

# BYLAWS

## Of the Presbyterian College Student Government Association

### Article I: Meetings and Operation

- Section 1.01      The Student Legislature shall meet at least four (4) times during a semester, meeting once a month, beginning in August if possible. The meetings will be held on Sunday nights at 7:00 p.m. unless specified otherwise. The SGA president will prepare the schedule of meetings for a semester and present it to the body at the first official meeting of the semester.
- Section 1.02      The Executive Cabinet shall meet at least 30 minutes prior to each called Student Legislature meeting and at any time a special meeting is called by the President with approval for such called meeting being given by the Vice-President and Secretary.
- Section 1.03      The President shall prepare an agenda for all meetings of the Student Legislature, which must be available to the entire membership and the Executive Cabinet twenty-four (24) hours before the meeting will be called to order. Persons requesting items to be included on the agenda must present those requests to the President no later than 5:00 p.m. on Wednesday prior to the scheduled meeting. Agenda items may be added to the agenda at the meeting with majority vote by the body.
- Section 1.04      All PC students may attend any meeting of the Student Legislature. They may, when recognized by the presiding Chair, speak, and ask any questions of the body. Any members of the Student Legislature may make motions from the floor. Only legislative members can vote.
- a.      PC administration, faculty, and staff may attend meetings of the Student Legislature as observers and to answer questions which the Legislature chooses to ask of them directly.
  - b.      Any administrators, faculty, or staff who wish to speak at a meeting of the Student Legislature must submit that request to the President no later than 5:00 p.m. prior to the scheduled meeting. Requests can also be made to the Executive Committee prior to the scheduled meeting. If approved, the person will be added to the agenda through an amendment presented by the Executive Committee.

- Section 1.05 The President shall be the presiding chair over all meetings of the Student Legislature. Should the President be unable to preside, the Vice-President shall preside. The Parliamentarian shall ensure Robert's Rules of Order are followed in the meetings. If neither the President or Vice-President can attend a House Meeting, it will be cancelled and rescheduled.
- Section 1.06 Votes on all matters, except for resolutions, will be by voice vote unless a motion is made by a voting member for a paper ballot, and the motion is seconded and approved.
- Section 1.07 Electronic copies of agendas, minutes, and other important information will be available on the SGA website. Tentative agendas will be available by 5:00 p.m. on Wednesday prior to scheduled meetings on Sundays.
- Section 1.08 Submission of resolutions for consideration by the Legislature may be submitted by the Executive Cabinet, any member of the Student Legislature, or any PC student. Resolutions need to be provided to the Legislature in a written format. The proper procedure will be followed through the most recent version of Robert's Rules of Order.
- Section 1.09 The Executive Cabinet shall attend an orientation related to the use of Robert's Rules of Order at the beginning of Fall semester.
- Section 1.10 A quorum will be obtained by 50% of the Student Legislature being present.

## **Article II: Executive Cabinet Officer Powers and Responsibilities**

- Section 2.01 All SGA Executive Cabinet officers are expected to attend all meetings of the Student Legislature and represent the student body at large. They shall serve as active liaisons between the student body and the 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 Parliamentarian) will be determined in collaboration 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. Presides as the chair for all Student Legislature meetings.
  - b. Formulates the agenda for all Legislature meetings in coordination with the Secretary.
  - c. Serves as chair of the Executive Cabinet.
  - d. Determines the date and time for all SGA regularly scheduled meetings, as well as have the authority to call emergency meetings should the need arise.
  - e. Serves as the primary student representative to administrators, faculty and staff, and will appoint others to serve as appropriate in his/her absence.
  - f. Serves as a mentor to the newly elected president.
  - g. Serves on the following College Committees:
    1. Student Life Council.
    2. Safety Committee
    3. Board of Trustees Educational Programs Committee.
  - h. Appoints student representatives to other College Committees as required.
  - i. Develops the SGA budget with the SGA Treasurer to bring to the Student Legislature for approval after having sought advice from the Executive Cabinet.
  - j. May call student forums with approval by the Executive Cabinet.
- 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.
  - c. Serves as a Mentor for the incoming freshman class officers during their first semester in office.
- Section 2.07 The Secretary 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. Keeps and maintains minutes of all official meetings of the Student Legislature, posting pending and approved minutes on the SGA website in a time-appropriate manner.

- b. Maintains an organized collection of all activities of the Student Government during the administration in which they serve in the SGA office files.
- c. Maintains the Student Government archives.
- d. Maintains an updated roster (or roll) of all SGA members.
- e. Takes attendance at all Student Legislature meetings.
- f. Maintains an accurate Student Legislature e-mail list.
- g. Chairs the SGA Student Life Committee.
- h. Records and properly files minutes for any meeting/function the president requests.
- i. Maintains SGA calendar.
- j. Maintains SGA Social Media, including web site.
- k. Maintains an updated list of all RSOs.

Section 2.08        The Treasurer 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 Finance 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 payment of all bills and reimbursements of SGA and all RSOs.
- g. Report on the financial status of the SGA as requested by the Student Legislature and/or the Executive Cabinet.
- h. Maintain an updated list of all RSOs financially active and funded by the SGA.

Section 2.09        The Parliamentarian 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 Legislature meetings and ensuring all meetings are conducted properly.

### **Article III: Duties of Class Officers**

Section 3.01        Class Officers in the Student Legislature are expected, primarily, to be responsive to the will and welfare of their constituency.

Section 3.02        Class Officers are expected to attend all meetings of the Student Legislature.

Section 3.03 Other general duties:

- a. Assist with the planning and implementation of activities/events for their class.
- b. Serve as a liaison between the Student Legislature 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 3.04 Specific officer duties shall be the following:

- a. Class Presidents: Shall call and preside over class meetings and serve as a voting member on the SGA Executive Cabinet.
- b. Class Vice Presidents: Shall assist the president with assigned responsibilities; Will serve on the SGA Academic Affairs Committee.
- c. Class Treasurer: Shall be responsible for payment of all bills for his/her class and will report to the SGA Treasurer; Will serve on the SGA Finance Committee;
- d. Shall maintain all records related to class financial records; shall act only after receiving approval from SGA Treasurer and SGA Advisor concerning all expenditures.
- e. Class Secretary: Shall record the minutes of all class meetings and provide approved copies to the SGA secretary for record-keeping purposes; Shall report to the Legislature the minutes of any class meeting;
- f. Will serve on the SGA Student Life/College Relations Committee.
- g. Class Public Relations Officer: Shall work closely with class officers in assisting with advertising/marketing class-specific events/activities; Create all formal invitations, posters, t-shirts, signs, flyers, banners, etc., for class activities; Will serve on the SGA Student Life 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 two (2) full academic semesters; 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 No candidate shall be allowed to serve simultaneously in any of the following offices: President, Vice-President, Treasurer, Secretary, Honor Council Chairperson, SAB President, MSU President or Class President.

Section 4.04 Timing of Elections

- a. Elections for Executive officer and upper-class officer positions will be held in the spring semester on a Tuesday, within the first three weeks of the semester. Speeches should be given at the first House Meeting of the semester. Candidates can campaign for at least week following their speeches until the day of the election.
- b. Executive elections will be held the week before Student Legislature elections to allow any candidates who do not win their elections to apply for a Student Legislature position. Outgoing Senior Class officers will not be reelected or suspend their terms during Student Legislature Elections. They will remain active in their positions until the end of the semester.
- c. Freshman Elections will be held in the fall semester on a Tuesday, prior to September 15.
- d. Freshman elections to Committees will occur the following week so that any candidates who do not win their elections can apply.

Section 4.05 Candidates for elections will nominate themselves or others via email to the SGA email within the stated timeframe as set up by the Executive Cabinet.

Section 4.06 Candidates will make speeches at the Student Legislature meeting preceding the election or other designated times.

Section 4.07 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. Nogift 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 or trees or be posted on light posts.
- 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.
- k. 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.
- l. 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.
- m. Candidates will be notified of the results of the election the same day. If there should be a run-off, the candidates in the run-off will be notified of the results that day.
- n. During the term of the Executive Cabinet or until the Constitution may be amended, the candidates in SGA elections will be given the right to know the results of their election upon request.

## **Article V: SGA Committees**

- Section 5.01      The following committees will be standing committees of SGA: Student Life committee; Academic Affairs Committee; Finance Committee. These committees shall meet at least once every three 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. Each class Public Relations Officer and Secretary will serve on this committee. This committee will be chaired by the SGA Secretary.

- 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 Finance Committee is to review all finance requests, in addition to the SGA Finance By-Laws. In addition, this committee is responsible for educating the Student Legislature on these requirements. The SGA Treasurer will chair this committee. Each Class Treasurer 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 Legislature. An electronic and hard copy of the minutes will be given to the SGA Secretary within 24 hours of the meeting's adjournment. These minutes will then be kept in the SGA office and made available on the SGA Website.
- Section 5.06 In addition to the designated class officers, additional students are encouraged to apply to be SGA committees. A number designated by the Committee Chair will be decided at the first meeting, with an application and interview process to occur within the first five weeks of school if necessary.

## **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 Legislature via the Executive Cabinet.
  - b. All RSO guidelines must include the following:
  - c. Mission statement,
  - d. Powers of the organization,
  - e. Criteria for selection of members,
  - f. Duties of members,



- g. Organization operation.
- h. Any information from the Student Government Constitution and Bylaws which pertains to the specific committee should be repeated and cited within the guidelines.
- i. All current RSO guidelines shall be considered Special Rules of Order, as defined by Robert's Rules of Order.

Section 6.02 Each RSO will have a representative present for each House Meeting. One person may represent two RSOs. An absence of a RSO representative may be excused if the RSO contacts the Executive Cabinet 48 hours before the House Meeting and the Executive Cabinet approves with a majority vote.

RSOs are expected to hold regular meetings of their organization.

Each RSO will turn in an electronic and hard copy of their current membership roster to the SGA Secretary by the second Legislature meeting of each semester. Organizations that do not have exclusive membership will submit an average attendance at meetings in place of this roster.

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 (hard-copy and electronic copy) to the SGA Secretary at least one week prior to a scheduled Student Legislature meeting.
- b. The Application must contain the name of the group, a mission statement, powers of the RSO, criteria for membership to the RSO, duties of members/officers of the RSO, committee operations, and signatures of at least 5 persons supporting the establishment of this RSO.
- c. The Executive Cabinet will review the applications and, if approved, will present proposal to the Student Legislature for approval. If the Executive Cabinet fails to approve a RSO, the 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 Classifications

- a. Beginning in Spring of 2016, all student organizations consisting of five or more students should be classified as a RSO.
- b. There will be two classifications of RSO: Student Led and Faculty Led.
  - i. Student Led organizations are those founded by students and operated by students.
  - ii. Faculty Led organizations are those operated by faculty.
- c. The Executive Cabinet will assign which classification each organization is in. If an organization would like to appeal this classification, they may

do so by contacting the Secretary. The Secretary will then take the appeal to the Executive Cabinet to be discussed and voted on.

- d. Faculty led organizations will have the opportunity to opt-out of RSO responsibilities and benefits.
- e. Organizations that fall under the jurisdiction of larger organizations do not have to become an RSO, unless the larger organization is not a RSO. However, these organizations have the option to apply.

#### Section 6.05 RSO Benefits

- a. Registered Student Organizations are eligible to:
- b. Send a representative to the House Meetings to vote on their behalf.
- c. Apply for funding from Student Government Association.
- d. Attend RSO events to recruit new members.

#### Section 6.06 RSO Probation and Expulsion

- a. RSOs are required to send a representative to every House Meeting. An excused absence may be granted with a majority vote from the Executive Cabinet.
- b. If a RSO misses one House Meeting in a semester, then that RSO will be placed under probation meaning that an RSO may not vote in the next House Meeting.
- c. If a RSO misses two House Meetings in a semester, then the RSO will be ineligible to receive any funds from SGA.
- d. If a RSO misses three House Meetings in an academic year, then the RSO will be viewed as inactive by SGA and may be expunged from the RSO records with a majority vote from the Executive Cabinet.
- e. An expelled RSO may reapply for RSO status again three full academic months following expulsion. Full academic months are considered to be September, October, November, February, March, and April.

### 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 legislature, 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.