

Constitution of the Student Government Association

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.

1. All SGA members must serve a minimum of 20 hours per semester of community service, involvement hours, and/or attendance at events/activities at the discretion of the President and/or Vice President to be considered a member in good standing.
2. All SGA Cabinet, Executive, and Senate meetings should have a dress code consisting of at least no less than business casual dress, but is up to the discretion of the SGA President and/or Vice President.

ARTICLE IV: GOOD STANDING

1. 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.
2. No person known to be a member of an unrecognized or underground organization shall be in good standing and eligible to run for or remain in office.
3. Class, for the purpose of determining eligibility for office, shall be denoted by the year of intended graduation.
4. 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. If in case of an emergency, the Executive Secretary should be informed as soon as the member is able to do so.
5. 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. If in case of an emergency, the Second Vice President should be informed as soon as the member is able to do so.

ARTICLE V: THE EXECUTIVE BRANCH

I. Limitations to SGA Executive Officers

1. If a person hopes to run for President, Vice President or Second Vice President of SGA, he or she may not hold executive board leadership positions in any other recognized organization (including Greek Life) on campus. And for the purpose of clarity, he/she can also not be a member of the Residence Life Staff, a Connection Leader Coordinator

(CLC), or a member of the Student Activities Board Executive Committee (including President, Vice President, Treasurer/Secretary, OPEN chair, Traditions chair, Mainstage chair, One Night Stand Chair, LC Expanded chair, and PR/Marketing). Visa versa: if a student already holds the position of President or Vice President of SGA, he/she may NOT run for the positions of President, Vice President, or Treasurer of another organization on campus.

A. President of the Student Government Association

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 and/or SJB Liaison 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 Coordinator.
 - 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, Second Vice President, Appeals Board Chair, Secretary, Treasurer, Public Relations Coordinator, 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 of the Student Government Association

- 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.

D. 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.
4. 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).
5. The Secretary will attend any special meetings called by the SGA President.
6. See Cabinet By-Laws for a complete job description.

E. 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.

F. Public Relations Chair

- 1. Qualifications, Nominations, Election:
 - a. Any regularly enrolled student at Lynchburg College in good standing may be nominated for the position of Public Relations Coordinator of the Student Government Association.
 - b. The SGA President will submit the nomination for Public Relations Coordinator 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 in assisting with advertising/marketing class specific events/activities.
 - 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 website and display.
 - k. See the Cabinet By-Laws for a complete job description.

G. 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 SGA President and Executive Branch, 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.

- e. See Cabinet By-Laws for complete job description and a list of events that the Special Events Coordinator is responsible.

ARTICLE VI: CLASS OFFICERS

1. 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 SJB Liaison. The student body of the class will vote on candidates during an election.
 3. Any student who is elected to a Junior Class officer position, must also agree to serve for the Senior Class position the following year.
2. 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.
3. 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.
 - c. The Vice President shall attend all Executive Branch meetings.
 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.
 - b. The Secretary shall attend all Executive Branch meetings.
 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.
 - c. The Treasurer shall attend all Executive Branch meetings.

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.
 - ii. Senators, once elected and/or appointed will be allowed to serve until he/she chooses to step down or is asked to step down in accordance with the SGA constitution and by-laws for removal process.
 - iii. If a senator wants to continue into the following year, he/she must submit an application for re-appointment, which will be reviewed by the SGA advisor(s) and selected members of the SGA Cabinet chosen by the SGA Advisor(s). Re-appointment will be based on performance, academics and social conduct from the previous year.
 - b. Senatorial Elections for open seats 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 in coordination with the scheduled election process.
- 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 Appeals Board 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 any act that 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 VII: THE STUDENT JUDICIAL BOARD

- A. All judicial functions concerning student government affairs herein granted and as detailed in The Hornet, will be vested in the Student Judicial Board. The Student Judicial Board will be the judicial branch of the Student Government Association composed of members of the SGA in good standing at Lynchburg College. For further details about the Student Judicial Board, see The Hornet.
- B. The Student Judicial Board shall resolve cases of alleged infractions of the Honor and Student Conduct Codes within its jurisdiction as stipulated by The Hornet.
- C. Qualifications:
 - a. Members must be students in good standing with the College, both academic and disciplinary.
 - b. Members must have and maintain a 2.5 GPA.
 - c. Members will be selected through application and interview processes by the Appeals Board Chairperson and the Student Judicial Board Chairpersons in concurrence with Associate Dean of Students (as the Student Judicial Board Advisor).
 - d. Appeals Board Chairperson
 - i. Qualifications
 1. To be appointed as Appeals Board Chairperson, one must have prior service on SJB for at least two semesters and classification as a junior before or during the term of office.
 - e. Student Judicial Board Chairpersons
 - i. Qualifications

1. To be appointed as Student Judicial Board Chairperson, one must have prior service on SJB for at least two semesters and classification as a junior before or during the term of office.
- D. Procedures and practices of the Student Judicial Board shall be governed by The Hornet, under the supervision of the Dean of Students Office in collaboration with the Appeals Board and Student Judicial Board Chairpersons.

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 the event that the President is impeached, the Appeals Board Chair shall preside at the hearing.
5. 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 the event that the Vice President is impeached, the Appeals Board Chair shall preside at the hearing.
5. 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, SGA advisor(s), and the Dean of Students (or his/her designee).
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 the event that the Second Vice President is impeached, the Appeals Board Chair shall preside at the hearing.
5. 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, SGA advisor(s), and the Dean of Students (or his/her designee).
 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

1. *The Student Senate will have original jurisdiction over PC/IFC/NPHC.*
2. *PC/IFC/NPHC are to oversee all Greek Letter Organizations at Lynchburg College. It concerns itself with the governance and guidance of all Greek Letter Organizations and plays a vital role in empowering these organizations to operate in an efficient, self-governing manner. Composition of these councils shall be defined by their individual Constitutions.*
3. *All GLOs are defined by the following criteria: willingness to be primarily oriented toward service to the campus and community, participation in a universal dry new member process, adherence to the institution's hazing and PC/IFC/NPHC's risk-management policies, and resemblance in function, activity, appearance, or organization to a Greek Letter Organization. All GLOs must be renewed by PC/IFC/NPHC and SGA (Student Senate) in order to be recognized organizations on campus. If any Greek Letter Organization attempts to use LC facilities or services for any type of*

function without recognition through the PC/IFC/NPHC and SGA, it will be sanctioned by the Dean of Students or his/her designee.

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

ARTICLE X: FINANCE

1. 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.
2. 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.
3. 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.
4. 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 XII: GENERAL ELECTION PROCEDURES

1. Elections will be conducted by online ballot.
2. 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
3. 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.
4. All SGA, referendum, and special elections will be conducted online, as directed by the Student Judicial Board Liaison in charge of the elections.
5. It is the responsibility of the Student Judicial Board Liaison to ensure that the appropriate source(s) sets up the ballots for the election. 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.
 1. No person whose name appears on the ballot may be in charge of reviewing or determining a winner in the election. No SGA affiliated personnel should be in charge of setting up or maintaining the online ballots.

2. It is the responsibility of the Student Judicial Board Liaison to ensure that whatever method is used to cast votes and the source that is chosen to use, that each student is only allowed one vote.
6. 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
 1. In the event no one runs for president of SGA, a selection committee consisting of the SGA Advisor(s), current Cabinet members, and newly-elected Vice President of SGA (if decided) will choose the President.
 2. In making its decision, the committee will seek nominations and applications for the position and review them.
 3. The vote must be a 3/4-majority vote with all members of the committee present.
 4. Some qualifications may be suspended if no capable person is found. Minimum QPA requirements may never be suspended.
 - b. Vice President
 1. In the event no one runs for Vice President of SGA, a selection committee consisting of the SGA Advisor(s), current Cabinet members, and newly-elected President of SGA (if decided).
 2. In making its decision, the committee will seek nominations and applications for the position and review them.
 3. The vote must be a 3/4-majority vote with all members of the committee present.
 4. Some qualifications may be suspended if no capable person is found. Minimum QPA requirements may never be suspended.
 5. 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 a new officer.
 6. Class Officer Succession
 1. The class officers-elect will solicit applications and nominations.
 2. The class officers-elect will interview candidates and choose a student for the position.
 3. The class officers-elect will bring the student before the Senate to be approved by a 2/3-majority vote. If the Senate is not in session, the Vice President can convene a special Senate meeting.
 - c. Election of SGA Officers
 1. The election of the Executive President and Vice President, and Sophomore, Junior, and Senior class officers will be held any time following spring break and before commencement, depending on the spring schedule.
 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.
 - d. Procedures for Contesting Elections, Recounts
 1. Contesting an Election
 - a. Any Lynchburg College community member who wishes to contest an election must notify the Student Judicial Board Liaison in writing within 48 hours after the final results of the election have been posted.

- b. The Student Judicial Board Liaison will consider the grounds; and in the case of sufficient grounds, he/she shall declare the election invalid.
- 2. Requesting a Recount
 - . Any student desiring a recount of an election must notify the Appeals Board Chair within 24 hours after the final results are posted.
 - a. The Appeals Board Chair will write the word "recount" on the posted election results.
 - b. The Appeals Board Chair will then have the votes recounted.
- 3. Campus Referendum Procedures
 - . All referenda conducted by SGA shall follow procedures set forth in Article X and Section I.
 - 1. A referendum may be called for by either:
 - 1. A petition containing 20% of the valid signatures of the members of the Executive Branch of SGA.
 - 2. A 2/3 vote of the total membership of the Senate.
 - 2. 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 CONSTITUTION

- 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:
 - a. The name of the society.
 - b. The object of the society.
 - c. The qualifications of membership.
 - d. The officers and the election procedures.
 - e. The meetings of the society, including only the essentials.
 - f. The method of amending the constitution.
- C. The SGA Senate Rules Committee shall oversee all student organization constitutions ensuring they meet the aforementioned standards.

Amended: October 4, 2006, January 24, 2007, February 21, 2007, Spring 2010