

Bethel Student Government Association

THE AMENDED CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION OF BETHEL UNIVERSITY

(Amended Spring 2023)

PREAMBLE

We, the students of Bethel University, accept the powers and responsibilities of self-government consistent with the mission of Bethel University, recognizing that individual responsibility is the right of every student, believing in the honor and dignity of self-government, acting on the belief that the student is the basis of the University, to participate in our college community as equals, to exercise the general principles of democratic government, and to prepare ourselves to assume our duties as citizens of the world, do hereby ordain and establish this Constitution for the Student Government Association of Bethel University.

ARTICLE I- GENERAL

Section 1:

The name of this organization shall be the Student Government Association of Bethel University, referred to as the SGA.

Section 2:

The purpose of the SGA shall be to participate in the overall framework of college governance and to address the interests and concerns of students and the college community through:

1. The development of student organizations, projects, and activities.
2. Identifying, defending, and supporting student interests and needs to the administration.

Section 3:

The SGA shall also be responsible to act on matters concerning the student body by providing a forum for discussion on matters of policy affecting students as well as organizations; helping resolve collegiate problems; making statements on behalf of the student body to the appropriate committee or body; providing guidance and direction to all other student organizations; serving as a channel for communication between students and faculty, administration, and/or the board of trustees; and contributing in whatever ways possible to the growth, development, and well being of Bethel University.

Section 4:

The SGA shall have the power of recommendation concerning the overall affairs of Bethel University, in specific, but not limited to, matters relating to student affairs.

Section 5:

All student(s) of Bethel University taking at least a one (1) hour accredited course shall be citizens of SGA and shall be entitled to all rights under this constitution.

Section 6:

The powers of the SGA shall be divided into three (3) separate branches: the Executive, the Legislative, and the Constitutional Board of Review.

Section 7:

Robert's Rules of Order will be the parliamentary guide for the SGA meetings.

Section 8:

The SGA office is located in the Vera Low Center for Student Enrichment. The officers will be available by appointment. Students are encouraged to visit and speak with the SGA officers or email the SGA at sga@bethelu.edu.

ARTICLE II- THE EXECUTIVE BRANCH

Section 1:

The Executive Branch shall serve as the Executive Cabinet of the Student Government Association for Bethel University. The executive powers of SGA shall be vested in the SGA President. The President shall be assisted by a cabinet composed of a Vice President, a Secretary General, a Treasurer, Press Secretary, a Chaplain, a Chief Justice, a Chief of Staff, and a Greek Council President. These officers shall not be on Academic or Disciplinary Probation. These officers shall obtain at least one office hour per week unless assigned tasks have been completed

Section 2:

The Executive Branch shall have the power to make decisions in emergencies in which time does not allow or if it is not possible for the Student Senate to meet and review. This also applies to situations in which the issue cannot be discussed or reviewed in an open setting. Decisions such as these shall be made only when necessary and decided on only with the approval of both elected officials, the President and the Vice President.

Section 3:

The President shall have and maintain a cumulative grade point average of 3.00 or higher, having completed sixty (60) hours before his/her fall semester of the election year. The President must have attended Bethel at least three (3) previous semesters (excluding summer terms). The President must have prior experience with Freshman Council, Greek Council, or within the SGA Executive Cabinet. He/She must present a petition with seventy-five (75) signatures, seven (7) days before the elections.

Duties:

1. Uphold the SGA Constitution.

2. Call special meetings of the Student Senate and the Executive Cabinet when he/she deems such action necessary. Called meeting(s) must have a twenty-four (24) hour posted notice.
3. Inform the Student Senate and the student body of the affairs of the SGA, when necessary, and recommend to the Student Senate and the student body as necessary.
4. Appoint members of any committee within the SGA, as well as to the standing committees and to the faculty, with approval of these delegates by the Student Senate.
5. Preside over the Student Senate.
6. Address the incoming Freshman class at orientation weekend and Convocation if given consent by Administration to promote the SGA and student involvement.
7. Replace any appointed member of the Executive Cabinet with a two-thirds ($\frac{2}{3}$) vote of the entire Student Senate.
8. Fulfill all duties and responsibilities as detailed by the SGA constitution, bylaws, or as delegated by the SGA.
9. Attend and give an SGA report at all faculty meetings.
10. The President shall obtain at least one office hour per week.

Section 4:

The Vice President shall have and maintain a cumulative grade point average of 2.75 or higher, and have completed forty-five (45) hours before his/her fall semester of the election year. The Vice President must have attended Bethel at least two (2) previous semesters (excluding summer terms). He/She must present a petition with seventy-five (75) signatures seven (7) days before elections.

Duties:

1. Act as President in the absence of the President, or in the event, the President should be unable to carry out the duties of the office.
2. Serve as the Chairperson of the Homecoming Committee and assist in the coordination of all entertainment sponsored by the SGA.
3. Serve as Freshman Council advisor to organize interviews alongside the Executive Council.
4. Fulfill all duties and responsibilities as detailed by the SGA constitution, bylaws, or as delegated by the SGA.
5. Attend all meetings called by the President.
6. The Vice President shall obtain at least one office hour per week.

Section 5:

The Secretary General shall have and maintain a cumulative grade point average of 2.50 or higher, and have completed twenty-eight (28) hours before his/her fall semester of the election year. He/She must have attended Bethel at least two (2) previous semesters (excluding summer terms). He/She must present a petition with fifty (50) signatures seven (7) days before elections.

Duties:

1. Keep an accurate record of the agenda and minutes of all meetings of the Student Senate and Cabinet.
2. Maintain a permanent record of the SGA constitution, bylaws, and the legislation enacted by the Student Senate.
3. Serve as clerk of the Student Senate.
4. Maintain a permanent record of the names of the Senators along with their attendance at meetings of the Student Senate.
5. Serve as head of the Election Committee
6. Organize voting for Faculty/Staff and Mr. & Ms. Greek voting

7. Serve as the Chairperson of the Constitutional Board of Review.
8. Fulfill all duties and responsibilities as detailed by the SGA constitution, bylaws, or as delegated by the SGA.
9. Inform organizations of the Student Senate when they have missed a meeting, as well as their inclusion into a probationary period, through email and written letter.
10. Attend all meetings called by the President.
11. The Secretary General shall obtain at least one office hour per week.

Section 6:

The Treasurer shall have and maintain a cumulative grade point average of 2.50 or higher, and have completed twenty-eight (28) hours before his/her fall semester of the election year. He/She must have attended Bethel for two (2) previous semesters (excluding summer terms). He/She must present a petition with fifty (50) signatures seven (7) days before elections.

Duties:

1. Be responsible for all funds of the SGA and maintain a set of records that may be audited by the SGA President or the Dean of Student Life.
2. Serves as the head of the Student Government Funding Program
 - a. See Article ____**
3. Develop a budget with the President to present to the Student Senate.
4. Submit a written financial report to the Student Senate at each regular meeting.
5. Collect all dues and levy any fines directed by the SGA Student Senate.
6. Fulfill all duties and responsibilities as detailed by the SGA constitution, bylaws, or as delegated by the SGA.
7. Attend all meetings called by the President.

8. The Treasurer shall obtain at least one office hour per week.

Section 7:

The Press Secretary shall have and maintain a cumulative grade point average of 2.5 or higher, and have completed twenty-eight (28) hours before his/her fall semester of the election year. He/She must have attended Bethel at least two (2) previous semesters (excluding summer terms). He/She must present a petition with fifty (50) signatures seven (7) days before elections.

Duties:

1. Be the corresponding secretary for the SGA.
2. Be in charge of and create all press releases of the SGA.
3. Be in charge of all the SGA social media accounts.
4. Meet with the Freshman COE Classes before the class election to impress upon them the importance of their participation in the activities of the SGA.
5. Fulfill all duties and responsibilities as detailed by the SGA constitution, bylaws, or as delegated by the SGA.
6. Attend all meetings called by the President.
7. The Press Secretary shall obtain at least one office hour per week.

Section 8:

The Chaplain shall have and maintain a cumulative grade point average of 2.5 or higher and must have attended Bethel at least two (2) previous semesters (excluding summer terms). He/She must present a petition with fifty (50) signatures seven (7) days before elections.

Duties:

1. Open each meeting with a prayer.
2. Work with the organizations to promote Christian values across campus.

3. Work with the University Chaplain(s) for any religious student events.
4. Organize and orchestrate at least one (1) community service project per semester.
5. Work alongside the SGA advisors in the interview and selection process of Mr. and Ms. Bethel candidates.
6. Fulfill all duties and responsibilities as detailed by the SGA constitution, bylaws, or as delegated by the SGA.
7. Attend all meetings called by the President.
8. The Chaplain shall obtain at least one office hour per week.

Section 9:

The Chief Justice shall have and maintain a cumulative grade point average of 2.50 or higher, having completed twenty-eight (28) hours by the end of his/her fall semester of appointment. The Chief Justice must have attended Bethel at least two (2) previous semesters (excluding summer terms). He/She must present an application to the Executive Cabinet by the second Tuesday of the fall semester. The appointment will be made by the SGA President.

The Chief Justice is proficient in parliamentary procedure, as set in Robert's Rules of Order, who should sit next to the presiding officer during Executive Cabinet and Student Senate meetings. The Parliamentarian speaks to the assembly only when requested and may provide explanations or advice, but not rulings, which are always made by the presiding officer.

Duties:

1. Give advice to the SGA President and members during all meetings.
2. Inform the President of errors in parliamentary procedure if they affect the basic rights of members.
3. Give advice to members during times when there is not a meeting in the process.

4. Serve as a non-voting member of the Constitutional Board of Review.
5. Fulfill all duties and responsibilities as detailed by the SGA constitution, bylaws, or as delegated by the SGA.
6. Attend all meetings called by the President.

Section 10:

The Chief of Staff shall have and maintain a cumulative grade point average of 2.50 or higher, having completed twenty-eight (28) hours by the end of his/her fall semester of appointment. The Chief of Staff must have attended Bethel at least two (2) previous semesters (excluding summer terms). He/She must present an application to the Executive Cabinet by the second Tuesday of the fall semester. The appointment will be made by the SGA President.

Duties:

1. Chairperson of all Class and Student Committees within the Student Senate.
2. Organize voting for Class Councils each year.
3. Organize and establish such Class and Student Committees.
4. Maintain a record regarding Class and Student Committees to be presented to the Student Senate.
5. Holds authority in the status of Committees as active or inactive and any disciplinary review.
6. Fulfill all duties and responsibilities as detailed by the SGA constitution, bylaws, or as delegated by the SGA.
7. Attend all meetings called by the President.
8. The Chief of Staff shall obtain at least one office hour per week.

Section 11:

The Greek Council President shall have and maintain a cumulative grade point average of 2.50 or higher and must have attended Bethel at least two (2) previous semesters

(excluding summer terms). One cannot hold more than one Presidential position within Greek Life.

Duties:

1. Serve as a standing member of the SGA Cabinet.
2. Submit to the Student Senate and the SGA advisor(s) a report of the current events and actions of the Greek Council during each regular meeting
3. Facilitate and promote the participation of Greek organizations in the SGA events.
4. Fulfill all duties and responsibilities as detailed by the SGA constitution, bylaws, or as delegated by the SGA.
5. Attend all meetings called by the President.

ARTICLE III- DISCIPLINARY PROCEDURES

Section 1:

Attendance Policy:

1. The Executive Branch is expected to be present, involved, and fulfill all duties explained in this constitution. If a member of the executive branch is absent from a minimum of 3 meetings, the remaining members have the option to start an impeachment process. Only the following excuses will be accepted: Scholarship Activities, Academic Activities and Emergencies.

Section 2:

Impeachment:

1. After a violation of the Student Government Constitution, the President, Director of Student Engagement, and Faculty Advisor will discuss if the situation calls for impeachment. If approved by the Director of Student Engagement and Faculty Advisor, an email will be sent prior to the SGA meeting time.
2. A 2/3rds vote shall be taken the following week, within the executive SGA cabinet. If the vote is within 2/3rds majority, the individual will be put into the process of impeachment.
3. The cabinet member will now begin the process of impeachment, first being allowed to appeal the accusation

to both the Director of Student Engagement and the Faculty Advisor and Executive President. The impeached cabinet member will be expected to plead their case, as well as show that they are capable of resuming their current role. After meeting with the Director of Student Engagement and Faculty Advisor and President, the impeached cabinet member will be discussed and decided on whether the appeal is applicable to the ongoing situation.

- a. If the impeached cabinet member chooses not to appeal his/her case (no show), the member is surrendering their position and all duties associated.
4. If the impeached cabinet member chooses to appeal their accusation/case, the process will continue to the next stage.
- a. In the situation that the appeal is approved, all accusations on the impeached member will be dropped, and the cabinet member will be brought back into their position, being monitored by the executive cabinet to prevent future conflicts.
 - b. In the situation that the appeal is denied, the impeached cabinet member shall not fulfill their position's duties. They must attend all meetings whether scheduled or called by the Executive President, as well as, (complete a minimum of 5 hours of community service directly correlated to Student Engagement, going through either the director of Student Engagement and/or the Dean of Student Life. They must also plan/oversee an SGA event while being shadowed by the original coordinator.)
 - i. If the previous requirements are fulfilled, and the Executive Cabinet completes a final 2/3rds vote with the results allowing the cabinet member back in, the ongoing impeachment process will be dropped and the accused cabinet member will be excused from all claims.
 - ii. If the previous requirements are not fulfilled OR the Executive Cabinet completes a 2/3rds vote, with the results being against the impeached

member, the impeachment process will end and the cabinet member will be removed from office and all duties associated.

ARTICLE IV- LEGISLATIVE BRANCH

Section 1:

The Legislative Branch shall be composed solely of the Student Senate. Its purpose shall be to represent the entire student body through legislation. The Student Senate is charged with passing bills and resolutions concerning the student government and other aspects of student life. The Student Senate shall be allowed to make recommendations to the University's administration concerning any matter which pertains to student welfare.

Section 2:

The Student Senate shall meet in regular sessions on the second and fourth Wednesday of each month. A quorum of three-fifths ($\frac{3}{5}$) of the voting members must be present to conduct business which requires voting.

Section 3:

Senate Composition and Senators' Duties:

1. The Student Senate shall be composed of two (2) Senators from each organization recognized by the University. It shall also include the Class Councils.
2. Each Senator shall have one (1) vote in the Senate meetings.
3. Both Senators shall only represent one (1) organization.
4. Each Senator may present legislation, provide discussion or debate on a piece of legislation, make announcements about events, and promote coordination of campus organizations, provided that all of these are done in proper Senate context.
 - a. Both Senators must attend all meetings. If they cannot attend he/she must let the Secretary

General know the reason for the absence within twenty-four (24) hours of the meeting time. The validity of excuses will be left to the discretion of the Executive Cabinet. The Senator is allowed to appoint a proxy to come to the meeting in his/her place, provided that the Secretary General is notified before the start of the meeting. The Student Senate agenda will be sent out at 8 AM on the second and fourth Wednesday of each month.

- b. If the Senator does not appoint a proxy and misses one meeting that Senator's organization is subject to a five (5) dollar deduction from their Organizational Budget per meeting missed imposed by the Treasurer with Executive Cabinet and Constitutional Board of Review approval. At that time, the organization will be referred to the Constitutional Board of Review to be placed on disciplinary probation. The Secretary General will send the organization a formal hard copy and an electronic letter stating the disciplinary actions that will be taken.
- c. If a senator from an organization has a message from anyone not in attendance, this message needs to be brought forth to the Executive Cabinet before the meeting is called to order.

Section 4:

Organizations' Duties in the Student Senate

1. Tailgating

- a. Each organization in the Student Senate, including Greek Life organizations, is required to tailgate at the Homecoming football game.
- b. Each organization in the Student Senate, including Greek Life organizations, shall tailgate at least one or more home football games

outside of the required Homecoming football game.

2. Freshman Carnival
 - a. Each organization in the Student Senate, including Greek Life organizations, is required to participate in the Freshman Carnival.
3. Organization Fairs:
 - a. Each organization in the Student Senate, including Greek Life organizations, is required to participate in at least one of the scheduled organization fairs in a semester.
4. If these duties are not fulfilled, the organization may be subject to probation in the Student Senate.

Section 5:

Powers of the Student Senate

1. Grant and rescind recognition of organizations by the SGA and the University.
2. Pass legislation to the respective committees and/or administration.
3. A three-quarters (3/4) vote of the entire Student Senate is necessary for indictment, censure, and impeachment.
 - a. An indictment is the charge or accusation of a member for gross negligence of duty or any act that would bring discredit to the SGA of Bethel University.
 - b. Censure is a formal statement of severe disapproval of said member.
 - c. Impeachment is the process by which the Student Senate formally levels charges against a member. Impeachment does not necessarily mean removal from office; it is only a formal statement of charges.

Section 6:

Rules and Procedures of the Student Senate

1. Executive officers of the SGA have voice privileges, but no voting privileges.
2. Only Senators are allowed to present bills or resolutions. If a Senator has a resolution they must give a copy to the Secretary General at least seventy-two (72) hours before the designated meeting time.
3. Any disrespectful behavior towards the University, officials, administration or other Senators will not be tolerated. Said behavior is determined by the SGA President and/or the SGA advisor.
4. The Secretary General will keep a list of all organizations and all Senators' names. It is the responsibility of the Secretary General to alert the President of any ineligible speakers/organizations in the Senate.

Section 7:

All Legislation passed by the Student Senate must be presented to the SGA President for approval. He/She may approve or veto the legislation. If the President does not take action within fourteen (14) days after the bill is presented to him/her the bill becomes effective. A two-thirds (2/3) majority vote of the Senators present at the meeting is required to override the President's veto. All approved legislation must be presented by the President to the administration.

ARTICLE V - ORGANIZATIONAL FUNDING PROGRAM

Section 1:

The Student Government of Bethel University will oversee the Funding Program by enforcing regulations and policies associated with the program, and it is the responsibility of the Treasurer to properly finance, manage, and allocate funds to each organization at the specific organization's discretion.

Section 2:

The Program duties and responsibilities will be established and stated as follows:

1. The Treasurer will take the lead of the program and ensure that such organizational budgets are appropriately maintained.
 - a. The Treasurer will be responsible for informing the Student Government of updates and financial information regarding the organizational budgets during the Treasurer's Report.
2. The President/ Vice President has the authority to intervene at any time in the event that the program is not being run efficiently.
3. The Chief Justice can review the program at any point in time in order to guarantee that participating organizations are being treated fairly and equally, as well as the budgets being maintained.
 - a. If any concerns emerge, the Student Government will address such concerns at the following Student Government meeting.
4. Advisors and any administration have the authority to overrule any decisions and regulations enacted/ enforced by the Student Government at any time.
 - a. If overruled, the Student Government will adhere to such orders and do as instructed by advisors and administration.

Section 3:

The Student Government has the authority and responsibility of enacting and enforcing regulations upon the organizational budget structure and their intended uses. The current regulations enacted by the Student Government are as follows:

1. Campus Organizations must pay Organizational Dues in order to participate in Funding Program.
2. Campus Organizations must submit a Funding Request Form to the Student Government in order for the request to be reviewed and approved by the Student Government.
 - a. The Student Government will review funding requests at the following Student Government meeting.
3. Campus Organizations must submit reasoning to why money from their associated budget is being requested.
 - a. Reasoning must adhere to Bethel University's rules and policies.
4. After being approved, the treasurer and president of such organizations will be informed of the approval of their request.
5. Campus Organizations are required to propose funding through the use of the Funding Request Form no later than two (2) weeks in advance.

Section 4:

At biweekly Senate Meetings, each organization is required to attend, and each successful appearance to a biweekly Senate meeting will result in a financial gain to an organization's budget until the maximum monetary value of an organization's budget is reached, depending on what type of campus organization the organization is classified. However, failure to attend any biweekly Senate Meeting without an acceptable excuse given to the Student Government/ Greek President will result in a financial deduction from the organization's budget until the base monetary value is reached for each failed appearance.

Deductions for an organization's budget can never be greater than the rewarded financial gain for attending a biweekly Senate Meeting. Once the maximum monetary value is reached, there will be no more rewarded financial gains added to an organization's budget, and once the base monetary value is reached, there will be no more financial deductions withdrawn from an organization's budget.

Section 5:

The Student Government will structure, report, and maintain the Funding Program dependent upon the following financial details, criteria, and specifications listed below:

1. Organizations will have a structured foundation in which their budgets will be built upon specified at the beginning of every fiscal year.
 - a. Greek Organizations = \$50.00
 - b. Student Organizations = \$30.00
 - c. Base budgeting will total up to \$680.00
2. Each successful appearance to a biweekly Senate Meeting will result in a financial gain of \$15.00 being appended to an organization's current budget.
3. Failure to attend a biweekly Senate Meeting without an acceptable excuse given to the Student Government/ Greek President will result in a financial deduction of \$5.00 being withdrawn from the organization's current budget.
4. The maximum monetary value of an organization's budget is as follows:
 - a. Greek Organization = \$200.00
 - b. Student Organizations = \$180.00
5. The Student Government will set aside enough money to cover financial compensation for each of the active

organizations for each successful appearance to the fourteen (14) biweekly Senate Meetings.

Section 6:

The publication and announcement of information associated with the Funding Program will be announced to the Senate by the Student Government following the guidelines listed below:

1. At the biweekly Senate Meetings, the current Treasurer, or current President/ Vice President if the Treasurer is unavailable, will publicly present the current monetary value of each organization's budget to the Senate at large.
2. The Senate will be given notice of any Funding Requests approvals made and the corresponding purposes of such Funding Requests.
 - a. If there are any disputes about the credibility or reasoning for Funding Request approvals, such budgeting discrepancies will be added to the Senate docket.
3. The base monetary value, maximum monetary value, financial reward amount, and financial deduction amount will be publicly presented to the Senate by the current Treasurer (President if Treasurer is unavailable) during the first biweekly Senate Meeting of the academic year.
4. Rules associated with the Organizational Funding Program and Senate participation will be presented to the Senate by the current Treasurer (President if Treasurer is unavailable) during the first biweekly Senate Meeting of the academic year.

Section 7:

The current Treasurer, or the current President if the Treasurer is unavailable, will create and adequately present an Organization Budget Summary to the Senate during every biweekly Senate Meeting, and it shall state each organization and their corresponding budget monetary value, any recorded Funding Requests and associated reasoning, and the Student Government's decision for such Funding Requests. Moreover, a separate spreadsheet must be maintained each academic year in order to efficiently track budget monetary values and transactions out of such budgets. A paper trail of each Funding Request submitted to the Student Government must be kept.

Section 8:

If any changes or improvements are needing to be implemented into the Funding Program, the following procedures listed below must be fulfilled in order to enact changes to the program:

1. A member of the Student Government will present such improvement or change at a Student Government meeting, and the Student Government must unanimously approve any improvements or changes made to the Funding Program.
2. At the following biweekly Senate Meeting, the current Treasurer, or current President if the Treasurer is unavailable, will announce the proposed changes/ improvements to the Senate.
 - a. The Senate must have a majority vote to approve such changes/ improvements in order for them to be implemented into the Constitution.

ARTICLE VI- CONSTITUTIONAL BOARD OF REVIEW

Section 1:

The Constitutional Board of Review shall be in place by the second the SGA meeting and be composed of:

1. Two (2) faculty members appointed by the Executive Cabinet and approved by the Student Senate.
2. Two (2) student members were appointed by the Executive Cabinet and approved by the Student Senate, but no members of the SGA Student Senate.
3. The Secretary General and the Chief Justice of the SGA.

Section 2:

Duties:

1. Interpret the SGA Constitution, amendments, legislative decisions, and the specific areas of executive and legislative responsibility.
2. Review the Constitutions of campus organizations including those groups desiring the SGA recognition to charter and organize.
3. The Constitutional Board of Review shall be the final authority regarding all constitutional questions.
4. Individual members of the Constitutional Board of Review will attend the SGA meetings and functions in order to serve in an advisory capacity.
5. The Board shall be empowered to recommend to the Student Senate the recognition, disestablishment, or placement on financial probation or disciplinary probation of any organization.

Section 3:

Financial Probation

1. An organization will be recommended to the Constitutional Board of Review by the Executive

Cabinet if the organization has a debt balance by the last meeting of the semester.

2. The organization will be removed from financial probation when its debt has been paid in full.
3. If the debt has not been paid in full by the end of the following semester the organization will be reviewed by the Constitutional Board of Review for non-recognition of the organization by the SGA for one semester.
4. While on financial probation the organization will not be allowed to hold any events on or off-campus.
5. While on financial probation the organization will not be allowed to accept any new members.

Section 4:

Disciplinary Probation

1. An organization will be recommended to the Constitutional Board of Review by the Executive Cabinet if the organization has four (4) unexcused absences.
2. The organization will be allowed to meet with the Constitutional Board of Review within thirty (30) days after they receive their official letter placing them on probation.
 - a. The organization's President will contact the Secretary General and arrange a meeting with the Constitutional Board of Review in which their President, Vice President, and the SGA Representative shall be in attendance.
 - b. The organization will give its reasons for being taken off of disciplinary probation to the Constitutional Board of Review.
 - c. A member of the Constitutional Board of Review will attend the Senate meeting that directly follows the meeting with the organization to report their decision in front of the Student Senate.

3. If the organization fails to arrange a meeting with the Constitutional Board of Review or fails to be taken off disciplinary probation by the Constitutional Board of Review the organization will be reviewed for non-recognition by the SGA.
4. While on disciplinary probation the organization will not be allowed to hold any events on or off-campus.
5. While on disciplinary probation the organization will not be allowed to accept any new members.

ARTICLE VII- ELECTIONS

Section 1:

All student elections shall be held under the supervision of an Election Committee, which shall be composed of at least five (5) students who shall be appointed by the President and Secretary General of the SGA.

Section 2:

The executive election of all the SGA officers shall be held spring semester, within the last two weeks of February.

Section 3:

In order to be elected, a candidate must receive a majority (one half plus one) of all votes cast on Election Day.

Section 4:

In the event of a tie or a candidate not receiving the required majority, a run-off election shall be conducted between the three (3) top candidates the week after the primary election. If a third run-off is required then the top two (2) candidates will be on the ballot and this election will be conducted on the week after the secondary elections.

Section 5:

- a. No person shall hold more than one elected or appointed office in the SGA.

- b. If an individual wishes to run for Executive President, they must have been active in their Freshman Council or Greek Council and a member of the Executive Student Government for at least 1 full school year (including the Chief Justice and Chief of Staff). Without meeting both of these, along with the basic requirements, they will not be eligible for Presidency.

Section 6:

Before entering upon their duties, all officials of the SGA will take the following oath of office: I, (name), solemnly swear to carry out my duties as stated in the Student Government Association constitution, to strengthen the principles upon which it is based, to fulfill the responsibilities entrusted to me by the student body to the best of my abilities and to promote and maintain academic integrity, leadership, scholarship, and service to Bethel University.

Section 7:

Those elected shall take office at the SGA meeting that directly follows the election and shall serve one (1) year. A period of orientation for the new officers shall take place during the final weeks of school with the outgoing officers serving as guides in an ex-officio manner to ensure the smooth functioning of the SGA.

Section 8:

In case of vacancy in any executive or legislative office, the President and the Cabinet shall appoint a new member subject to the approval of the Student Senate with a majority vote of fifty percent (50%) plus one (1).

Section 9:

In case of a vacancy of the President, the Vice President will become acting President and then appoint a Vice President subject to the approval of the Student Senate.

Section 10:

The SGA advisors shall check on the qualifications of all candidates for the officers provided in the Constitution and ascertain immediately after nominations whether or not such persons are qualified for election. A candidate must affirm his/her intentions to attend Bethel during the entire forthcoming year.

ARTICLE VIII- VOTING REGULATIONS

Section 1:

Voting regulations

1. Voters' names will be checked against a student checklist provided by the Registrar's office, which will be composed of the students' names, classifications, and the number of hours taken the previous semester. The checklist will be brought up to date each semester.
2. The SGA Election Committee shall oversee the polls. No two members of the same organization shall work at the same time at the polls.
3. Voting can be taken via Google Drive ballot or handwritten ballot which will be at the discretion of the Election Committee.
4. The ballots shall be tallied by the SGA President and both the SGA advisors unless the President is running for re-election on the Executive Cabinet.

Section 2:

Schedule of voting

1. Voting shall take place between the hours of 11:00 am-1:00 pm and 5:00 pm-7:00 pm inside the Vera Low Center for Student Enrichment. Elections shall take place within a week of applications being submitted and approved.
2. Spring semester elections shall include the SGA President, Vice President, Secretary General, Treasurer, Press Secretary, Chaplain, Faculty of the Year, and full-time Staff member of the Year.

- a. "Faculty and Staff of the Year" will be chosen based on election by the Student body. Students will first submit nominations for these positions, then an election will be held based on these elections.
 - b. "Faculty and Staff of the Year" election will be held before the Academic Awards ceremony.
 - c. Class Council elections: Senior, Junior, and Sophomore Presidents, will take place in the last month of the Spring semester
3. Homecoming elections shall take place the third Tuesday before the Homecoming date.

Section 3:

Campaigning

1. Campaigning may take place anywhere except in the Vera Low Center for Student Enrichment on the day of the election.
 - a. If found campaigning in the Vera Low Center for Student Enrichment by a member of the Election Committee or the SGA Cabinet Member not running for reelection, the candidate(s) will be asked to stop.
 - b. If the candidate(s) proceeds to campaign the candidate(s) name will be pulled from the ballot.

Section 4:

Class Council:

1. Criteria for all class officers shall be:
 - a. A cumulative grade point average of at least 2.50 excluding freshmen.
 - b. Must be a full-time student (12 hours per semester).
 - c. Must not be on Academic or Disciplinary Probation.
2. The Senior Class President must have ninety (90) hours completed.

3. The Junior Class President must have sixty (60) hours completed.
4. The Sophomore Class President must have thirty (30) hours completed.
5. Duties:
 - a. Must attend all the Student Senate meetings called by the President.
 - b. If two meetings are missed, they will be asked to step down from their position.
 - c. Work with other Council members to host one (1) event per academic year.
6. Class Council Members:
Duties:
 - a. Shall meet once per month to prepare a report to give to the Student Senate and Chief of Staff.
 - b. The Freshman Class Council shall be composed of the Freshman Council.

Section 5:

Non-SGA Elected Positions

1. Homecoming King and Queen
 - a. Must have Senior status before the beginning of the fall semester.
 - b. Must have a cumulative GPA of at least 2.50.
 - c. Must not be on Academic or Disciplinary Probation.
 - d. Must be a full-time student (12 hours per semester).
 - e. An application is required to be eligible.
 - f. Once chosen for this honor, he or she will not be eligible again.
2. Homecoming Representative
 - a. Must have a cumulative GPA of at least 2.50.
 - b. Must not be on Academic or Disciplinary Probation.

- c. Must be a full-time student (12 hours per semester).
- d. A male and female representative shall be compiled from Freshman, Sophomore, and Junior classes
- e. An application is required to be eligible.
- f. The Senior class is represented by three (3) male and three (3) female students.

Section 6:

Mr. and Ms. Bethel

1. Must be a Senior (According to Credit Hours).
2. Must have a cumulative GPA of 2.50 or more.
3. Must not be on Academic or Disciplinary Probation.
4. Must be a full-time student (12 hours).
5. Must be nominated by a department head, scholarship leader, or any faculty, staff, or administration.
6. To accept the nomination, one must submit the Mr. and Miss Bethel application to the SGA Chaplain and the SGA advisors.
7. The student will go through an interview with five (5) faculty or staff members selected by the Chaplain.

Section 7:

Faculty Member of the Year

1. Winners of the two (2) previous years are ineligible and therefore are omitted from the ballot.

Section 8:

Full-Time Staff Member of the Year

1. Winners of the two (2) previous years are ineligible and are therefore omitted from the ballot.

ARTICLE IX- ORGANIZATIONS AND CLUBS

Section 1: Greek Organizations:

1. Shall be composed of members that pay dues to the organization.

2. Maintain and give an active member list to the Student Activities/Greek Life Director(s).
3. Accumulate at least two hundred and fifty (250) Greek points per semester.
4. Participate in no more than four (4) fundraisers for the benefit of the organization per academic year.
5. Each fundraiser can last up to a cumulative of five (5) days.
6. Dues for organizations shall be twenty-five dollars (25) per semester.
7. Work to propose one (1) bill or resolution per academic year.

Section 2:

Student Organizations:

1. Shall be composed of members that do not pay dues to the Student Organization.
2. Accumulate at least one hundred and fifty (150) Organization points per semester.
3. Dues for Student Organizations shall be ten dollars (10) per semester.

Section 3:

Formation of a new Greek/Student Organization:

1. New Organization Formation Steps
 - a. Student will submit a Development Intent Form to the Director of Student Activities
 - i. This document notifies the director that there is interest in forming a new organization.
 - ii. This document will identify the student(s) and faculty or staff member who will serve as the advisor.

- b. a. The Director of Student Activities will schedule a meeting with the student(s) interested in forming the group
 - i. This meeting will cover what is required of the organization to prepare for the formation process.
 - ii. This meeting will tell the student(s) how the organization can function while developing
 - iii. After this meeting, the student(s) may have up to three on campus interest meetings, but this is not necessary.
- c. The organization will now conduct an informational meeting and begin filling out the application packet to become a recognized organization.
 - i. This packet will include: a Petition to become a recognized organization on campus, list of students involved in the organization and Constitution/By-Laws for their chapter that adhere to University policy.
- d. The organization will submit their application packet to the Director of Student Activities.
 - i. If needed, the director will schedule a meeting to discuss any issues with the information.
- e. a. The Constitution/By-Laws will go before the SGA Constitutional Board of Review.
 - i. The Constitution/By-Laws will only be sent back if there is anything that breaks university policy. However, the Board may

recommend changes in wording and grammar.

- ii. If it is sent back the organization may revise it and send it back to the Constitutional Board of Review.
- f. Once approved by the Constitution Board of Review, the application will be sent to the New Organization Committee for approval.
- i. This committee is formed by the Dean of Students, Director of Student Activities, Director of Greek Life, President of the Student Government Association, President of the Greek Council, and one faculty member.
 - ii. This committee will look over the application in its entirety and may also send the Constitution/By-Laws back to the organization for revision.
 - iii. The committee will then either recommend or not recommend the application to the SGA Student Senate.

2. Voting Process

- a. After the Senate has heard the proposal of the potential new Greek/Student organization, the proposal will sit for two (2) weeks.
- b. The proposal shall pass with a two-thirds ($\frac{2}{3}$) quorum vote of the Senator in attendance.
- c. The Greek/ Student organization will become active the semester following getting voted on campus. They will then collect points, pay dues to the SGA, and function as a Greek/Student organization as stated in Section 1 and Section 2.

Dues

1. Dues from the organizations of the SGA are to be paid by the second meeting of the SGA Student Senate each semester. These dues shall be twenty-five (25) dollars for Greek organizations and ten (10) dollars for Student Organizations.
2. Should an organization's dues be late, a fine of five (5) dollars shall be levied against them and for every meeting thereafter the fine shall increase by five (5) dollars until payment is received in full.
3. If an organization has any issue or reasoning that prevents them from being able to pay dues on time, that organization is subject to meet with the Treasurer in order to prevent being placed on financial probation.
4. If an organization has a debt balance with the SGA by the last meeting of the semester that organization will be placed on financial probation until dues are paid in full.

ARTICLE X- COMMITTEES

Section 1:

The SGA has established various standing committees, which assist in promoting and developing various aspects of student life. These committees are: Election Committee, a minimum of five (5) students, Homecoming/Social Activities Committee, a minimum of five (5) students, and Dining Committee, a minimum of five (5) students.

1. Election Committee
 - a. The Election Committee is in charge of informing the entire student body of upcoming elections.
 - b. The Secretary General shall be the chair of this committee.

- c. This committee shall set up and run the booths during every election that is controlled by the SGA.
- d. The President and Secretary General shall appoint five (5) members with the help of the recommendations from the Student Senate.
- e. The committee shall serve as the communicator for the student body and the Election Committee shall assist the Secretary General during any election held by the SGA.
- f. The Election Committee shall work at the ballot booth, record students who cast his/her ballot, and enforce election rules.
- g. The committee chair shall give a committee report at the SGA Student Senate meeting.

2. Homecoming Committee

- a. The Homecoming Committee functions under the SGA for the goal of planning and implementing Homecoming Activities
- b. This committee is charged with the responsibility of planning and facilitating activities that the SGA should sponsor or co-sponsor during Homecoming.
- c. The SGA Vice President serves as the chair of this committee.
- d. The committee will report to Myra Carlock for duties.
- e. The committee chair shall give a report at the SGA meetings.
- f. The Election Committee shall conduct Homecoming Court Elections.

3. Student Activities Committee

- a. This committee is charged with the responsibility of providing feedback and support for the Student Activities Director. They should meet with the Student Activities Director to provide ideas

and opinions on activities that would benefit the students.

- b. While this committee is to provide student input, this committee does not exist for the use of the Student Activities Director for work purposes, though they can work activities in conjunction with each other if the committee so chooses.
- c. The committee shall meet at least four times throughout each semester.
- d. The committee shall consist of ten (10) students selected by the Vice President and approved by the Student Senate
- e. These ten (10) students should be from all the different areas of campus. These students should be selected by an application process and approved at the last Senate meeting in April for the following school year.
- f. Once the committee is chosen, the Student Activities Director shall be responsible for consulting these students and setting up meetings with them.

4. Campus Dining Committee

- a. The committee shall meet with the Director of Foods once a month to discuss possible changes that can be made to the food in the cafeteria and The Wildcat Grill.
- b. The Chair shall appoint a member of the student body to serve as chair and present a report at each SGA meeting.
- c. One (1) member of the Dining committee should attend the first meeting of every month to give a report on the topics and decisions that were made.
- d. The Chair shall appoint at least five (5) members with the help of recommendations from the Student Senate.

- e. The Dining Committee shall give suggestions about the variety and nutrition of food.

Section 2:

The SGA maintains appointments on the following faculty/student committee.

1. Curriculum and Academic Policy Committee

- a. The President shall appoint one (1) member for this committee within the SGA with the approval of these delegates by the Student Senate.
- b. This committee member shall be at least a Junior and have maintained a cumulative grade point average of at least a 3.0 during the year of service and shall not be on disciplinary probation.
- c. The representative must have been an active member of the SGA and shall be chosen by a majority vote of the Student Senate during the regular meeting in the month of March.
- d. Recommendations will be made by the Executive Cabinet while nominations can be taken from the floor of the Student Senate.
- e. This representative should be able to represent the students of Bethel University to this committee. This is an honor from the Board and it should be held with the utmost respect and dignity that the Student Senate vote can provide.
- f. The representative shall serve as the communicator of the Curriculum and Academic Policy for the student body and give a report at the SGA meetings.
- g. This committee shall review and revise academic policy as well as create new policies.
- h. This committee shall review and revise curriculum policy as well as create new policies.

- i. Meetings shall take place once a month or when the chair calls for a meeting.
- j. The committee shall research a variety of curriculum to pick the best for Bethel University.

Section 3:

Following each committee meeting a committee member shall report to the Student Senate and submit a written report to the Secretary General of the SGA.

Section 4:

Any SGA position may serve as an official member of any SGA Committee.

ARTICLE XI- COMMENCEMENT

Section 1:

Members in good standing of student organizations with charters, constitutions, and active membership on file with the SGA may wear the official stole or cord of their organization during Commencement. Any student who served on the SGA Executive Cabinet for the entire term shall be allowed to wear the official stole or cord of the American Student Government Association (ASGA).

Section 2:

Presidents of the listed organizations will be required to send the director of Greek Life and Director of Student Activities a list of graduating seniors. It will then be the responsibility of the Director of Greek Life and Director of Student Activities to verify the lists.

Section 3:

Both directors will then send a final list of graduating seniors and their respective organization to the Office of the Registrar within a timely manner.

Section 4:

On the morning of commencement, all organizations' stoles/cords will be reviewed by two representatives of the Office of Student Development and a representative from the Academic Dean's office.

Section 5:

Graduates belonging to a national organization will purchase their stole/cord from the organization. Graduates belonging to a local organization will purchase their stole/cord through the Office of Student Development. All organizations will be required to have their stole and cord reviewed before commencement day by the Dean of Students.

Section 6:

The following organizations are currently permitted to wear stoles/cords:

Alpha Phi Alpha, Delta Phi Nu, Gamma Beta Phi, Kappa Alpha Psi, Kappa Sigma, Kappa Phi Rho, Lambda Sigma, Omega Psi Phi, Phi Beta Sigma, Phi Delta Sigma, Phi Mu Alpha, BSU, CNAfME, SMACS, STEA, Zeta Nu Theta, and Zeta Phi Beta.

ARTICLE XII- AMENDMENTS

Section 1:

An amendment to the SGA constitution must be proposed by a majority vote of the Student Senate. The prepared amendment shall be tabled for a period of not less than two (2) weeks after which it must be approved by a two-thirds (2/3) vote of the Student Senate before going into effect.

Section 2:

All matters pertaining to a change in the constitution or bylaws of the SGA must be posted on the website at least two (2) weeks prior to the final vote.

Section 3:

An amendment to the SGA constitution must be emailed out to the student body prior to the Senate meeting in which it will be given out.