

BYLAWS

Of the Presbyterian College Student Government Association

Article I: Meetings and Operation

Section 1.01 The Student Senate shall meet at least six (6) times during a semester, meeting every other week, beginning in August if possible. The meetings will be held on Sunday nights at 6:00 p.m. unless specified otherwise. The SGA Vice President will prepare the semester meeting dates, and will present it to the body at the first official meeting of the semester.

Section 1.02 The Executive Cabinet shall meet at least six (6) times during a semester, meeting every other week alternating with the Senate meeting, beginning in August if possible. The meeting will be held on Sunday nights at 5:30 p.m., thirty minutes prior to committee meetings. The SGA President shall chair the Executive Cabinet meeting.

Section 1.03 The SGA Committees, comprised of but not limited to the Executive Committee, Academic Affairs Committee, Student Life Committee, and Operations Committee, shall meet every other Sunday at 6:00 pm, directly following the Executive Cabinet Meeting.

Section 1.04 The President shall prepare an agenda for all meetings of the Executive Branch, which must be available to the committee before the meeting will be called to order. Persons requesting items to be included on the agenda must present those requests to the President or committee chairs no later than 12:00 p.m. on Friday prior to the scheduled meeting. Agenda items may be added to the agenda at the meeting with majority vote by the body.

Section 1.05 All PC students may attend any meeting of the Student Senate. They may, when recognized by the presiding Chair, speak, and ask any questions of the body. Any members of the Student Senate may make motions from the floor. Only Student Senators can vote.

- a. PC administration, faculty, and staff may attend meetings of the Student Senate as observers and to answer questions which the Senate chooses to ask of them directly.
- b. Any administrators, faculty, or staff who wish to be present at a meeting of the Student Senate must submit that request to the Vice President no later than 5:00 p.m. prior to the scheduled meeting.

Section 1.06 The Vice President shall be the presiding chair over all meetings of the Student Senate. Should the Vice President be unable to preside, the Senate President Pro Tempore shall preside. The Clerk shall ensure Robert's Rules of Order are followed in the meetings. If neither the Senate President Pro Tempore or Vice-President can attend a Senate Meeting, it will be cancelled and rescheduled.

Section 1.07 Votes on all matters, except for resolutions, will be by voice vote, unless a motion is made by a voting member for a roll call vote, and the motion is seconded and approved.

Section 1.08 Electronic copies of the minutes from Senate meetings will be available to the Student Body via the Student Government Association weekly email on Monday morning.

Section 1.09 Submission of resolutions for consideration by the Senate may be submitted by the Executive Cabinet, any member of the Student Senate, or any PC student. Resolutions need to be provided to the Senate in a written format. The proper procedure will be followed through the most recent version of Robert's Rules of Order.

Section 1.10 The Executive Cabinet and Senators shall attend an orientation related to the use of Robert's Rules of Order at the beginning of the Spring semester.

Article II: Executive Cabinet Officer Powers and Responsibilities

Section 2.01 All SGA Executive Cabinet officers are expected to attend all meetings of their respective committees and Student Senate, and shall represent the Student Body at large. They shall serve as active liaisons between the Student Body, faculty, and administration.

Section 2.02 All SGA Executive Cabinet officers are expected to be familiar with the SGA Constitution and By-Laws, campus resources and college-wide policies. They are to serve as a resource to students regarding SGA events and activities.

Section 2.03 All SGA Executive Cabinet officers will actively participate in the annual establishment of SGA goals, and work with the planning and implementation of those goals. They should be prepared to assist the College as an official student representative as needed and assist in the organization, planning, and producing of SGA events.

Section 2.04 Semester stipends for Cabinet Officers (President, Vice President, Treasurer, Secretary, and Clerk) will be determined by the semester appropriations bill, in coordination with the Vice President of Campus Life.

Section 2.05 The President shall have all powers and responsibilities granted to said office in the Student Government Constitution and Bylaws as well as the following:

- a. Determines the date and time for all Executive Cabinet regularly scheduled meetings, as well as have the authority to call emergency meetings should the need arise.
- b. Serves as the primary student representative to administrators, faculty and staff, and will appoint others to serve as appropriate in his/her absence.
- c. Serves on the following College Committees:
 1. Student Life Council.
 2. Safety Committee
 3. Board of Trustees Educational Programs Committee.
- d. Appoints student representatives to other SGA Committees as required.

- e. Develops the SGA budget with the SGA Treasurer to bring to the Student Senate for approval after having sought advice from the Executive Cabinet.
- f. May call student forums with approval by the Executive Cabinet.
- g. Shall serve as the chair and mentor for the Freshman Council, and schedule regular meetings with its members in coordination with the SGA Advisor.

Section 2.06 The Vice President of SGA shall have all powers and responsibilities granted said office in the SGA Constitution and Bylaws as well as the following powers and responsibilities:

- a. Should the President be unable to perform any or all his/her duties, the Vice President of SGA shall assume all powers and responsibilities of said office.
- b. Chairs the Academic Affairs Committee of SGA.

Section 2.07 The Secretary of Student Life of the SGA shall have all powers and responsibilities granted said office in the SGA Constitution and Bylaws as well as the following powers and responsibilities:

- a. Chairs the SGA Student Life Committee.
- b. Records and properly files minutes for any meeting/function the president requests.
- c. Maintains SGA calendar.
- d. Maintains SGA Social Media, including web site.

Section 2.08 The Secretary of Operations shall have all powers and responsibilities granted said office in the SGA Constitution and Bylaws as well as the following powers and responsibilities:

- a. Serves as a member of the Executive Cabinet.
- b. Serves as chair of the SGA Operations Committee.
- c. Prepares, with the President, the SGA's yearly operating budget.
- d. Shall meet regularly with PC business office to maintain active, accurate records regarding the SGA budget.
- e. Shall maintain all financial records and record all assets and expenditures.
- f. Shall be responsible for timely submission to Campus Life of all SGA and RSO bills and reimbursements.
- g. Report on the financial status of the SGA as requested by the Student Senate and/or the Executive Cabinet.
- h. Maintain an updated list of all RSOs.

Section 2.09 The Clerk shall have all powers and responsibilities granted said office in the SGA Constitution and Bylaws as well as the following powers and responsibilities:

- a. Serves as a non-voting member of the Executive Cabinet.
- b. Shall be responsible for assisting the president to adhere to Robert's Rules of Order during Executive Cabinet meetings and Student Senate meetings and ensuring all meetings are conducted properly.
- a. Keeps and maintains minutes of all official meetings of the Student Senate.
- b. Maintains the Student Government archives.
- c. Maintains an updated roster (or roll) of all elected and appointed SGA officials.

- d. Takes attendance at all Student Senate meetings.
- e. Records all votes from Executive Cabinet and Senate meetings
- f. Maintains an accurate Student Senate email list.

Article III: Student Senator Powers and Responsibilities

Section 3.01 At-large Senators, Class Officers, and Class Senators in the Student Senate are expected, primarily, to be responsive to the will and welfare of their constituency.

Section 3.02 Voting members of the Senate are expected to attend all meetings of the Student Senate.

Section 3.03 Student Senators shall have all powers and responsibilities granted said office in the SGA Constitution and Bylaws as well as the following powers and responsibilities:

- a. Shall raise motions, vote on legislation, and serve in as full voting members in the Student Senate.

Section 3.04 Class Officers shall have all powers and responsibilities granted said office in the SGA Constitution and Bylaws as well as the following powers and responsibilities:

- a. Assist with the planning and implementation of activities/events for their class.
- b. Serve as a liaison between the Student Senate and members of their classes.
- c. Prepare and present an annual class activity report in coordination with members of their class officers.
- d. Motivate and encourage members of their class to participate in SGA/PC activities.
- e. Shall participate in appropriate fund-raising events related to class events.
- f. Shall serve on appropriate SGA committees.

Section 3.05 Specific class officer duties shall be the following:

- a. Class Presidents: Shall call and preside over class meetings, serve as a voting member on the SGA Executive Cabinet and Student Senate, and comprise the Executive under the SGA President..
- b. Class Vice Presidents: Shall assist the president with assigned responsibilities, serve on the SGA Academic Affairs Committee, and be a voting member of the Student Senate.
- c. Class Operations Officer: Shall be responsible for payment of all bills for his/her class and will report to the SGA Treasurer, serve on the SGA Operations Committee, and be a voting member of the Student Senate.
- e. Class Student Life Officer: Shall record the minutes of all class meetings and provide approved copies to the SGA secretary for record-keeping purposes, report to the Senate the minutes of any class meeting, and serve on the SGA Student Life/College Relations Committee.

Article IV: Elections

Section 4.01 All candidates for SGA elections are to act in accordance with the SGA Constitution and By-Laws.

Section 4.02 To be eligible to be a candidate for an office, a student must have a cumulative GPA of 2.0 and be in good standing; (Grades will be subject to review at Mid- term and at the end of each semester. If grades or good standing status changes, the Executive Cabinet will review the officer's status.) be a PC student currently enrolled full- time; Have attended PC as a full-time student for at least one (1) full academic semester; and be studying on campus while PC is in regular session (fall and spring semesters) until the end of the current calendar year.

Section 4.03 Timing of Elections

- a. Elections for all student body SGA (at-large Senators, and Executive Cabinet) offices will be held on Reading Day at the end of the fall semester. Candidates can campaign for at least a week following the closure of nominations until the day of the election.
- b. Executive elections will be held at least before 24 hours before class wide elections to allow any candidates who do not win their elections to run for a position. Outgoing Senior Class officers will not be reelected or suspend their terms during Student Senate Elections. They will remain active in their positions until Commencement.
- c. Freshman Council Applications shall be sent out the day of First Year move-in, and shall be due the following Friday. The Executive Committee, in coordination with the SGA Advisor, shall review applications and select council members. Those chosen will be announced at the First senate meeting of each school year.

Section 4.04 Candidates for elections will nominate themselves or others via email to the SGA email within the stated time frame as set up by the Executive Cabinet. The Executive Cabinet will make public the deadline for nominations and will make no exceptions to the public deadline.

Section 4.05 Candidates for Executive Cabinet will make speeches at a Student Senate meeting preceding the election or other designated times.

Section 4.06 Each candidate is permitted to Campaign for his or her election within the following guidelines:

- a. Candidates are permitted to have assistance in their campaign effort, but a candidate may not solicit through mail, email, phone, or any other means of telecommunication (social media is an exception to this rule). A candidate may not libel or slander another candidate.
- b. No candidate or candidate's representatives may campaign inside/outside of the voting area in Springs and GDH on election day within fifty feet of the building.
- c. No table tents, microphones, public announcements, or group cheers may be used on behalf of any candidate in any building on campus.

- d. Only flyers, handbills, stickers, or buttons may be passed out by candidates. No gift items may be given away by candidates or candidate's representatives (this includes, but is not limited to: pencils/pens, t-shirts, koozies, food items, etc.)
- e. Sidewalk chalk is not permitted on steps, buildings, or anywhere where it cannot be washed off by rain. Sidewalk chalk may not be used under awnings.
- f. Flyers may be affixed to the Student Involvement Boards after being approved by the Student Involvement Office. No banners larger than standard poster board size may be hung from any building. No posters may hang on glass, trees, or painted surfaces.
- g. All candidates are responsible for removing all campaign materials and signs within 48 hours of the completion of the election.
- h. Sidewalk chalk and campaign signs are not permitted on, inside, or near Belk Auditorium, Edmunds Hall, Smith Administration building or the front of Neville Hall.
- i. Any materials aside from those aforementioned must be approved by the Executive Cabinet.
- j. If a candidate or a candidate's representative breaks a rule related to campaigning, the result may be as follows (by the Executive Cabinet determining whether it's a violation, and if so, what the penalties will be):
 - i. First offense: Warning.
 - ii. Second offense: Penalized with fine of \$50.
 - iii. Third offense: Removal from ability to run for office.

Section 4.07 Election operations and procedure are as follows:

- a. Elections will utilize ballot boxes or online forms. Students must state their PC ID in order to qualify to vote. Rights reserved to conduct electronic voting should Executive Cabinet determine the process and approve.
- b. In each election, a candidate will be declared a winner with a majority vote (50% +1). In the event that one person does not receive a majority vote in a race with more than two persons, there will be run-off elections no later than three days after the original election for the top two persons with the largest plurality vote.
- c. Candidates will be notified of the results of the election within twelve hours of polls closing.
- d. Upon request, any Presbyterian College student may request the results of each election within a three day period beginning at the polling closure.

Section 4.08 Election Audits

- a. An audit will automatically be conducted by the SGA Advisor, in coordination with the VP of Campus Life, in the case of a small margin of victory (a percentage difference less than, or equal to one).
- b. An audit may be requested by either candidate within 48 hours of poll closure, and if the margin of victory is within two percentage points.
- c. If a losing candidate in an Executive Cabinet or at-large Senator election decides to run for a lower position, they automatically forfeit their right to an audit, by way of concession.

- d. An audit, led by the SGA Advisor, will hand count each ballot. Each Student ID Number will be allowed one vote, and if there exist multiple entries for one ID, every vote under that ID number will be disqualified.
- e. This will be the only method of “recount”, and unless the audit yields a differing result, the election results will be wholly valid.

Article V: SGA Committees

Section 5.01 The following committees will be standing committees of SGA: Student Life committee; Academic Affairs Committee; Operations Committee. These committees shall meet at least once every two weeks, or at a time voted on by chairs and members of committees.

Section 5.02 The purpose of the Student Life Committee is to represent students on issues and improvements related to campus life. In addition, this committee will help spread Blue Pride across campus and to encourage participation at Sporting Events, School Events, and Student Sponsored Events, as well as PC Late Night Activities. This committee will be chaired by the SGA Secretary of Student Life, and comprised of each class Student Life Officer.

Section 5.03 The purpose of the Academic Affairs Committee is to communicate between the faculty and students on issues related to the quality of education and education support at PC. This committee will be chaired by the SGA Vice President. Each Class Vice President will serve on this committee.

Section 5.04 The purpose of the Operations Committee is to review all finance requests, in concordance to the SGA Finance Manual. In addition, this committee is responsible for educating the Student Senate on these requirements. The Operations Committee will oversee RSO compliance with the SGA Standards, ensuring that the RSO's are well functioning. The SGA Secretary of Operations will chair this committee. Each Class Operations Officer will serve on this committee.

Section 5.05 At the first meeting of the year, the chair designates a member of the committee to take notes. This member will then be responsible for sharing business discussed in the committee meeting with the SGA President and the Student Senate. An electronic copy of the minutes will be given to the respective committee chair within 24 hours of the meeting adjournment.

Section 5.06 In addition to the designated class officers, additional students are encouraged to attend the SGA Student Life Committee. These students may speak, if recognized by the chair.

Article VI: Registered Student Organizations

Section 6.01 To apply to be an RSO, all RSOs must have current organizational guidelines. If any changes should occur, they should be sent to the Executive Cabinet

- a. All RSOs shall review their organizational guidelines, making necessary changes, and submit them to the Student Senate via the Operations Committee.
- b. All RSO guidelines must include the following:
 1. Funding practices
 2. Criteria for selection of members
 3. Organization operation
 4. Any information from the Student Government Constitution and Bylaws which pertains to the specific committee should be repeated and cited within the guidelines.
- c. All current RSO guidelines shall be considered Special Rules of Order, as defined by Robert's Rules of Order.

Section 6.02 RSOs are expected to hold regular meetings of their organization. Each RSO will turn in an electronic copy of their current membership roster to the SGA Secretary of Operations by the second Senate meeting of each semester.

Section 6.03 Applying for RSO status with SGA shall consist of the following:

- a. Any group that wishes to apply for RSO status with SGA must submit the appropriate application (electronic copy) to the SGA Secretary of Operations at least one week prior to a scheduled Student Senate meeting.
- b. The Application must contain the name of the group, a mission statement, criteria for membership to the RSO, funding practices, duties of members/officers of the RSO, committee operations, and signatures of at least 5 persons supporting the establishment of this RSO.
- c. The Operations Committee will review the applications and, if approved, will present proposal to the Student Senate for approval. If the Operations Committee fails to approve a RSO, the Secretary of Operations and President of SGA will meet with the persons bringing the application to inform them of why the application did not meet the guidelines and assist them with understanding what is needed for approval.

Section 6.04 RSO Benefits

- a. Registered Student Organizations are eligible to apply for funding from Student Government Association, attend RSO events to recruit new members, and reserve meeting spaces on campus.

Section 6.05 RSO Probation and Expulsion .

- a. In the case that an RSO is not complying with proper and required procedure, the Operations Committee may bring that RSO to the attention to the Executive Committee for consideration for probation or expulsion.
- b. The Operations Committee will develop its own guidelines for what constitutes probation or expulsion.

Article VII: Anti-Discrimination Policy

Section 7.01 No Student Government Association officer, agency, affiliated project, recognized student organization, or any entity which receives any Student Government Association funding or privileges will practice discrimination.

a. Discrimination will be defined, pursuant to the College's Garnet Book, as giving differential treatment or engaging in harassment with respect to any member of the College community on the basis of legally protected characteristics, including race, national origin, religion, creed, ancestry, citizenship, age, gender, sexual orientation, physical or mental disability, genetic information, or past or present service in the military. Discrimination will be further defined as the denial of due process or the infringement of the substantive rights of any student guaranteed by the Presbyterian College Student Government Association Constitution and Bylaws, or organization bylaws.

Section 7.02 Should a report of a violation of 7.01 by a Registered Student Organization arise, the Vice President of Human Resources and Title IX, the Vice President of Campus Life, the Associate Dean of Students/Director of Residence Life, Director of Diversity and Inclusion or any other investigative body will notify the SGA Executive Council. All privileges of SGA Registered Student Organizations will be suspended until a verdict is reached on the report. These privileges include but are not limited to requesting SGA funds, having a voting member on the student Senate, and meeting on campus.

Section 7.03 Whenever the case is resolved, the SGA Executive Council will decide to either end the suspension of privileges, or apply more permanent sanctions dependent upon the verdict.

Section 7.04 Any Student Government Association Officer, affiliated projects, recognized student organization or any entity that receives Student Government Association funding may appeal sanctions imposed by Executive Council to the Vice President for Campus Life.

Article VIII. Elected Official Accountability Measures

Section 8.01 Each elected, Student Government Association official is expected to uphold the requirements of the respective roles.

Section 8.02 Every voting member of the Senate must be in attendance for all regular and special Senate meetings. An excused absence must be turned into the SGA VP 48 hours in advance of the meeting. A voting member will be allowed only one unexcused absence per semester.

Section 8.03 Executive Cabinet members and Class Officers must be in attendance for all regular and special Executive meetings. An excused absence must be turned into the SGA

President 48 hours in advance of the meeting. A voting member will be allowed only one unexcused absence per semester.

Section 8.04 Those officers who exceed one unexcused absence for the semester will have to meet with the SGA Advisor, regarding these absences. The suggested sanction is 1-4 hours of volunteer service within an office of the College.