to the hearing.

Appeals meetings are held in a closed session, with attendance limited to the Dean of Students, Director of Student Activities, the organization's advisor and president (and their spokespersons if they so desire). The same guidelines for organization spokesmen and advisors that apply in hearings also apply in appeal proceedings.

The typical agenda for an appeal hearing is as follows:

- 1) Introductions
- 2) Clarification for the appeal process
- 3) Presentation of arguments by the organization that is appealing
- 4) Questions from the Dean of Students
- 5) Concluding statement from the chapter
- 6) Proceedings are concluded and a decision will be rendered in writing by the Dean of Students within on (1) school day after the proceeding

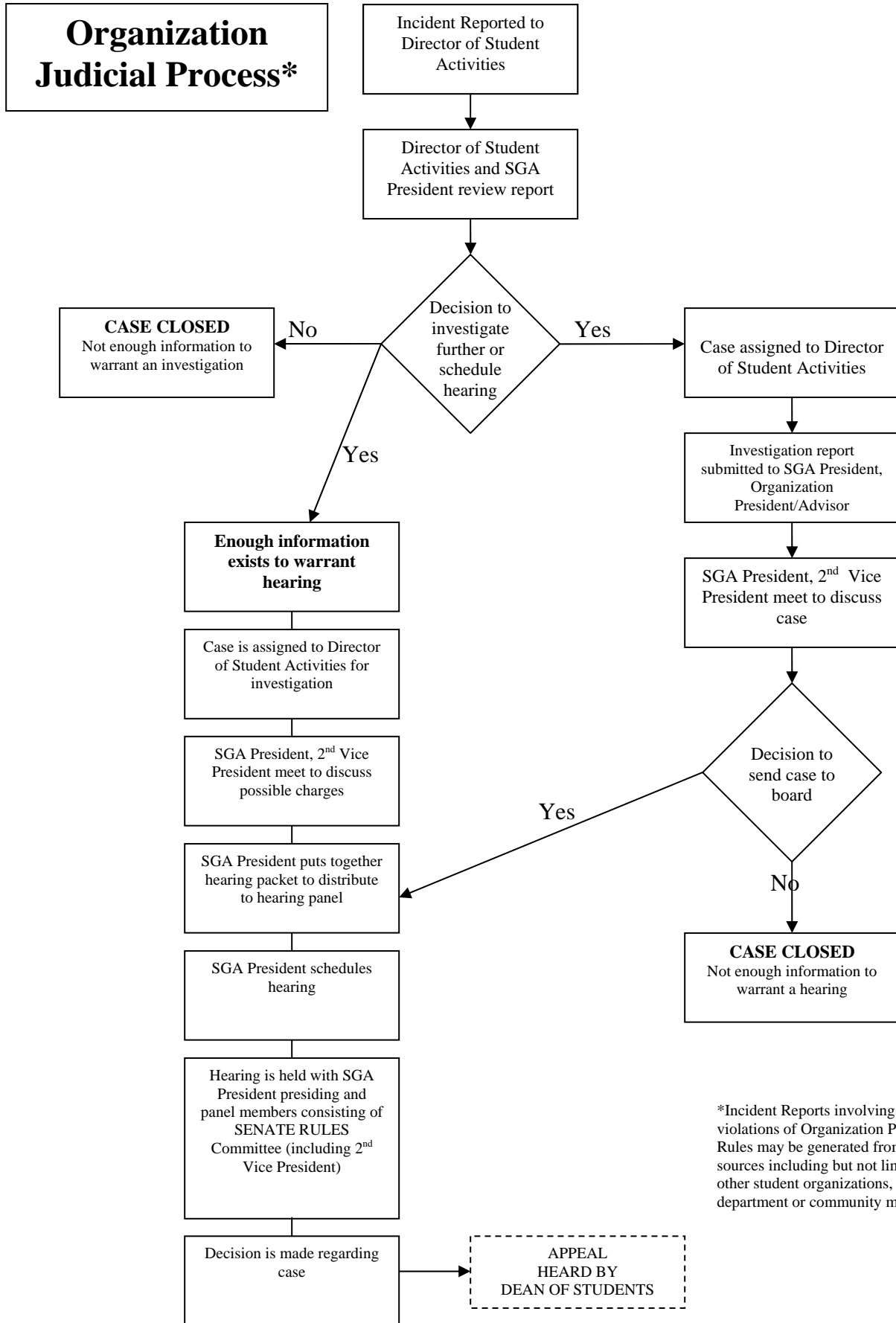
The decision of the Dean of Students is final; no further avenue of appeal is available. After the final decision has been sent by the Dean of Students, the Director of Student Activities shall send a copy of the Dean's decision, along with a copy of the Director of Student Activities' written report, to each person who was sent a copy of the original organization judicial board's decision.

Organization Judicial Process Timeline

(*This timeline indicates a typical process. Extenuating circumstances may alter the timeline at any point in the process. For further and easier explanation of process please refer to the Organization Judicial Process Flow Chart directly following.)

- 1) Incident reported to the Director of Student Activities, located in the Office of Student Activities.
- 2) The Director of Student Activities reviews the alleged incident report along with the President of the Student Government Association to discuss further action.
- 3) The Director of Student Activities along with the President of the Student Government Association will make the decision of whether or not the case has enough evidence to automatically warrant a judicial hearing or whether or not it needs to be further investigated.
- 4) If the Director of Student Activities along with the President of the Student Government Association feel as if there is not enough evidence to warrant an investigation, the case is closed.

- 5) If the Director of Student Activities along with the President of the Student Government Association feel as if the case warrants further investigation, it will be referred back to the Director of Student Activities for investigation procedures.
- 6) The investigation report, prepared by the Director of Student Activities will then be submitted to the SGA President, the organization president, and advisor.
- 7) The SGA President and SGA Second Vice President will meet to discuss the case to determine if enough information is present to warrant a hearing.
- 8) If so, the President of SGA will compile hearing packets to distribute to the hearing panel. All information compiled will be received from the Director of Student Activities.
- 9) The SGA President will then schedule a hearing so that him/herself, four members of the Senate Rules Committee, and the Director of Student Activities can attend, and notifies all appropriate members of the organization in question, of time, date, and location of hearing.
- 10) The hearing is held with the SGA President presiding.
- 11) The Senate Rules Committee will make a decision regarding responsibility or lack-thereof, with the SGA President as a non-voting, tie-breaking member.
- 12) If an appeal is desired, the organization may do so to the Director of Student Activities, following guidelines and procedures listed.



*Incident Reports involving alleged violations of Organization Policy or Senate Rules may be generated from multiple sources including but not limited to students, other student organizations, college department or community members.

Organizational Discipline Sanctioning Basics

First Step: Know Your Goals

Second Step: “Sanctioning Equation”

1. Nature of the violation
2. Prior violations/previous disciplinary history
3. Mitigating circumstances surrounding the violations
4. Motivations for the behavior
5. Sanctions assigned in cases involving similar violations
6. Developmental and educational impact

Third Step: Make It Happen

Some guidelines for developing developmental sanctions are:

- *The process of sanctioning is designed so that all parties feel that they have gained something.* The community may feel it has gained a more peaceful environment; the board and involved staff may feel they have helped an organization develop and have gained a positive contributor to the college community; and the organization may feel that it was understood and encouraged to develop more appropriate behavior.
- *The sanctions are directly related to a developmental stage or skills that the organization needs to learn.*
- *Coinciding with the guidelines of the conduct process, the sanctioning process also offers choices to organizations.* For example, if the organization cannot afford to pay for the damages or if financial sanctions mean little or nothing, they may be offered the opportunity to work off the amount owed. Choices may also take the form of choosing between completing all sanctions or losing room reservation privileges, etc.
- *Appropriate to circumstances and situation.* The sanctions must be in accordance with the seriousness of the violation and the circumstances surrounding the conduct.
- *Timeliness.* All sanctions given must have a specific deadline for their completion. The deadlines must offer adequate time for the organization to complete the task while considering academic demands, etc. However, the process must not linger on for several months since any potential for growth will diminish as time goes by. All deadlines and consequences for failing to meet those deadlines must be stated clearly.
- *Explaining “why”.* In order for the organization to understand the purpose of sanctioning, an explanation of why certain sanctions are being imposed is necessary. Discussing why the exhibited behavior was inappropriate or disruptive, how the behavior affected others and what skills are being encouraged in organization members are very helpful.

Sanctions

Below is a list of sanctions that may be imposed upon student organizations for violation of College policies. This list is not intended to be all-inclusive. Sanctions become increasingly severe for repeated or accumulating infractions.

1. **Warning:** Notice that continuation or repetition of conduct found wrongful may be cause for more serious disciplinary action.

2. **Group Community Service Hours:** completion of a set number of hours per person in the organization within a defined period of time or a percentage participation in a campus wide service project.
3. **Creative Sanctions:** group participation or attendance in campus programs/events, group sponsorship of an educational speaker or program related to the conduct found wrongful, participation in educational workshops for just group members, participation in the campus ropes course, etc.
4. **Fine or restitution:** payment of a specified sum for damages or the ability to work as an organization to “pay off” damages to the college.
5. **Suspension of Organizational Privileges for a Defined Period of Time:** see list of “*Privileges of Campus Organizations*” found in the organization handbook and in the Hornet.
6. **Organization Probation:** infractions committed during the specified period of probation are likely to result in the organization’s recognition being suspended.
7. **Suspension of Organization Recognition:** exclusion from the College community, including privileges of recognition, recruitment of new members, activities, and any affiliation with the College.

Senate Budget Allocation Timeline
2006-2007 Academic Year

| | |
|----------------|--|
| Sept. 4 | Budget Packets Available for Oct. – Jan. programs outside OSA and SGA offices |
| Sept. 7 | Treasurer’s Meeting (mandatory for anyone submitting budget packets), 8 pm, Centennial 232 |
| Sept. 15 | September Budget Appeals Due to Senate |
| Sept. 15 | Budget Packets for Oct.–Jan. Due to Office of Student Activities, 4 pm |
| Sept. 20-21 | SGA Budget Allocation Meetings, 6-9 pm, OSA Conf. Rm. <i>*Appeals for Oct. – Jan. Decisions are due 1 week after the decision letter is sent.</i> |
| Nov. 22-26 | Thanksgiving Break |
| Dec. 8 | Last Day of Classes |
| Jan. 15 | Classes Begin |
| Jan. 15 | Feb.-May Budget Packets Available |
| Jan. 17 | Treasurer’s Meeting (mandatory for anyone submitting funds for Feb-May), 6 pm, location TBA |
| Jan. 26 | Budget Packets Due to Office of Student Activities, 4 pm |
| Jan. 31- Feb.1 | Feb. – May Budget Allocation meetings, 6-9 pm, OSA Conf. Rm. <i>*Appeals for Feb.-May Decisions are due 1 week after the decision letter is sent.</i> |
| March 3-11 | Spring Break |
| March 30 | Sept. ’07 Budget Packets Available |
| April 6 | Sept. ’07 Budget Packets Due by 4 pm to Office of Student Activities |
| April 11 | Budget Allocation Mtg., 6 pm, OSA Conf. Rm. <i>*No appeals for September Decisions</i> |

SENATE BUDGET RULES**Revised: May 2005****Budget Cycle:**

There will be three different budget allocations per year. There will be a budget allocation early first semester that will include the budgets from October until January. The second allocation meeting will be held early in second semester and will include the budgets from February until May. The final budget allocation meeting of the year will be held in April and will allocate funds for September budgets for the upcoming year.

Organizational Requirements:

1. The club/organization must be recognized by Senate.
2. The club/organization must consist of at least four registered students.
3. The club/organization must be comprised of a percentage of LC students numbering no less than 75%.
4. The officers must be LC students.
5. The club/organization must possess a Lynchburg College faculty or staff advisor.
6. **Every club/organization must fill out the Registration of Campus Organization form and Hazing Statement regardless of whether or not they are requesting funds.**

Each Organization Must:

1. **Attend the Treasurer's meeting, which will be held before budgets are due.** If a representative of an organization does not attend, that organization will not be allowed to receive funds from Senate for that budget cycle.
2. Make a copy of the budget they submit to keep for their records.
3. Send a treasurer or representative to the budget allocation meeting if you request more than \$1000 for a budget cycle.
4. Submit a copy of the contract or other official documentation along with your budget if you are having a band, DJ, performer or speaker at an event.
5. Complete the budget in blue or black ink or it will not be accepted. If your budget is not readable, funding may be denied.

Funding for Events:***I. Time Periods:***

1. Senate will not fund any events that fall during the summer, including conferences.
2. Senate will only fund events occurring within the proper allocation period and will not fund any expenses not incurred during the current allocation period.
3. Senate may only fund events during the defined school year. The school year, by definition, begins on the first day of classes for both semesters and ends on the final days of exams for first semester and graduation day for second semester.

II. Off-Campus Policies:

1. Senate will not fund travel expenses that may include, but are not limited to: gas, mileage, toll, hotel and vehicle rental expenses.
2. Senate will not fund off campus events with the exception of recruitment and off-campus service projects events (this includes Co-sponsored events).
3. Senate will not fund closed off-campus events.

4. Conferences will be considered on an individual basis. Senate will only fund conferences for the top Executive members for an organization provided an explanation of their specific position and purpose for attending the conference is included. In addition, all conference information must be included within the Budget Request Form in order to be considered for allocation.

III. Direct Funding/Contributions:

1. Senate will not fund Honorariums, which are a payment given to a professional person for services for which fees are not legally or traditionally required.
2. Senate will not fund Stipends, which are fixed and regular payments such as a salary or allowance.
3. Senate will not fund direct contributions, which are charitable gifts to nonprofit organizations. Direct contributions will be considered on an individual basis provided that the organization includes a detailed description of the event and where the requested funds will be going. If these guidelines aren't met, the organization will be denied funding.
4. Senate will not fund profit making ventures except for the four classes.
5. Senate will not fund membership dues for any organization on campus.
6. Senate will not fund clothing, uniforms or other attire for personal use by the club members.
7. Senate will not fund giveaways that are not a part of a larger event. If the giveaway is a part of a larger event the event description must be given and the need for the giveaway clearly illustrated, in detail.

IV. Miscellaneous:

1. Senate will not fund organizations that use forms not contained in the current budget packet.
2. Senate will not fund any organization under the jurisdiction of and/or receiving funding from a department, unless a written denial of funds from the appropriate department accompanies the budget and a representative is in attendance at the budget meeting.
3. Senate will not fund fraternity or sorority formals.
4. Senate will not fund alcohol for any event.
5. Senate will not fund more than four events of the same type (for example: more than four movies).
6. Senate may only fund one closed event per semester; a closed event is defined as an event which only members of the organization are invited to participate in.
7. Senate may fund up to an additional \$500 to an organization who wishes to promote a multicultural event. The allocated funds may only be used for this event.
8. In order for a speaker or any other contractual service to be funded both a date and time must be given and cleared to ensure that there are no conflicting events and a space for the event must also be reserved.
9. Barring unforeseen circumstances, if an organization does not hold an event during the previous budget cycle that it requested money for, that organization may be denied funding the following budget cycle.
10. A student member of an organization must attend both President's Council and the Mandatory Treasurer's Meetings. If an advisor attends the meetings, it will not count as a member of the organization attending.

V. Funding Limits:

1. Up to \$50 for any **membership recruitment** for an organization.
2. Up to \$30 for **office supplies**.
3. **Up to \$3 per person for food at closed events** and up to 50% of the remainder of the request for that event.

4. **Up to \$6 per person for food at open events;** an open event is defined as an event which is open to the entire campus community.
5. Only \$5 for any **eating utensils or paper goods** used for food related purposes per event with the exception of events with anticipated attendance in excess of 75 LC students.
6. Up to \$150 in **prize money** per event.
7. Up to \$30 per organization per event for **decorations** with the exception of events with anticipated attendance in excess of 75 LC students.
8. Only \$18/hr for **Lynchburg College Security**.
9. Only \$25/hr for **Lynchburg City Police**.
10. Senate will only fund one food meeting per semester. A food meeting is defined as an organizational meeting that could otherwise occur without food but uses food as an incentive to attract members to the meeting.

After Funds Are Allocated:

1. If an organization is dissatisfied with their budget allocations, they have the right to appeal. **A written letter of appeal must be submitted to the SGA Vice President within a week after budget allocations are sent out.** This letter should detail the organization's case for receiving the funds.
2. The dates and the titles of the organization's events will be placed on a "Calendar of Events" for distribution to the entire LC campus. **If for some reason there is a change of date, time or location of an event, please notify the Office of Student Activities as soon as possible. If a date change is not appealed to the SGA Senate two weeks prior to the date change Senate may not fund the event due to improper notice. This will be done on a case-by-case basis.**
3. **Receipts from events must be submitted within 5 business days after the event is held** or Senate reserves the right to withhold the funds originally allocated for that event.
4. **The funds that were allocated to an organization may be used only for the purposes designated by the budget committee.** Any club officer who submitted a budget and misuses funds will be brought up on Honor Code charges, unless extenuating circumstances warrant the misuse. This will be reviewed on a case-by-case basis.

The Senate will give all events that have high-risk liability concerns special consideration. The Student Senate reserves the right to deny any/all funds to any organization for failure to comply with any of the Senate Budget Rules.

If the budget packet is not completed correctly the first time, your organization loses the right to appeal. Budgets must be submitted no later than 5:00 P.M. on the date that they are due. Late budgets WILL NOT be accepted. NO EXCEPTIONS.

How to Write a Proposal

Advantages of writing a proposal:

1. Students have more time to think about the issue at hand.
2. Students can be the “manager” of the issue and spend more time defining it.
3. Students have more time to think about why an issue should be addressed.

Questions that should be addressed before drafting a proposal:

1. Why is this an interesting issue?
2. Who would be interested in seeing this issue addressed?
3. What insights are expected from addressing this issue?
4. What are the payoffs?



Outline for proposal:

1. *Purpose* (1 to 3 paragraphs). This is the most important part of the proposal. Here the reasons for addressing the issue are stated. It is very important to motivate the issue properly. That is, why is this issue being undertaken? What do we hope to gain? What will the payoffs be from addressing this issue? Once again, you are trying to sell an idea. Keep in mind that one or more of the readers of the proposal may have only limited familiarity with the issue, so each aspect of the proposal should be clearly defined and explained.
2. *Methodology* (1 to 3 paragraphs). Here you will explain how the study and information gathering will be conducted. If you are conducting a survey, you should attach a copy of the questionnaire and explain how you will analyze the results.
3. *Data*. Here you will specify what data are sought and their resources. If you are conducting a survey, who will you survey? How will you get their names and addresses? How many people will you need to survey? How can you ensure that the sample is representative of the population?
4. *Summary* (1 to 2 paragraphs). Here you will summarize the purpose of the study and how it will be conducted. Because this is the last thing the reader of your proposal will see (and perhaps the first thing that he/she reads), it should be written in a strong and forceful manner (you can use much of the same material you placed in the purpose section).
5. *Timetable*. Assume that the project will begin on the date of the passing of the proposal. You should provide a table showing each phase of the project and when it will be completed.
6. *Budget*. Here you will itemize the cost.

Once the proposal is approved:

1. Move forward with your research and data collection.
2. Analyze data and make an assessment on what it reveals to either support or refute your proposal.
3. Report back to SGA on the findings through a written report. Use the above outline and change the “Data Section” and “Summary Section” with what you specifically did and the results and findings.
4. Conclude your report with a “Recommendations Section” to either move the proposal to the action stage within Senate or to conclude the process if data doesn’t support the proposal.

Parliamentary Procedure

Order of Business

- Call to order
- Roll call (or determine quorum)
- Reading and approval of minutes
- Reports of officers and standing and special committees
- Unfinished business
- Adjournment
- *Possible Additions include:* invocation or ceremony, communications, announcements, a speaker, pass the gravel, etc.

Types of Motions

- Main motions introduce new business before the group. They take the form of proposing actions. Example: “I move that we reduce our first-year dues for new members.”
- Motions that bring a question again before the assembly provide ways to readdress a motion considered earlier, but in the same meeting. Example: “I move we reconsider the motion, that we reduce the first year dues for the new members.”
- Subsidiary motions propose various ways of dealing with a main motion that’s on the floor. Example: “I move that we refer this motion to the committee.”
- Privileged motions deal with issues requiring immediate attention but not related to the motion on the floor. Example: “I move that we recess until 7:00 pm this evening so that members may attend the dinner program.”
- Incidental motions deal with procedural matters that must be resolved before the meeting continues. Example: “Point of order. We do not have a quorum.”

Handling a Main Motion

- Member asks for and gets recognition from the chair.
- Member says, “I move that...” Another member seconds motion, or chair asks, “Is there a second?”
- Chair states motion and asks for discussion,
- Members ask to be recognized and enter into debate. Maker of motion has first right to floor. Debate only on merits of motion, **addressed only to chair**.
- Debate is closed when no members seek floor, or when previous question is moved, seconded, and voted.
- Chair puts question to vote.
- Chair announces result of vote.

While a main motion is pending no other main motions may be introduced. Privileged, subsidiary and incidental motions are permitted in order of rank.

Types of Votes

- Voice vote-most often used.
- Rising vote- members stand to be counted.
- Show of hands- used in smaller groups instead of voice or rising votes, if no member objects.
- General (or unanimous) consent- members vote by remaining silent when asked for objections.
- Ballot or roll call- must be done when majority orders it.

| To DO This: | You SAY This: | May you interrupt the speaker? | Do you need a second? |
|---|---|---------------------------------------|------------------------------|
| Adjourn meeting | “I move that we adjourn” | No | Yes |
| Call an intermission | “I move that we recess for...” | No | Yes |
| End debate & amendments | “I move the previous question” | No | Yes |
| Give closer study of something | “I move to refer the matter to committee” | No | Yes |
| Introduce business | “I move that...” | No | Yes |
| Protest breach of rules or conduct | “I rise to a point of order.” | Yes | No |
| Suspend rules temporarily | “I move to suspend the rules so that..” | No | Yes |
| Verify a voice vote by having members stand | “I call for a division” | Yes | No |
| Request information | “Point of information” | Yes | No |
| Take up a matter previously tabled | “I move to take from the table...” | No | Yes |