



Constitution of the Student Government Association

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

ARTICLE I: NAME

- A. This association will be known as the University of Lynchburg Student Government Association in Lynchburg, Virginia.

ARTICLE II: MISSION

- A. The Student Government Association at the University of Lynchburg works to advocate for the entire student body. Serving to assure that all voices and concerns are heard and that campus policy is upheld to the institutional values set in place. The Student Government Association places emphasis on diversity, inclusion, and fellowship among its members.

ARTICLE III: MEMBERSHIP

- A. All undergraduate students regularly enrolled holding full-time status at the University of Lynchburg will be members of this association and have the right to vote. All students have the right to hold office in accordance with the Student Government Association's constitution and bylaws.
- B. Members in good standing:
 - a. A student in "good standing" is not on academic or disciplinary probation.
 - b. Class, for determining eligibility for office, shall be denoted by the year of intended graduation.
- C. The Cabinet
 - a. Limitations to the Student Government Association Cabinet Members
 - i. If a person hopes to run for President, Vice President of Internal Affairs, or Vice President of External Affairs of the Student Government Association, they may not hold the same level of leadership in any other recognized organization. This will be determined at the discretion of the Advisor(s) to the Student Government Association.

D. Student Body President

- a. The executive power of the Student Government Association will be vested in a President. They will hold office for a term of one year.
- b. Qualifications, Nominations and Election:
 - i. Any regularly enrolled student at the University of Lynchburg who has served in the Student Government Association for a minimum of two consecutive semesters in an elected or appointed position(s) is eligible for election as President of the Student Government Association.
 - ii. To file for nomination, a candidate for the office of President of the Student Government Association must present to the Director of Administration a valid election packet, 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.
 - iii. The election of the President will be conducted in a manner set forth in ARTICLE VIII: General Election Procedures.
- c. Powers and Duties:
 - i. The President will represent the Student Government Association at all official functions and make announcements when requested by university officials.
 - ii. The President will have the right to veto all acts, in whole or in part, of the Senate. See Article IV for overriding a veto.
 - iii. The President will appoint, with a committee of the Vice Presidents of Internal and External Affairs, the Student Government Associations Advisor(s), and the Vice President of Internal and External Affairs elect the Director of Finance, Director of Administration, and the Director of Public Relations.
 - iv. The President may, on extraordinary occasions, convene the Senate, but in no case, will they have the power to adjourn the Senate.
 - v. The President will see that the Mission Statement of the Student Government Association is faithfully executed.
 - vi. The President, or his/her designee, will attend all General Faculty meetings, General Board of Trustees, Trustee Student Life Committee, and Alumni Board Meetings.
 - vii. The President will chair weekly meetings with the Cabinet consisting of the Vice Presidents of Internal and External Affairs, the Director of Finance, the Director of Administration, and the Director of Public Relations and any other persons necessary to conduct the business of the Student Government Association.
 - viii. The President must attend all Cabinet and Senate meetings and will be a voting member in Senate only.
 - ix. See the Cabinet bylaws for a complete job description.

E. Vice President of Internal Affairs

- a. In case the President of the Student Government Association vacates his/her office, the Vice President of Internal Affairs will assume the duties of that office until the President returns or is declared unable to continue his/her term of office.
- b. Qualifications, Nominations, Election:
 - i. Any regularly enrolled student at University of Lynchburg in good standing, having at least two consecutive semesters elected or appointed experience in the Student Government Association may be elected for the office of Vice President of Internal Affairs.
 - ii. The procedure for nomination and election will follow the same procedures as established in this Constitution for the President of the Student Government Association.
- c. Powers and Duties:
 - i. The Vice President of Internal Affairs will serve as the chair of all Senate meetings.
 - ii. The Vice President of Internal Affairs will advise the Vice President of External Affairs on matters concerning student appointments to faculty committees as necessary.–
 - iii. The Vice President shall attend all Student Government Association Cabinet, and President's Council meetings and will be a full voting member.
 - iv. The Vice President of Internal Affairs will have the power to fill any vacancy in the Senate, as well as reallocate any Senate seat as necessary.
 - v. See Cabinet bylaws for a complete job description.

F. Vice President of External Affairs

- a. In case the Vice President of Internal Affairs of the Student Government Association vacates his/her office, the Vice President of External Affairs will assume the duties of that office until the Vice President of Internal Affairs returns or is declared unable to continue his/her term of office.
- b. Should the President and the Vice President of Internal Affairs vacate their offices, then the Vice President of External Affairs will assume the duties and titles of the President. The Senate will then elect from its membership both a Vice President Internal Affairs and a Vice President of External Affairs.
- c. Qualifications, Nominations, Election:
 - i. Any regularly enrolled student at the University of Lynchburg in good standing, having at least one semester elected or appointed experience in the Student Government Association may be elected for the office of Vice President of External Affairs of the Student Government Association.
 - ii. The procedure for nomination and election will follow the same procedures as established in this Constitution for the President of the Student Government Association.
- d. Powers and Duties:
 - i. The Vice President of External Affairs shall serve as Chair of the Senate in the absence of the Vice President of Internal Affairs.

- ii. The Vice President will attend all General Faculty Meetings, Alumni Board Meetings, and Board of Trustee Meetings, reporting when necessary the activities of the Senate.
- iii. The Vice President of External Affairs shall attend all Student Government Association Cabinet, and President's Council meetings and will be a full voting member.
- vi. The Vice President of Internal Affairs will assist the Vice President of Internal Affairs on matters concerning student appointments to faculty committees.
- iv. The Vice President of External Affairs shall attend all Senate Committees unless otherwise directed by the Vice President of Internal Affairs.
- v. See bylaws for a complete job description.

G. Director of Administration

a. Qualifications, Nomination, Election:

- i. Any regularly enrolled student at the University of Lynchburg in good standing may be nominated for the office of the Director of Administration of the Student Government Association.
- ii. The incoming and outgoing President will appoint, with a committee of the outgoing Vice Presidents of Internal and External Affairs, the Student Government Associations Advisor(s), and the incoming Vice President of Internal and External Affairs elect the Director of Administration.

b. Powers and Duties:

- i. The Director of Administration will record the minutes of the Student Government Association Cabinet, Senate, and President's Council meetings, and any other meeting/function in which the President requests recording of the minutes.
- ii. The Director of Administration will be responsible for distributing the minutes to the appropriate persons at least 24 hours prior to any meetings called by the Student Government Association.
- iii. The Director of Administration will be responsible for distributing the minutes to the appropriate persons at least 24 hours after any meetings called by the Student Government Association.
 - 1. Cabinet and Senate minutes shall be distributed to the Cabinet members, Senate Members, Student Government Association advisor(s), and the Dean of Students.
 - 2. President's Council minutes shall be distributed to Cabinet members, organizational presidents, Student Government Association advisor(s) Dean of Students, the Critograph Editor, SAB President, guest(s), and any other pertinent persons.
- iv. The Director of Administration 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 Student Government Association office. Cabinet meeting minutes will be available to the public, with certain portions being held confidential up to the discretion of the President of the Student Government Association and the Student Government

Association Advisor(s). Cabinet meeting minutes are available, but not limited to, Cabinet members and guest(s).

- v. The Director of Administration will attend any special meetings called by the Student Government Association President.
- vii. See Cabinet bylaws for a complete job description.

H. Director of Finance

a. Qualifications, Nominations, Election:

- i. Any regularly enrolled student at University of Lynchburg in good standing, with recommended accounting experience, may be nominated for the office of Director of Finance of the Student Government Association.
- ii. The incoming and outgoing President will appoint, with a committee of the outgoing Vice Presidents of Internal and External Affairs, the Student Government Associations Advisor(s), and the incoming Vice President of Internal and External Affairs the Director of Finance.

b. Powers and Duties:

- i. The Director of Finance shall devise the budget of the Student Government Association Cabinet and Senate.
- ii. The Director of Finance will chair all Senate budget meetings and submit a monthly report to the Senate concerning a statement of the Student Government Association and Senate budget with the assistance of a cabinet member of their choosing.
- iii. The Director of Finance 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.
- iv. The Director of Finance will keep all financial records, and record all assets and expenditures.
- v. The Director of Finance will see that proper use of the Student Government Association budget forms are maintained, and they will update the forms when necessary.
- vi. The Director of Finance will present a statement to the Student Government Association updating class accounts, allocations, and the overall Student Government Association budget on their discretion. vii. The Director of Finance shall be responsible for meeting with the Office of Student Engagement and Leadership Development and Accounts Manager to obtain records on the status of the Student Government Association budget at their discretion.
- viii. The Director of Finance will attend all Cabinet and Senate meetings and will be a voting member in cabinet only.
- ix. The Director of Finance holds the power to update and distribute relevant budgetary policy, including supplementary budget policy.
- x. See the Cabinet bylaws for a complete job description.

I. Director of Public Relations

a. Qualifications, Nominations, Election:

- i Any regularly enrolled student at University of Lynchburg in good standing may be nominated for the position of Director of Public Relations of the Student Government Association.
 - ii The incoming and outgoing President will appoint, with a committee of the outgoing Vice Presidents of Internal and External Affairs, the Student Government Associations Advisor(s), and the incoming Vice President of Internal and External Affairs elect the Director of Public Directions.
- b. Power and Duties:
- i. The Director of Public Relations shall coordinate and oversee all Student Government Association social events.
 - ii. The Director of Public Relations shall oversee that all publicly posted information on campus by recognized clubs and organizations are within the Office of Student Engagement and Leadership Development guidelines.
 - iii. The Director of Public Relations, with the approval of the Senate, shall have the power to suspend the posting privileges of any recognized club or organization that violates the University of Lynchburg Posting Policy.
 - iv. The Director of Public Relations is charged with ensuring that members of the Student Government Association are informed of the University's Posting Policy.
 - v. The Director of Public Relations is to maintain the Student Government Association website and display and other forms of publicity.
 - vi. The Director of Public Relations shall have the power to form a Publicity Committee to help with the before mentioned powers and duties.
 - vii. The Director of Public Relations must attend all Cabinet and Senate meetings and will be a voting member in cabinet only.
 - viii. See the Cabinet bylaws for a complete job description.

ARTICLE IV: THE 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 Student Government Association in good standing at the University of Lynchburg.
- B. Qualifications, Nominations, and Election:
 - a. Constituency Representation: There will be allotted a minimum of 29 Senatorial seats and a maximum of 48 Senatorial seats.
 - i. Seats will be filled with an appointment from the Student Activities Board, Student Judicial Board, Student Athlete Advisory Committee, two members from the Multicultural Center, Transfer Student Representative, Commuter Student Association, two members from International Students/Global Studies, Service Representative, Residence Life, Disability Services, and three members from Fraternity and Sorority Life (Inter-Fraternal Council, Panhellenic Council, and the National Pan-Hellenic Council.)

- ii. 15 seats will be held for other recognized clubs and organizations. Interested clubs and organizations can apply
 - iii. The senate will also consist of nominations and applications from two members from each first-year residence hall, two members from Hundley residence hall, two members from each the new Residence Hall, Shackelford, and Freer residence halls, two total members from Peaksview Apartments and two from the Townhouses, and two total members from other Southside housing that is not aforementioned.
- b. If senators no longer meet the requirements of the Student Government Association constitution and bylaws, they will be asked to step down in accordance with the Student Government Association constitution and bylaws for removal process.
- c. Attendance is mandatory for all Senators to all Senate meetings and assigned committee meetings.
 - i. Senators must notify the Director of Administration if they cannot attend a meeting. Each Senator is allowed two unexcused absences and will be given a warning on the second.
 - ii. The third unexcused will result in a review of the Senator by the Cabinet, and the cabinet will decide the consequence, if any, for the Senator.
- d. If a senator wants to continue into the following year, they must apply for reappointment, which will be reviewed by the Student Government Association advisor(s) and the current President and Internal and External Vice Presidents. Re-appointment will be based on performance, academics and social conduct from the previous year.
- e. The times, places, and manner of holding elections for the Senate will be established by ARTICLE VII, but the Senate may alter these regulations. The Director of Administration will supervise the general elections in a manner set forth in Article VII.
- f. The Senate will assemble at least once a week, unless deemed otherwise by the Vice President of Internal Affairs. When necessary, special sessions of the Senate may be called by the Vice President of Internal Affairs.
- g. A quorum must be present for the Senate to conduct business. The Senate may determine such penalties as necessary for excessive absences.
 - i. A quorum in Senate is defined as 2/3 of Senators plus the Vice President of Internal Affairs, unless someone else is to chair a Senate meeting at the discretion of the Vice President of Internal Affairs.
- h. The Senate may determine the rules of its proceedings.
- i. Each Senate will determine the public availability of its proceedings.
- j. A record of the votes of the members of the Senate on all measures will be entered in the minutes.
- k. 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 they approve, they will sign it; if not, they will return it in whole or in part with his/her objections.

- l. 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.
 - m. 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.
 - n. Every order or resolution passed by the Senate will be treated as a regular bill.
 - o. The Senate shall form a Senate Rules Committee from its own membership. This committee will be responsible for the following:
 - i. Approving language of referendums.
 - ii. Overseeing the proper conduct of Senators. -
 - iii. Conducting organization judicial hearings.
 - v. Performing any other function directed by the Student Government Association Vice President of External Affairs.
 - vi. Impeaching Senators. See Article V: Impeachment, Hearing, and Removal Process for details.
 - p. The Senate shall form a Senate Budget Committee upon appointments of the Director of Finance and senators
 - i. The Director of Finance will chair the Senate Budget Committee while Vice President of Internal Affairs and the Student Government Association advisor(s) serve as ex-officio members. The Director of Finance will serve as chair of all Budget allocation meetings with the assistance of another Cabinet member of the Director's choice.
 - ii. No more than seven and no less than five senators will be appointed to the committee by the Director of Finance and will serve for their full term in office. A Cabinet member appointed by the Director of Finance may serve on the committee if one of the senator positions cannot be filled.
 - iii. The committee will allocate all funds to clubs and organizations during the Budget Allocation meetings.
 - iv. The committee will decide on a standing meeting time during the budget allocation process.
 - v. The committee will hear and decide on all budget appeals during the committee meetings.
 - vi. The committee can revise and interpret the budget rules and regulations as they see necessary.
 - vii. The Director of Finance will report all committee decisions to Senate for their final approval by a 2/3-majority vote. They must report to Senate at least once a month.
- C. The Senate will have the power:
- a. To pass all bills for the raising or expending of revenues of the Student Government Association.
 - b. 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.

- c. 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.
 - d. 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 University or violating the provisions of this Constitution.
 - e. To establish the rules of its proceedings including the right to release information, open and close meetings.
 - f. To oversee the constitutions of all clubs and organizations.
- D. The Senate will not have the power:
- a. To reduce the jurisdiction of The Hornet.
 - b. To pass any act dealing with the academic curriculum.
 - c. To pass any act that usurps the prerogatives of the Board of Trustees or the General Faculty.
 - d. To suspend or forbid any student of the Student Body 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 V: Impeachment, Hearing, and Removal Process

- A. "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.
- B. President
- a. Any Senator or Cabinet member may submit a letter addressing his/her concerns, requesting an impeachment. It will be submitted to the Vice President of Internal Affairs, the Student Government Association advisor(s), and the Dean of Students (or his/her designee).
 - b. The Senate and cabinet at each respective meeting will vote to impeach. The total vote must be 2/3 majority of all those eligible to vote.
 - c. 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).
 - d. If the President is impeached, the Vice President of Internal Affairs shall preside at the hearing.
 - e. 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. For remaining cabinet members:
 - a. Any Senator or Cabinet member may submit a letter addressing his/her concerns, requesting an impeachment. It will be submitted to the President, the Student Government Association advisor(s), and the Dean of Students (or his/her designee)
 - b. The Senate and Cabinet at each respective meeting will vote to impeach. The total vote must be 2/3 majority of all those eligible to vote.

- c. 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).
- d. If the Vice President is impeached, the President shall preside at the hearing.
- e. 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. Senators

- a. The Vice-President of Internal Affairs, any Cabinet member, or any Senator may submit a letter addressing his/her concerns about a Senator, requesting an impeachment. It will be submitted to the Senate Rules Committee, the Student Government Association advisor(s), and the Dean of Students (or his/her designee).
- b. 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.
- c. 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).
- d. To vote, there must be a motion, a second, and a discussion. There must be a 2/3 majority to remove the impeached officer.

ARTICLE VI: FINANCE

- A. The Cabinet and Senate 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 Cabinet and sixty-seven percent (67%) to the Senate for organizational allocations.
- B. SGA Budget
 - a. The President of the Student Government Association, Vice President of Internal Affairs will make recommendations to the Student Government Association Director of Finance concerning the financial needs of their respective branches.
- C. Requisitions
 - a. The President and Vice President of Internal Affairs of the Student Government Association, and all other recognized clubs and organizations shall submit budget request forms to the Senate for consideration.
- D. SGA Debt
 - a. When one of the branches of the Student Government Association falls into debt, the Director of Finance must report to the Senate the following:
 - i. The amount of the debt. ii. The reasons for the debt. iii. The possible ways of paying the debt. iv. The Director of Finance will investigate ways of paying the debt and report back to the Senate within two weeks.

ARTICLE VII: GENERAL ELECTION PROCEDURES

- A. Elections will be conducted by online ballot.
 - a. A simple majority of those voting for each office will be necessary to elect. A runoff 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.

- b. Cabinet members from the previous year, in addition with the newly elected and appointed Cabinet for the following academic year will vote on new Senators coming in for the following academic year during the months of April and May. Senators will be elected by a $\frac{3}{4}$ majority of Cabinet.
 - i. Through the academic year from the months of August-March the Cabinet will vote on students hoping to join Senate. Senators will be elected by a $\frac{2}{3}$ majority of the Cabinet.
 - c. All Student Government Association, referendum, and special elections will be conducted online, as directed by the Director of Administration.
 - d. It is the responsibility of the Director of Administration and the Director of Public Relations 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 Student Government Association.
 - e. No person whose name appears on the ballot may oversee reviewing or determining a winner in the election.
 - f. It is the responsibility of the Director of Administration and Director of Public Relations 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.
- B. Special Procedures
- a. Special Procedure for Appointment of the Student Government Association President and Vice Presidents.
 - b. President
 - i. In the event no one runs for president of the Student Government Association, a selection committee consisting of the Student Government Association Advisor(s), current Cabinet members, and newly elected Vice Presidents of Internal and External Affairs of the Student Government Association (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 $\frac{3}{4}$ -majority vote with all members of the committee present.
 - c. Vice President of Internal Affairs
 - i. In the event no one runs for Vice President of Internal Affairs of the Student Government Association, a selection committee consisting of the Student Government Association Advisor(s), current Cabinet members, and newly-elected President of the Student Government Association (if decided).
 - ii. In making its decision, the committee will seek nominations and applications for the position and review them.
 - iii. The vote must be a $\frac{3}{4}$ -majority vote with all members of the committee present.
 - d. Vice President of External Affairs

- i. In the event no one runs for Vice President of Internal Affairs of the Student Government Association, a selection committee consisting of the Student Government Association Advisor(s), current Cabinet members, and newly-elected President of the Student Government Association (if decided).
 - 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.
 - e. Procedures for Contesting Elections, Recounts
 - i. Contesting an Election
 - a) Any University of Lynchburg community member who wishes to contest an election must notify the Director of Administration in writing within 48 hours after the results of the election have been posted.
 - b) The Director of Administration and the SGA Advisor will consider the grounds; and in the case of sufficient grounds, they shall declare the election invalid.
 - ii. Requesting a Recount
 - a) Any student desiring a recount of an election must notify the Director of Administration within 24 hours after the results are posted.
 - b) The Director of Administration will write the word "recount" on the posted election results.
 - c) The Director of Administration will then have the votes recounted.
 - f. Campus Referendum Procedures
 - i. A referendum may be called for by either:
 - a) A petition containing 20% of the valid signatures of the members of the Cabinet of the Student Government Association.
 - b) A 2/3 vote of the total membership of the Senate.
 - ii. 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.

C. Campaign Standards and Regulations

- a. The Cabinet, with the assistance of the SGA Advisor will be responsible for:
 - i. Setting any regulations and/or limits in any given campaign
- b. If a Cabinet member is running for election as President, Vice President of Internal Affairs, or Vice President of External Affairs, then they are to be excluded from any and all meetings regarding campaign procedures.

ARTICLE VIII: 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 Student Government Association.
- 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 university community will be subject to the prerogative of the General Faculty.
- E. The Senate Rules 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.
 - a. The Senate Rules Committee will be chaired by the Vice President of External Affairs and the Vice President of Internal Affairs. At large members of the committee can be chosen from remaining Cabinet members or Senate members.

ARTICLE IX: 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 members and the election procedures.
 - e. The meetings of the society, including only the essentials.
 - f. The method of amending the constitution.
- C. The Senate Rules Committee shall oversee all student organization constitutions ensuring they meet the before mentioned standards.

ARTICLE X: GREEK COUNCILS

- A. The Senate will have original jurisdiction over PC/IFC/NPHC.
 - a. Original Jurisdiction is defined here as any policy violations and/or any un-constitutional action taken by a member organization of PC/IFC/NPHC.
 - b. In the act of any aforementioned charge, the accused organization will go through a judicial hearing of the Senate Rules Committee.
 - i. This does not include any violations of University of Lynchburg Student Code.
 - ii. This will not overstep the PC/IFC/NPHC judicial processes however, it will be available as an appellate judicial board for any judicial hearing within the respective councils.
- B. PC/IFC/NPHC are to oversee all Greek Letter Organizations at University of Lynchburg. 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.
- C. 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 (Senate) to be recognized organizations on campus. If any Greek Letter Organization attempts to use University of Lynchburg 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.
 - D. All GLOs must uphold the mission statements of PC/IFC/NPHC and University of Lynchburg. The PC/IFC/NPHC advises the Student Government Association on the approval and withdrawal of recognition of GLOs.
 - E. PC/IFC/NPHC also works with SGA to make recommendations to the faculty on issues pertinent to GLOs. Violations of University of Lynchburg 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.

Amended: October 4, 2006, January 24, 2007, February 21, 2007, spring 2010, fall 2013, April 2017, April 2019.



Bylaws of the Student Government Organization

ARTICLE I: CABINET MEMBERS

A. General Provisions

- a. All Cabinet Members 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 Cabinet Member may be dismissed from his/her position in Student Government.
- b. Cabinet Members are to meet weekly and discuss campus issues, plan the next week's agenda, determine mandatory events and distribute ideas freely and openly.
- c. Office hours are to be held every week. Hours are defined under individual positions below. Weekly Student Government Association meetings will not be considered office hours. Throughout the week, Cabinet Members must sign in on a time sheet for office hours worked. Office hours for each position which are not completed in full, counts as an "unexcused" absence. Misrepresentation or failure to log in office hours may result in disciplinary action by the Student Government Association President.
- d. Three unexcused absences from Student Government Association meetings, Cabinet meetings, or from incomplete office hours will result in a meeting with the Student Government Association advisor to discuss status. An "excused absence" can only be obtained by approval of the Student Government Association President or Advisor(s) prior to the absence. Excused absences will not jeopardize a member's status.
- e. The President, Vice President of Internal Affairs, Vice President of External Affairs, Director of Administration, Director of Finance, Director of Public Relations, are to attend all Cabinet and Senate meetings.
- f. Cabinet Members are to represent the University community in a just and fair manner. They are to recognize the concerns and needs of their student colleagues.
- g. All information discussed at Cabinet meetings shall be considered "confidential." Any Cabinet Member violating this rule will be assigned the appropriate action by the Student Government Association President.

B. President of the Student Government Association

- a. Must hold eight (8) office hours every week Monday-Friday between the hours of 8:00 AM and 10:00 PM.
- b. Must speak at Convocation.
- c. Chair weekly Cabinet Meetings.
- d. Represent the Student Government Association at all Board of Trustees events they are invited to attend.
- e. Meet weekly with the Student Government Association advisor.
- f. Meet monthly with President of Institution.
- g. Attend all general faculty meetings, general Board of Trustee meetings, Trustee student life committee, and Alumni Board Meetings.
- h. Submit two semester reports on the status of the Student Government

Association to the following: Institution President, Dean of Students, Board of Trustees Chair, the Student Government Association Advisor, Vice President of Academic Affairs, and Faculty Chair.

- i. Holds tie breaking vote within Cabinet.
- C. Vice President of Internal Affairs
- a. Must hold seven (7) office hours every week Monday-Friday between the hours of 8:00 AM and 10:00 PM.
 - b. Plan and execute the monthly Student Government Association President's Council
 - c. Meet with the heads of any appointed organization as necessary.
 - d. Schedule interviews for new members and new clubs.
 - e. Coordinate trainings for new Student Government Association members and new clubs
 - f. Meet weekly with the Student Government Association advisor.
 - g. Coordinate Student Government Association Leadership Dinners.
 - h. Co-chair the Student Government Association Treasurer's workshop and budget allocations.
 - i. Co-Chair the Senate Rules Committee with the Vice-President of External Affairs
 - j. Chair the Student Government Association Senate meetings.
 - k. Holds tie breaking vote in the Student Government Association Senate
 - l. Will assume duties of President if President is unable to fulfill them.
 - m. Will submit a semester report to the Student Government Association President concerning the status of the senate.
 - n. Coordinate the Student Government Association traditional events that are listed:
 - i. Crab Fest
 - ii. Late Night Breakfast
- D. Vice President of External Affairs
- a. Must hold seven (7) office hours every week Monday-Friday between the hours of 8:00 AM and 10:00 PM.
 - b. Plan and Execute the Student Governments retreats.
 - c. Meet regularly with the Dean of Students and the Vice President of Student Affairs.
 - d. Attend all general faculty meetings, general Board of Trustee meetings, Trustee student life committee, and Alumni Board Meetings.
 - e. Attend Student Judicial Board meetings as requested.
 - f. Organize campus-wide open forums as needed.
 - g. Represent the Student Government Association at Homecoming/Rivalry week.
 - h. Meet regularly with the Student Government Association advisor.
 - i. Coordinate Student Government Association leadership dinners with the Vice President of Internal Affairs.
 - j. Meet monthly with the Vice President of Academic Affairs.
 - k. Attend all Senate meetings.
 - l. Will assume duties of the Vice President of Internal Affairs if they are unable to fulfill.

- m. The Vice President of External Affairs with the assistance of the Vice President of Internal Affairs is to make the Senate schedule at the end of semester for the following semester and report this info directly to the Office of Student Engagement and Leadership Development as well as all Student Government Association members.
 - n. Prepare and update Senate manuals.
 - o. Co-Chair the Senate rules committee with the Vice President of Internal Affairs.
 - p. Represents the Student Government Association at Admitted Student Open Houses.
 - q. Appoint all Senators to faculty and staff committees for the ensuing year.
- E. Director of Finance
- a. Must hold five (5) office hours every week Monday-Friday between the hours of 8:00 AM and 10:00 PM.
 - b. Chair the Student Government Association Treasurer's workshop and budget allocations.
 - c. Chair budget committee.
 - d. In charge of the budget allocation process.
 - e. Coordinate supplemental requests of recognized clubs and organizations as needed.
 - f. Meet bi-weekly with the Office of Student Engagement and Leadership Development Organization and Accounts Manager.
 - g. Meet with the Student Government Association advisor monthly, or as needed.
 - h. Coordinate semester audits with the Vice President of Internal Affairs of recognized clubs and organizations that received funding the previous semester.
 - i. Present monthly updates of financial status of the Student Government Association.
 - j. Create and update/revise a Director of Finance manual.
 - k. Complete all check requests and petty cash vouchers as needed for Cabinet and Senate.
 - l. Create and update budget for each semester using Microsoft Excel that is shared with the Student Government Association Advisor.
 - m. Responsible for composing a semester end actualized budget report.
- F. Director of Administration
- a. Must hold five (5) office hours every week Monday-Friday between the hours of 8:00 AM and 10:00 PM.
 - b. Coordinate the Student Government election process with the Director of Public Relations.
 - c. Responsible for setting agenda and taking minutes for all meetings attended by or for the Student Government Association.
 - i. Would additionally take attendance at all Cabinet and Senate meetings.
 - e. Will oversee keeping the Student Government office in order, maintaining all files and paperwork for committees and actions.
 - f. Meet bi-weekly with the Student Government Association advisor.
 - g. Maintain the Student Government Association email account.

- h. Chair the appeals board, if needed.
- G. Director of Public Relations
 - a. Must hold three (3) office hours every week Monday-Friday between the hours of 8:00 AM and 10:00 PM.
 - b. Assist the Vice President of External Affairs in organizing campus-wide open forums as needed.
 - c. Represent the Student Government Association at Homecoming/Rivalry week.
 - d. Coordinate Student Government Association Leadership Dinners.
 - e. Coordinate and represent the Student Government Association at organization fairs.
 - f. Following dates being set by the Vice President's, the Director of Public Relations will publish to all pertinent places.
 - g. Coordinate Student Government Association traditional events with the Vice President of Internal Affairs.
 - h. Advertise the Student Government Association through the social media accounts, Student Government Association website, Buzz Calendar, Hornet HQ, Presence, Stall Walls, Newsletter, Weekly Video Updates
 - i. In charge of all Student Government Association publicity.
 - j. Liaison between the Student Government Association and the Critograph.
 - k. Create any media that can be given out at Student Government Association recruitment events (i.e. Organizational Fairs, SOAR, Open Houses, etc.)
 - l. Coordinate the Student Government Association election process with the Director of Administration.
- H. Expanded Responsibilities for Cabinet Members
 - a. All members are required to return early to school for fall and spring Student Government Association training/planning sessions.
 - b. All Members will maintain a clean and appropriate office for proper usage.
 - c. All Members will follow the usage guidelines for the Resource Room provided by the Office of Student Engagement and Leadership Development.
 - d. All Members will review mail on a regular basis and will not use office mailboxes, storage closets and file cabinets as a personal storage facility.
 - e. All Members will maintain and update records of events in an outline basis to be included in future manuals to provide an easier transition for Student Government Association 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.
 - f. Attend all mandatory training dates set by the Student Government President.

ARTICLE II: SENATORS

- A. General Provisions
 - a. All members are required to attend all senate meetings, appointed committee meetings, and any other meetings deemed mandatory by the Student Government Association President or the Vice President of Internal Affairs.
 - b. All members are required to return early to school for fall and spring Student Government Association training/planning session as necessary.

- c. All Members will maintain a clean and appropriate office for proper usage.
- d. All Members will follow the usage guidelines for the Resource Room provided by the Office of Student Engagement and Leadership Development.
- e. All Members will review mail on a regular basis and will not use office mailboxes, storage closets and file cabinets as a personal storage facility.
- f. All Members will maintain and update records of events in an outline basis to be included in future manuals to provide an easier transition for Student Government Association 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.
- g. Attend all mandatory training dates set by the Student Government Association President.

Adopted 1996, Revised November 5, 1998, additional revisions completed August 15, 2000, Revised September 15, 2004, Revised November 7, 2004, Revised February 24, 2005, additional revisions completed October 4, 2006, Revised April 23, 2007, June 27, 2011, Revised, April 2017. Revised, April 2019.