

MOUNT VERNON NAZARENE UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

Preamble

We, the student body of Mount Vernon Nazarene University, in order to form a functional and meaningful student government, to maintain an effective relationship between students, administration, faculty and staff, to promote academic excellence through a realization of the intellectual purpose upon which the University was founded, to uphold the Christian principles for which it stands, and to fulfill the University motto, "To seek to learn is to seek to serve," do ordain and establish this Constitution of the Student Government Association of Mount Vernon Nazarene University.

Article I. Name and Purpose

Section 1. Name

This organization shall be called the Student Government Association (SGA) of Mount Vernon Nazarene University.

Section 2. Mission

SGA upholds the mission statement of our University: "Mount Vernon Nazarene University exists to shape lives through educating the whole person and cultivating Christ-likeness for lifelong learning and service."

Section 2. Purpose

In accordance with its mission, SGA seeks:

- A. To encourage academic excellence.
- B. To represent the interests of the Student Body to the Trustees, Administration, Faculty, and Staff of our University.
- C. To foster the development of positive relationships between the Student Body and the Trustees, Administration, Faculty, and Staff.
- D. To support and aid the continual development of student leadership.
- E. To encourage personal investment by supporting student involvement in curricular, co-curricular, and extra-curricular activities.
- F. To encourage and exemplify responsible engagement in our campus community, our Mount Vernon community, and our world.
- G. To manifest a responsible and respectful attitude toward the purposes and policies of our University as an institution of higher learning within the Church of the Nazarene.

Article II. Membership

Section 1. Student Body

Section 2. Administrative Branch

The administrative branch of the Student Body shall be the Student Government Association.

Section 3. Membership

The membership of SGA shall consist of the following:

- A. President
- B. Vice President of Community Life
- C. Vice President of Christian Life

- D. Vice President of Academic Life
- E. Vice President of Social Life
- F. Vice President of Finance
- G. Vice President of Marketing
- H. Executive Secretary
- I. Campus Events Chairperson
- J. Intramural Chairperson
- K. Multicultural Representative
- L. Commuter Representative
- M. Senior Class President
- N. Junior Class President
- O. Sophomore Class President
- P. Freshman Class President

Section 4. Executive Cabinet

The Executive Cabinet of SGA shall consist of the following:

- A. President
- B. Vice President of Community Life
- C. Vice President of Christian Life
- D. Vice President of Academic Life
- E. Vice President of Social Life
- F. Vice President of Finance
- G. Vice President of Marketing
- H. Executive Secretary

Section 5. Advisors

The members of the SGA shall recommend two advisors from the Faculty or Staff of the University to be approved by the President of the University.

Section 6. Term of Office

- A. The term of office of all members of the SGA shall extend from the date three weeks prior to the closing of the academic school year in which they were elected, until the closing of the following academic school year.
- B. The term of office of all members of the SGA elected in the fall shall extend from the date of their election until the closing date of that academic school year.
- C. For the three weeks prior to the closing of the academic school year, the incoming student government will transition and prepare for the year for which they are elected, while the current government will maintain jurisdiction and responsibility. The incoming student government will meet separately in preparation for the next year and communicate with current government leaders regarding their positions and responsibility.
- D. No member of the SGA Council may hold more than one council vote at the same time.

Section 7. Business

- A. After the first SGA meeting of the year, each sub-council must meet/communicate at least monthly.

- B. All sub-council members shall be expected to attend all meetings or breach their responsibility.
- C. The President of the SGA may sit in on all sub-councils as an ex-officio, non-voting member.

Section 8. Councils

A. Special Councils

Student Government Association may form ad hoc or special committees to better carry out its duties at any time.

B. Community Life Councils

- 1. Commuter Student Council
 - a. Commuter Representative (Chairperson)
 - b. At least five commuter students
 - c. Will meet on an as-needed basis
- 2. Multicultural Council
 - a. Multicultural Representative (Chairperson)
 - b. Five students including two AIM students chosen by the Multicultural Representative.
 - c. Additional students to serve as needed

C. Christian Life Council

- 1. The Christian Life Council shall be governed in accordance with the “SGA-CoSMO Working Document”.

D. Academic Life Council

- 1. Membership
 - a. Vice President of Academic Life (Chairperson)
 - b. President of Alpha Chi, which is an honors society
 - c. Presidents of all the academically-oriented, chartered clubs
 - d. Will meet on an as-needed basis

E. Social Life Council

- 1. Membership
 - a. Vice President of Social Life (Chairperson)
 - b. Campus Events Chairpersons
 - c. Class Presidents
 - d. Intramural Chairperson
 - e. Vice President of Marketing
 - f. Additional members as needed, by the approval and appointment of the VP of Social Life
- 2. Meetings
 - a. This committee will meet every other week
- 3. Subcommittees
 - a. Campus Events Council
 - i. Campus Events Chairperson (Chairperson)
 - ii. Vice President of each Class Council
 - iii. Class Events Director of each Class Council
 - c. Publicity Council

- i. Vice President of Marketing (Chairperson)
- ii. Publicity Director of each Class Council
- iii. No less than four additional students will be chosen by the Vice President of Marketing

F. Finance Council

- 1. Membership
 - a. Vice President of Finance (Chairperson)
 - b. Treasurer from each Class Council
 - c. Will meet on an as-needed basis

G. Intramural Athletic Council

- 1. Coordinator of Intramurals (Chairperson)
- 2. Intramural Chairperson
- 3. No less than four additional students will be chosen by the Intramural Chairperson.

Article III. Meetings

Section 1. Attendance

- A. During the course of a semester, attendance is expected at all meetings, both SGA and Executive Cabinet.
- B. One unexcused absence will be allowed.
- C. An absence may be excused if notification is given to the Executive Secretary and/or President in advance.
- D. After a second unexcused absence, a letter of concern will be sent. This letter should encourage the member to consider his/her position as a member of SGA.
- E. If a third unexpected absence occurs, resignation of the member may be requested. Extenuating circumstances will be taken into consideration, with the final decision to be made by the President of SGA following consultation with the members of SGA Executive Cabinet.

Section 2. SGA Full Cabinet

- A. SGA shall hold meetings every other week at a time and place agreed upon by its members.
- B. Special meetings may be called with prior notice at the discretion of the President of SGA.
- C. A two-thirds majority of members present is needed to pass an issue voted upon.

Section 3. SGA Executive Cabinet

- A. The Executive Cabinet of SGA shall hold weekly meetings at a time and place agreed upon by its members.
- B. Special meetings may be called with prior notice at the discretion of the President of SGA.
- C. All members of the Executive Cabinet will vote on all issues with a simple majority ruling. In the event of a tie, the President member ex-officio of the Executive Cabinet has the power to break the tie or table the issue.
- D. If tabled, the issue will go before the entire SGA for further discussion and a vote.

- E. Executive Cabinet will have voting privileges in Executive Cabinet and Full Cabinet meetings.

Article IV. Duties

Section 1. President

- A. Serve as a member ex-officio of the SGA Executive Cabinet.
- B. Call and preside over weekly SGA Executive Cabinet meetings as well as other SGA meetings.
- C. Prepare agendas for SGA Full Cabinet meetings to be sent out to all SGA members at least one day prior to the scheduled meeting.
- D. Call and preside at the meetings of the Student Government Association.
- E. Appoint Student Government committees except those that require election and present these selections to SGA in the first business meeting of SLC.
- F. Represent the Student Body at all campus functions and on-campus committees as requested.
- G. Authorize check requests and disbursements of SGA funds.
- H. Serve as a delegate to two NSLC Conferences and to the NSLA Steering Committee.
- I. Serve as member of the President's Advisory Committee, the Committee on Calendar and Programs and other committees, as appointed.
- J. Preside over all election procedures, including balloting for special events.
- K. Provide inspiration and vision for the direction and action taken by the Student Government.
- L. Strive at all times for improvement at MVNU.
- M. Advise any part of SGA of unnecessary or unwise spending of funds and have the authority to veto such expenditures.
- N. Meet weekly with the SGA Executive Secretary to discuss agendas, review minutes, and conduct whatever other business in necessary.
- O. Know and observe parliamentary procedure.
- P. Serve as the student representative to the NYI Regional Council.
- Q. Serve as the student representative to the Board of Trustees, and appoint other representatives as requested.
- R. Support by regular attendance the various activities sponsored by the SGA.
- S. Be familiar with and follow the SGA Constitution and by-laws.
- T. Keep a notebook of all activity planning that shall be passed on to next year's officer.
- U. Be in the office a minimum of 5 hours per week, 3 of which must be posted.

Section 2. Vice President of Community Life

- A. Serve as a member of the SGA Executive Cabinet.
- B. Act as SGA President in his/her absence.
- C. Coordinate and oversee Club Rush.
- D. Coordinate opportunities for student feedback.
- E. Serve as a member of the Campus Life Council, the Calendar and Program Committee, the Food Services Committee, and the Multicultural Committee.
- F. Coordinate club-information.

- G. Visit student organizations to advise and inform them of SGA activities and policies.
- H. Complete within the first month of the semester:
 - 1. Compile a list of all active campus clubs/organizations.
 - 2. Receive and review the constitutions of the above clubs/organizations.
 - 3. Receive the membership list of the above clubs/organizations.
 - 4. Receive and review the semester plans of the above clubs/organizations for petitioning purposes.
- I. Organize and oversee a day of club training.
- J. Organize and attend the Freshmen Class Retreat.
- K. Conduct any surveys designed by SGA in conjunction with the SGA Vice President of Academic Life.
- L. Support by regular attendance the various activities sponsored by the SGA.
- M. Be familiar with and follow the SGA Constitution and by-laws.
- N. Keep a notebook of all activity planning that shall be passed on to next year's officer.
- O. Be in the office a minimum of 5 hours per week, 3 of which must be posted.

Section 3. Vice President of Christian Life

- A. Serve as a member of the SGA Executive Cabinet.
- B. Serve as liaison between the SGA Executive Cabinet and the Division of Campus Ministries.
- C. Serve as liaison between the Executive Cabinet and Christian Life Council.
- D. Serve as liaison between the SGA Executive Cabinet and Community Service and Ministry Opportunities (CoSMO).
- E. Coordinate Wednesday evening student services under the supervision of the University Chaplain.
- F. Facilitate campus involvement in service and ministry by working closely with the Student Coordinator for Community Service and Ministry Opportunities and the Assistant Student Coordinator for Community Service and Ministry Opportunities to engage the campus in Christian service.
- G. Serve as member of the Campus Life Council, the Faculty Chapel Committee, the Calendar and Program Committee, and the Student Chapel Committee.
- H. Support by regular attendance the various activities sponsored by the SGA.
- I. Office Hours: minimum of 5 hours per week, 3 of which must be posted, spent in the Campus Ministries and SGA office.
- J. Be familiar with and follow the SGA Constitution and by-laws.
- K. Keep a notebook of all activity planning that shall be passed on to next year's officer.
- L. Be familiar with and act according to the "SGA-CoSMO Working Document".

Section 4. Vice President of Academic Life

- A. Serve as a member of the SGA Executive Cabinet.
- B. Work in conjunction with the Vice President of Academic Affairs.
- C. Maintain a cumulative GPA no less than 3.3, on a 4.0 scale.
- D. Coordinate on-campus, student-initiated academic activities.
- E. Serve as Chairperson of the Academic Life Council.
- F. Serve as a liaison between the SGA Executive Cabinet and the Academic Life

Committee.

- G. Serve as a member of the Undergraduate Academic Council, the Library Committee, the Student Academic Life Council, the Textbook Taskforce Committee, the Teaching and Learning Technology Roundtable, the General Education Council, and Lecture Artist Series Committee.
- H. Coordinate Faculty and Staff Appreciation Week at least once a year.
- I. Organize a book exchange within the first two weeks of each semester.
- J. Be responsible for verifying the GPA of all SGA members at mid-term and end-of-semester according to Constitutional requirements as well as all SGA candidates at election times.
- K. Serve as co-chair of the election board.
- L. Support by regular attendance the various activities sponsored by the SGA.
- M. Be familiar with and follow the SGA Constitution and by-laws.
- N. Keep a notebook of all activity planning that shall be passed on to next year's officer.
- O. Be in the office a minimum of 5 hours per week, 3 of which must be posted.

Section 5. Vice President of Social Life

- A. Serve as a member of the SGA Executive Cabinet.
- B. Plan and direct University Games, Homecoming Pageant/Festivities, Mr. MVNU, Friday Night Live, the Block Party, and Luau activities.
- C. Serve as Chairperson of the Social Life Council.
- D. Serve as a liaison between the Executive Cabinet and the Social Life Council.
- E. Serve as a resource person and communicate expectations for class activities.
- F. Sponsor TWIRP week and coordinate all campus-related activities.
- G. Approve dates through the Associate Dean of Student Development for all on-campus events. These dates must be given to the Student Development Administrative Assistant to be put on the online portal calendar.
- H. Serve as a member of the Calendar and Programs Committee, Campus Life Council, and other committees, as appointed.
- I. Support by regular attendance the various activities sponsored by the SGA.
- J. Be familiar with and follow the SGA Constitution and by-laws.
- K. Keep a notebook of all activity planning that shall be passed on to next year's officer.
- L. Be in the office a minimum of 5 hours per week, 3 of which must be posted.

Section 6. Vice President of Finance

- A. Serve as a member of the SGA Executive Cabinet.
- B. Serve as Chairperson of the Finance Council.
- C. Keep careful and authentic financial records (i.e., obtain receipts of all transactions and maintain accountability with the Accounting Office).
- D. Make all deposits, submit all check requests and complete purchase orders/requisitions.
- E. Submit a monthly treasurer's report to the executive cabinet.
- F. Assist class council, organization and club treasurers with accounts, finance recording and reporting as needed.
- G. Provide monthly reports to inform SGA of their financial standing.
- H. Maintain accurate budget records by means of SGA computer and files.

- I. Provide the SGA President with records of unnecessary and unwise spending of all accounts; including classes and clubs.
- J. Serve as a member of the Campus Life Council, the Student Assessment Committee, and Financial Affairs Committee.
- K. Support by regular attendance the various activities sponsored by the SGA.
- L. Be familiar with and follow the SGA Constitution and by-laws.
- M. Keep a notebook of all activity planning that shall be passed on to next year's officer.
- N. Be in the office a minimum of 5 hours per week, 3 of which must be posted.

Section 7. Vice President of Marketing

- A. Serve as a voting member of SGA.
- B. Serve as a voting member of the SGA Executive Cabinet.
- C. Coordinate the creative promotion of activities and initiatives sponsored by SGA council. Marketing requests must be received no less than 2 weeks before the event. (Final information must be submitted no less than 8 days before promotion begins).
- D. Oversee and provide accountability for the communication of SGA council with the staff of the Lakeholm Viewer and the Enerazan.
- E. Provide for the design and regular maintenance of the SGA council web pages.
- F. Serve as a member of the Lecture Artist Committee.
- G. Serve as the Chair of the Publicity Council.
- H. Support by regular attendance the various activities sponsored by the SGA.
- I. Be familiar with and follow the SGA Constitution and by-laws.
- J. Actively maintain a record of SGA council promotions to be passed on to next year's officer.

Section 8. Executive Secretary

- A. Serve as a member of the SGA Executive Cabinet.
- B. Serve as a voting member of SGA Full Cabinet.
- C. Attend and take minutes at all scheduled SGA meetings with the exception of Council meetings.
- D. Keep record of attendance at meetings.
- E. Preserve documents of the organization, such as the constitution, petitions, minutes, etc. Work in conjunction with the archives of the MVNU Library.
- F. Keep careful and authentic records for the organization.
- G. Send minutes of every SGA meeting to all SGA members and SGA advisors. The secretary shall keep the minutes for use in the office. At the end of the school year, the secretary should send an electronic version of the past year's minutes to the archives of the MVNU Library.
- H. Provide for the general correspondence for SGA (not specific correspondence such as concerts, weekend events, etc.).
- I. Serve as a member of the Food Services Committee.
- J. Post office hours for all Executive Cabinet Officers.
- K. Serve as co-chair of the Election Board.

- L. Support by regular attendance the various activities sponsored by the SGA.
- M. Be familiar with and follow the SGA Constitution and by-laws.
- N. Keep a notebook of all activity planning that shall be passed on to next year's officer.
- O. Be in the office a minimum of 5 hours per week, 3 of which must be posted.

Section 10. Campus Events Chairperson

- A. Serve as a voting member of SGA.
- B. Serve as a member of the Social Life Council and SonFest Committee.
- C. Serve as the Chair of the Campus Events Council.
- D. Work with the Vice President of Social Life in planning and coordinating campus-wide activities and concerts.
- E. Work in conjunction with the Director of Special Events (Staff personnel) in selecting groups, managing ticket sales, scheduling concerts, and planning SonFest.
- F. Be responsible for coordinating events that complement the major events directed by the Vice President of Social Life.
- G. Maintain a calendar of all activities held in the Prince Student Union (PSU).
- H. Meet with the Vice President of Social Life weekly to discuss upcoming events.
- I. Support by regular attendance the various activities sponsored by the SGA.
- J. Be familiar with and follow the SGA Constitution and by-laws.
- K. Keep a notebook of all activity planning that shall be passed on to next year's officer.

Section 9. Intramural Chairperson

- A. Serve as a voting member of SGA.
- B. Serve as a member of the Committee on Intramural Athletics and the Athletic Committee.
- C. Serve as member of the Intramural Athletic Council and the Social Life Council.
- D. Coordinate all intramural sporting events according to the procedures adopted by the Committee on Intramural Athletics in conjunction with the Intramural Coordinator.
- E. Work in conjunction with the Intramural Coordinator to provide supervision for all intramural events.
- F. Schedule officials for all events for which an official is needed.
- G. Act as a substitute during emergency situations such as scorekeeping, refereeing, etc.
- H. Accept responsibility for any athletic event sponsored by SGA unless otherwise informed.
- I. Support by regular attendance the various activities sponsored by the SGA.
- J. Be familiar with and follow the SGA Constitution and by-laws.
- K. Keep a notebook of all activity planning that shall be passed on to next year's officer.

Section 12. Multicultural Representative

- A. Serve as a voting member of SGA.
- B. Serve as the Chairperson of the Multicultural Council.
- C. Serve as a liaison with College Administration to represent needs of culturally diverse students.

- D. Develop rapport with Faculty, Staff and students to insure that the voice of culturally diverse students is heard.
- E. Meet regularly with the Director of Multicultural Affairs for the University.
- F. Coordinate and plan the Festival Latino.
- G. Support and assist the Director of Multicultural Affairs with recruitment projects.
- H. Coordinate and direct all activities held on campus exclusively for culturally diverse students.
- I. Serve as member of the Multicultural Committee under the supervision of the Director of Multicultural Affairs.
- J. Develop innovative ways to encourage culturally diverse students to be involved with campus activities.
- K. Serve as a resource guide for cultural organizations and clubs.
- L. Support by regular attendance the various activities sponsored by the SGA.
- M. Be familiar with and follow the SGA Constitution and by-laws.
- N. Keep a notebook of all activity planning that shall be passed on to next year's officer.

Section 12. Commuter Representative

- A. Serve as voting member of SGA.
- B. Serve as the Chairperson of the Commuter Student Council.
- C. Serve as a liaison with the college administration to represent needs of commuter students.
- D. Develop rapport with faculty, staff, students, and community members to insure that commuter students' needs are met.
- E. Coordinate and direct all commuter-specific events.
- F. Develop ways to encourage commuter student involvement within the campus community.
- G. Serve as a resource for commuter students.
- H. Support SGA with regular attendance at meetings and events.
- I. Be familiar with the SGA constitution and by-laws.
- J. Keep a notebook of all activities planned that shall be passed on to the next year's officer.

Section 13. Class Presidents

See Article V. Class Councils.

Article V. Class Councils

Section 1. Responsibilities

- A. To oversee, direct and operate all of the functions of the class.
- B. To meet twice a month to discuss current issues and plan activities for their class.
- C. To abide by the same attendance policies as the rest of SGA (See Article III, Section 1)
- D. To prepare the required activities, for each class, mentioned in the class president's duties.
- E. Provide a voice for its constituency on SGA.

- F. Keep a journal of the minutes, financial ledger, and the year's activities. This is to be passed onto the next year's council and the SGA Executive Secretary (to be filed in the SGA archives).
- G. Plan and execute at least one spiritual and one social activity per semester for their respective class.

Section 2. Positions

Each Class Council will consist of a Class President, Vice President, Secretary, Treasurer, Class Events Director, Class Publicity Director, and Class Ministries Director.

Section 3. Class President

- A. Serve as a member of the Social Life Committee and report plans, activities and decisions to the Vice President of Social Life.
- B. All Class Presidents serve as members of Food Services Committee.
- C. Serve as chairperson of the respective Class Council.
- D. Oversee all class activities in coordination with the Class Events Director.
- E. Be responsible for one campus wide activity per month, two campus wide weekend activities per semester, and one class activity per semester.
- F. Make appointments on the council in the event of vacancy, with the approval of the SGA Executive Cabinet.
- G. Authorize class transactions along with the Treasurer and Class Advisor.
- H. Report monthly to the SGA Council on the progress of their Class Council.
- I. Attend SLC in the fall with the rest of the SGA Council.

Section 4. Vice President

- A. Attend all meetings as scheduled unless excused by the President.
- B. Be responsible for conducting meetings and/or attending SGA meetings in the absence of the President.
- C. Accept and carry out responsibilities as assigned by the Class Council.
- D. Serve as a member of the Campus Events Council.
- E. Serve as a member of the Food Services Committee.

Section 5. Class Secretary

- A. Attend all meetings as scheduled unless excused by the President.
- B. Keep records and minutes of all meetings, to be distributed as requested by the President, to all members of the council.
- C. Send all meeting minutes to the Executive Secretary.
- D. Accept and carry out responsibilities as assigned by the Class Council.
- E. Serve as a member of SGA Election Board

Section 6. Class Treasurer

- A. Attend all meetings as scheduled unless excused by the President.
- B. Keep accounting records of class budget and submit regular reports of financial condition.

- C. Accept and carry out responsibilities as assigned by the Class Council.
- D. Serve as a member of the Finance Council.

Section 7. Class Events Director

- A. Attend all meetings as scheduled unless excused by the President.
- B. Work in conjunction with the Class Publicity Director.
- C. Accept and carry out responsibilities as assigned by the Class Council.
- D. Serve as a voice for the class he/she is representing.
- E. Serve as a member of Campus Events Council.

Section 8. Class Publicity Director

- A. Attend all meetings as scheduled unless excused by the President.
- B. Promote and publicize all events sponsored by the class.
- C. Accept and carry out responsibilities as assigned by the Class Council.
- D. Serve as a member of the Publicity Council.

Section 9. Class Ministries Director

- A. Attend all meetings as scheduled unless excused by the President.
- B. Plan and direct the ministry activities of the class.
- C. Serve as chaplain to the respective Class Council.
- D. Work in conjunction with the Class Council and SGA Vice President of Christian Life to plan class chapels, class retreat, and service projects.
- E. Serve as a member of the Christian Life Council.
- F. Accept and carry out responsibilities as assigned by the Class Council.

Article VI. Election Procedures

Section 1. Election Board

A. Purpose

The Election Board shall be responsible for implementing and conducting all SGA sponsored elections.

B. Membership

1. The Election Board shall be composed of the Vice President of Academic Life, the Executive Secretary, and each class secretary.
2. The Election Board shall serve for the entire academic year.
3. Any member of the Election Board being considered for office in an SGA sponsored election shall be declared an inactive member of the Board for the duration of the election. The Election Board co-chairpersons shall select a temporary member for the time of the election only.

C. Co-Chairpersons

The Election Board shall have co-chairpersons: the SGA Vice President of Academic Life and the SGA Executive Secretary.

D. Duties of the Election Board

1. The Election Board shall abide by the rules set forth in the SGA Constitution and by-laws regarding elections. Any changes in these procedures must have the prior approval of the Executive Cabinet of SGA.
2. The Election Board shall supervise all SGA sponsored elections.
3. The Election Board shall meet on an as needed basis.
4. Publicize all elections and application periods.

E. Duties of the Election Board Co-Chairpersons

It shall be the duties of the Election Board co-chairpersons to:

1. Schedule all elections with the approval of the SGA President.
2. Call and preside at Election Board meetings.
3. Follow all guidelines, procedures, and rules given in the SGA Constitution and by-laws, and any additional guidelines established by SGA.
4. Review and approve all speeches submitted to be made at the SGA Election Convocation.
5. Supervise the balloting, counting, and posting of election results.
6. Confirm the qualifications of the candidates academically with the Registrar, and socially with the Student Development Offices.
7. Present to the candidates any additional guidelines established by the Election Board and SGA that are in harmony with the SGA Constitution and by-laws.
8. Prepare the official ballots necessary.
9. Reserve all equipment needed for elections.
10. File a written copy of the results with SGA to be recorded in the SGA minutes.
11. Forward a compiled copy of all minutes and activities to the SGA Executive Secretary at the close of the academic year to be maintained in the SGA files.

Section 2. Election Code

- A. In order to provide a procedure of election, to protect the rights of voters and candidates, the following election code is established. The election code shall apply to all elections sponsored by SGA.
- B. All SGA sponsored elections shall be publicly held at such a time as may be designated by SGA and shall be supervised by the Election Board.
- C. An official ballot shall be prepared by the Election Board co-chairpersons by the following stipulations:
 1. Candidacy for all positions shall be open for self-nomination.
 2. The names of candidates of each office shall appear on the ballot in alphabetical order.
 3. The name of a student can only appear once on a given ballot.
- D. The election shall be held on the designated days established by the Election Board co-chairpersons.
- E. A student is eligible to vote in the election if his/her name appears on the current student computer master list obtained from the registrar of the University.

- F. Upon closing of the election, the co-chairpersons shall canvass the valid balloting and declare the results.
- G. If there are more than two candidates for any office, a primary election shall be held to reduce the number of candidates to two.
- H. A candidate receiving a simple majority of the votes cast by the Student Body shall be elected.
- I. In the event of a tie:
 - 1. Notification shall be given to the Student Body and balloting shall continue an additional 24 hours with the election times set by SGA.
 - 2. If after the additional 24 hours there is still a tie, a run-off election shall be held within 10 days following that election.
- J. SGA shall have the power to make such additional regulations for the holding of the elections as it may deem necessary and in proper harmony with the SGA Constitution and by-laws.

Section 3. Qualifications

- A. Each candidate must be supportive of the mission, purposes and lifestyle guidelines of the University.
- B. Each candidate must be a full-time student.
- C. Attendance Requirements
 - 1. Candidates running for an Executive Cabinet Position must have had three semesters previous attendance at MVNU completed, excluding J-Term.
 - 2. Campus Events Chairperson, Intramural Chairperson, Multicultural Representative, Commuter Representative, Class Presidents and Class Councils are only required to have had one semester previous attendance at MVNU completed, excluding J-Term
- D. Each SGA candidate, excluding Class President and Class Council positions, must submit a resume by their given deadline set by the Election Board.
- E. Each SGA and Class Council candidate must have at least a cumulative 2.3 GPA on a 4.0 scale, which must be maintained during their tenure.
- F. Each Executive Cabinet position candidate must have at least a cumulative 2.5 GPA on the 4.0 scale, which must be maintained during their tenure.
- G. The Vice President of Academic Life must have a cumulative GPA of no less than 3.3 on the 4.0 scale, which must be maintained during their tenure.
- H. Members of the SGA Executive Cabinet must live on campus during their term of office.

Section 4. SGA Election Times

- A. The election for officers shall be conducted during the spring semester and must be completed by the end of March before the Nazarene Student Leadership Conference (NSLC).
- B. It shall include the election of Student Body President, Vice President of Community Life, Vice President of Christian Life, Vice President of Academic Life, and Vice President of Social Life.

- C. There shall be a second election within three weeks after the first election. This will elect all Sophomore, Junior, and Senior Class Council members.
- D. Freshman Class officers shall be elected immediately following mid-term break of the fall semester.
- E. All elections require a seven day advance notice.

Section 5. Appointed Positions

- A. Nominees for the Vice President of Finance, Executive Secretary, Vice President of Marketing, Campus Events Chair person, Multicultural Representative, and Commuter Representative shall be selected by the retiring and incoming members of the SGA Executive Cabinet at a joint meeting before the end of March and NSLC. Two-thirds of this group must be present in order for the interview and appointment to be valid.
- B. Nominees for the Intramural Chairperson shall be selected by the retiring and incoming Vice President of Social Life, the retiring and incoming Student Body President, and the retiring Intramural Chairperson, in addition to the Intramural Director being in attendance for the interview.

Section 6. Pre-Election Meeting

- A. All candidates for office shall attend an informational meeting organized by the Election Board to discuss election procedures.
- B. Advance notice of the meeting shall be publicized by email to all candidates by the Executive Secretary.
- C. Any candidate absent from this meeting shall be removed from the ballot unless just cause of the absence is presented to the Executive Secretary prior to the meeting time.

Section 7. Balloting

- A. The time and duration of the election shall be publicized at least one week prior to the time of balloting.
- B. The duration of balloting shall run two days with the hours of balloting set by SGA.

Section 8. Election Results

- A. The Current President of SGA and co-chairpersons will read the automatically tabulated Election results and inform the candidates.
- B. Any person whose name appears on the ballot may not be present during tabulation of votes.
- C. The Current President of SGA shall declare the results of all elections to the Student Body, which makes them final. If SGA subsequently decides that there has been a direct violation of this Constitution in the election procedures, the results may be revoked and a new ballot will be issued.

Section 9. Vacancy

- A. If a vacancy occurs in an SGA position during the first semester and J-term of a regular school year, it shall be filled at the earliest possible date by a special election of the Student Body in compliance with election qualifications (Article VI, Section 3).
- B. If there are no applicants to fill the vacancy, then it shall be filled by an appointment of the SGA.
- C. If a vacancy occurs during the second semester, the office shall be filled by appointment of the SGA.

Article VII. Campus Organizations

Section 1. Student Organizations

Every student group to be recognized as an official student organization of the Student Body of Mount Vernon Nazarene University shall be chartered by the SGA.

Section 2. Applications

Applications for charters shall contain pertinent information about the organization's officers and functions. These applications shall be reviewed and accepted or rejected by the entire voting membership of the SGA.

Section 3. Charter Criteria

Charters shall be issued after consideration of the following criteria:

- A. The organization must have a constitution.
- B. The organization shall have a minimum of any combination of at least three meetings or organized activities before applying for a charter.
- C. The organization must have a minimum of one Faculty or Staff advisor and elected officers for the organization.

Section 4. Funds

All chartered clubs are eligible to apply for funds distributed by the SGA.

Club/organization funds shall be received and accounted for by the respective treasurer in conjunction with the Vice President of Finance and the University Accounting Office.

Section 5. Accountability for Clubs

- A. Club Communication with VP of Community Life and VP of Academic Life
 - 1. Club Presidents are responsible to attend all meetings, called at least two weeks ahead, by the VP of Community Life. If the president cannot attend, a representative from the club council can fill that place.
 - 2. Club Presidents (or council representatives) must turn in accountability reports once per semester by the deadline assigned by the VP of Community Life or VP of Academic Life according to their assignment.
 - 3. Club Presidents (or council representative) must turn in fund petitioning forms once per semester by the deadline assigned by the VP of Community Life or VP of Community Life according to their assignment.

- B. Club Activity

1. Clubs must meet a minimum of three times per semester.
2. Clubs must have a minimum of one fundraiser per semester.

C. Club Funding

1. Clubs must meet with the VP of Community Life to petition for funding for a specific event/need. This meeting must take place at least a week before the funds are needed.
2. The VP of Community Life will present the petitions to the President and VP of Finance in order to approve/disapprove the request.

Section 6. Disciplinary Action for Clubs/Organizations

- A. Failure to abide by guidelines set forth by the constitution and SGA will result in disciplinary action take by the SGA Executive Cabinet. Disciplinary action may result in probation, suspension, or termination of a charter. The charter, constitution, and any other information of the suspended club/organization will be placed in an inactive club/organization file in the SGA office. The club/organization may be reactivated if it receives a favorable vote from the Executive Cabinet and approval from the office of Student Development. A terminated charter may be founded again by following the guidelines for the establishment of a club/organization on campus.
- B. Consequences of failing to Comply with Guidelines
 1. Violation of one guideline over the course of a school year results in a meeting for a warning from the VP of Community Life.
 2. Violation of two guidelines over the course of a school year results in a \$20 reduction from the club account
 3. Violation of three or more guidelines over the course of a school year results in suspension of that clubs' funds for the next semester

Section 7. Proviso for Community Service and Ministry Opportunities (CoSMO)

- A. CoSMO groups shall be exempt from the stipulations set forth in Article VII, Sections 1-6.
- B. SGA shall grant charters to CoSMO groups according to the "SGA-CoSMO Working Document".
- C. CoSMO shall be governed in accordance with the "SGA-CoSMO Working Document".
- D. A copy of the "SGA-CoSMO Working Document" and any revisions thereof shall be placed in the SGA archives and in the MVNU Library archives and shall be available upon request.
- E. Amendments of the "SGA-CoSMO Working Document" shall be made according to the processes outlined therein.

Article VIII. Jurisdiction and Power

Section 1. Functions and Powers of the SGA.

The SGA shall:

- A. Have general oversight of all activities and elections of various clubs/organizations.

- B. Establish and adopt by majority vote each year by the SGA, its own rules of written procedure within the framework of the Constitution.
- C. Have the power to make any other regulations necessary for the execution of this Constitution.
- D. Reconsider any decision upon provision for and validation of petition documents (responsibility of the SGA Executive Secretary) of fifteen percent of the Student Body.

Section 2. Checks and Balances

- A. All SGA decisions shall be made within the boundaries of the Student Government Constitution as well as the University's Rules and Standards. The office of Student Development is the first to insure this requirement. If a conflict of interpretation exists, it will be appealed to the Campus Life Council for a final decision.
- B. If any Executive Cabinet decision, which has been made, does not meet the approval of other SGA members, a petition bearing the signatures of four members of SGA will table the issue until a meeting can be scheduled for further discussion. The issue then will be resolved with a vote of the entire SGA membership, with a two-thirds majority needed to pass.

Section 3. Removal from Office

- A. A proposal for the removal of any SGA member may originate with a petition:
 - 1. By a student from the group the SGA member in question it represents. The petition must bear reasons for removal and the names of ten percent of the students whom that Student Government member is presently representing; or
 - 2. By a Student Government member with a petition bearing reasons for removal and signed by at least five other Student Government members.
- B. The petition must then be presented to the Student Government members in question no less than one week prior to the formal submission of the petition at any SGA meeting in which all SGA members are involved.
- C. The petition must be read at an SGA meeting in which all SGA members are involved and the Student Government members in question shall be given an opportunity to defend himself/herself.

Section 4. Special Exceptions for Removal

- A. In the event that any SGA member is placed on full social probation or falls below the required GPA for his/her position in accordance with the provisions of Article V, Section 3. Qualifications, the Office of Student Development shall decide if dismissal is necessary and will notify the SGA President of any action.
- B. If a member of SGA fails to fulfill the obligations and duties of his/her position as stated in Article IV, Duties, the issue will be taken up by the Executive Cabinet of SGA who will make a ruling for either the dismissal or continuation of the member in his/her position.

- C. These removal decisions can be appealed to the entire SGA membership for further discussion and a vote. A two-thirds majority is necessary to override the Executive Cabinet's decision.

Article IX. Amendments

Section 1. Constitution

This Constitution shall become effective when approved by the SGA and ratified by a two-thirds majority of those voting in an announced election for the Student Body.

Section 2. Amending the Constitution

- A. Amendments may be proposed by a two-thirds vote of the SGA or a petition bearing the names of fifteen percent of the Student Body.
- B. The proposed amendment and time of voting shall be read and posted in a central on-campus place no later than one week prior to voting.
- C. Ratification of an amendment shall require a two-thirds vote of those voting in a campus-wide election-

BYLAWS

Article I. Limitations on Officers

Section 1. Classification of Officers

- A. "A" Officers: Any student holding an "A" office shall not be eligible to hold no more than one other "B" and no more than two "C" offices concurrently. "A" Officers include:
 - 1. President
 - 2. Vice President of Community Life
 - 3. Vice President of Christian Life
 - 4. Vice President of Academic Life
 - 5. Vice President of Social Life
 - 6. Vice President of Finance
 - 7. Vice President of Marketing
 - 8. Secretary
 - 9. Campus Events Chairperson
 - 10. Intramural Chairperson
 - 11. Multi-Cultural Representative
 - 12. Commuter Representative
 - 13. Class Presidents (Freshmen, Sophomore, Junior and Senior)
- B. "B" Officers: Any student holding a "B" office shall not be eligible to hold more than one "B" office and no more than two "C" offices concurrently. "B" Officers include:
 - 1. Presidents of all clubs and organizations
 - 2. All subordinate officers of the class councils
- C. "C" Officers: "C" Officers include:
 - 1. All subordinate club and organization officers

Section 2. Review

This article shall be reviewed by the Vice President of Community Life and the SGA President and shall be enforced by the SGA Executive Cabinet.

Article II. Amendments

Section 1. Ratification

These Bylaws shall become effective when ratified by a two-thirds majority vote of SGA.

Section 2. Amendment

These Bylaws may be amended by a two-thirds majority vote of the SGA.

This document was written and recommended by the 2008-2009 Student Government Association and affirmed by a vote of the Student Body of Mount Vernon Nazarene University.

Ratified Spring 2009