

STUDENT GOVERNMENT ASSOCIATION CHARTER

- I. The administration of Flagler College hereby authorizes the establishment of a Student Government Association to assume the privilege of initiation, planning, and management of appropriate aspects of College functions as outlined in this charter and the Constitution of the S.G.A.
- II. It is expressly provided that the granting of these responsibilities is not absolute; ultimate authority is retained by the President of Flagler College or his designated representative, who may exercise a veto or modify acts of the Association.
- III. This Charter hereby vests the following areas of responsibility in the S.G.A.:
 - A. Coordination of student activities under the direction of the Dean of Students.
 - B. Recommendation of rules and regulations pertaining to College life.
 - C. Coordination with the faculty and administrators to revise and improve College programs and policies.
 - D. Preservation of the reputation of Flagler College.
 - E. Responsibility in other areas specifically delegated by the President of Flagler College.
- IV. The administration of the College is pledged to support the S.G.A. to the full extent of its power. The members of the S.G.A. are pledged to cooperate with the administration, College faculty, and staff members in maintaining high standards of scholarship and conduct.
- V. The powers granted the S.G.A. shall be further defined in the Constitution of the S.G.A.. The administration reserves the right to change or amend any of the articles of the S.G.A. Constitution or By-Laws, in which case the President of the S.G.A. shall be notified by the Dean of Students or the President of Flagler College.
- VI. It shall be within the power of the Administration to withdraw the powers granted in this charter, or of the S.G.A. to formally relinquish the powers delegated by a two-thirds (2/3) vote of a quorum of its membership. In either case, formal notice shall be given.

**CONSTITUTION
of the
STUDENT GOVERNMENT ASSOCIATION
of
FLAGLER COLLEGE**

We, the students of Flagler College, in an effort to promote high standards of conduct; to maintain a desirable atmosphere for intellectual growth and for social activity; to stimulate cooperation and understanding among students, faculty and administration; and to set forth the general principles, practices and policies that shall govern the student body, do establish this constitution and By-Laws of Flagler College.

Article I. NAME

The name of the organization shall be the Student Government Association of Flagler College, herein referred to as the S.G.A..

Article II. PURPOSE

The purpose and objective of this organization are stated in the Preamble to this Constitution and By-Laws.

Article III. MEMBERSHIP

Section A.

Any person enrolled as a full-time student at Flagler College is a member of the Student Government Association and is eligible to participate in its activities, to attend its meetings and to serve on its committees.

Section B.

Voting members of the S.G.A. shall be comprised of elected officers and appointed representatives. **The leadership team comprises of the Executive Board and the Committee Chairpersons. The General Assembly is defined as persons possessing voting rights but do not hold any official leadership positions within S.G.A. (April 2013)**

Section C.

The S.G.A. Representatives shall consist of no more than five (5) percent of the total number of full-time students.

Article IV. OFFICERS AND REPRESENTATIVES

Section A.

The S.G.A. elected officers shall be: President, Vice President and Secretary and Treasurer. (Social Chairperson, and Publicity Chairperson delete December '03, Treasurer added)

Section B.

All officers and representatives shall be enrolled as full-time students at Flagler College, shall maintain a cumulative grade point average of 2.0 or better and shall obtain administrative approval prior to election/appointment to the S.G.A. Representatives shall be chosen at the beginning of fall semester and shall serve one academic year. The minimum grade point average shall be waived for freshmen and transfer students until the end of their first semester at Flagler College, at which time they shall satisfy the prescribed requirements.

Section C.

The President and Vice President must be a Junior or Senior during his or her term in office and shall have maintained voting membership in the S.G.A. during the entire year. If the President leaves office for any reason, the Vice President will assume the Presidency with the approval of the Dean of Students. The treasurer and secretary must have maintained voting membership in Flagler College S.G.A. during the entire previous academic year. . (Social Chairperson, and Publicity Chairperson delete December '03, Treasurer added)

Section D.

The Administration of Flagler College retains the authority to remove a student from the S.G.A. voting members' roster.

Article V. COMMITTEES, BOARDS AND COUNCILS

Section A.

The S.G.A. shall maintain the following standing boards and councils: The Executive Board which consists of the elected officers, the Leadership Team consisting of committee Chairs and Co-Chairs. (December '03) (March '06)

Section B.

The S.G.A. shall maintain in house committees as deemed necessary by the President: Social/Event Committee, to plan, organize, and oversee S.G.A.-sponsored events; Publicity Committee, to publicize all S.G.A.-sponsored events; **Campus** Concerns Committee report on students' concerns; Community Service Committee to work with local charities and organizations; Academic Committee, to work with major-specific student concerns and facilitate communication between the Registrar, Faculty, Advisors, students, and administration; Food Service Committee, to work with Aramark to express students dietary wants and needs; Hospitality Committee, to send invitations and good wishes to the faculty, administration, and S.G.A. representatives; Historical Committee, to preserve S.G.A. history by creating photo albums scrap books, and displays; Proposal Committee, to draft and present proposals and amendments to the S.G.A. and administration; and Constitution Revision Committee, an ad hoc committee commissioned as necessary by the President. Each committee will have a chairperson, With some committees having a second chairperson and the President will appoint an Executive Board member to oversee each committee. (August'97) (March 2006)

Article VI. AMENDMENTS TO THE CONSTITUTION

Section A.

Amendments and revisions to the Constitution and the By-Laws may be enacted during the academic year by any member of the S.G.A. at official meetings with the approval of two-thirds (2/3) of the S.G.A. voting membership.

Section B.

Proposed amendments shall be presented in writing and distributed to all voting members of the S.G.A. one week prior to voting.

Section C.

Each proposed amendment shall be read to the S.G.A. voting membership before voting can be initiated; each proposed amendment shall be voted on separately.

Section D.

Final Adoption of the new proposal is subject to approval by two-thirds (2/3) of the S.G.A. voting membership and by the Flagler College Administrative Council.

Section E.

Amendments to this Constitution and By-Laws shall be incorporated into the actual document and go into effect immediately following approval.

BY-LAWS OF THE S.G.A.

I. Nomination of Officers

A. Nominations shall be submitted to the Dean of Students **three calendar weeks** prior to the election date. **(April 2013)**

B. The nominations shall consist of an application and petition for candidacy, to include a statement that the candidate shall be a full-time student of Flagler College for the entire academic year following the election; the petition shall include fifty(50) signatures of full-time Flagler College students, a letter of recommendation from two instructors, and the approval of his or her academic advisors.

C. Any candidate who submits a completed application with the prescribed petition of candidacy, letters of recommendation and satisfies the requirements stated in Article IV of the Constitution shall be eligible to seek office.

D. In case of special circumstances regarding candidate eligibility, the prospective candidate can make a request to the SGA advisor to authorize exceptions concerning eligibility requirements. This request must be made in writing prior to the due date of the applications. (November '02)

II. Elections of Officers: (December'03)

A. The President of the S.G.A. shall appoint the election board with the approval of the Dean of Students.

B. The Election Board shall be comprised of five (5) voting members to include officers and representatives not seeking an elected office.

C. The Election Board shall prescribe all campaign rules.

D. The Election Board shall be responsible for notifying all candidates of campaign rules.

E. Only full-time students who have attended Flagler College during the semester of the election shall be eligible to vote in the election of officers.

F. S.G.A. officers shall be elected no less than two (2) calendar weeks prior to the close of the academic year on a date to be determined by the chairperson of the election board, S.G.A. advisor, and Dean of Students.

G. Election shall be by majority vote (50%+1) of the ballots cast for each office. If one candidate fails to secure a majority vote, a run-off shall be conducted on a date to be determined by the Election Board with approval of the Dean of Students. The run off election is between the two (2) nominees receiving the largest number of votes in the election. The run-off election shall be decided by a majority vote(50%+1). If the number of candidates in a run-off election exceeds two (2), said election shall be decided by a plurality vote.

H. Write in candidates have not fulfilled the election requirements, therefore, they are not eligible to hold elected positions.

- I. The S.G.A. Advisor or an administrative representative shall be present at the voting station and shall monitor balloting throughout the entire election.
- J. The Election Board, the S.G.A. Advisor, and the Dean of Students shall tally the votes.
- K. The outcome of an election may be appealed to the S.G.A. Election Board within twenty-four (24) hours of the election. If the election is ruled invalid by the Board, a new election shall be held with the approval of the Dean of Students. If the election is ruled valid by the board, an appeal may be submitted to the Dean of Students.
- L. The outgoing officers shall turn over their duties to the new officers at a meeting of both the outgoing and incoming executive boards to be held at the discretion of the outgoing president.

III. Nominations of Committee Chairs

- A. Nominations shall be submitted to the Dean of Students or designated individual one calendar week prior to the election date.
- B. The nominations shall consist of an application and petition for candidacy, to include a statement that the candidate shall be a full-time student of Flagler College for the entire academic year following the election; the petition shall include fifteen (15) signatures for voting representative, a letter of recommendation from one instructor and the approval of his or her academic advisors.
- C. Any candidate who submits a completed application with the prescribed petition of candidacy. Letter of recommendation and satisfies the requirements stated in Article IV Section B of the Constitution shall be eligible to seek office.

IV. Election of Committee Chairs

- A. The Election Board shall prescribe all campaign rules.
- B. The Election Board shall be responsible for notifying all candidates of campaign rules.
- C. Only SGA Voting Representatives who have maintained voting membership during the semester of the election shall be eligible to vote in the election.
- D. SGA Committee Chairs will be elected one week after the SGA Officers election.
- E. Election shall be by majority vote (50%+1) of the ballots cast for each position. If one candidate fails to secure a majority vote, a run-off shall be conducted on a date to be determined by the Election Board with approval of the Dean of Students. The run off election is between the two (2) nominees receiving the largest number of votes in the election. The run-off election shall be decided by a majority vote (50%+1). If the number of candidates in a run-off election exceeds two (2), said election shall be decided by a plurality vote.
- F. Write in candidates have not fulfilled the election requirements, therefore, they are not eligible to hold elected positions.
- G. The S.G.A. Advisor or an administrative representative shall be present at the voting station and shall monitor balloting throughout the entire election.
- H. The Election Board, the S.G.A. Advisor, and the Dean of Students shall tally the votes.
- I. Appeal of the election shall follow Article II Section K of the By-Laws.

V. Appointment of Co-chairs

A. After S.G. A. Officers and Committee Chairs elections have occurred, the process of appointing co-chairs will begin.

B. Any full time student is eligible to apply for co-chair position.

C. The Executive Board and the respective Committee Chair shall conduct an interview and will appoint persons based on the interview.

(December '03)

VI. Duties of the Executive Board

A. To carry out the Charter, Articles of the Constitution and By-Laws of the S.G.A.

B. To fulfill the purpose and objectives of the S.G.A.

C. To carry out the business of the S.G.A. during the interim of the final S.G.A. meeting of the academic year and resumption of regular meetings the following year.

D. To make recommendations concerning the chartering of new clubs and organizations to the Dean of Students and the S.G.A. Advisor.

E. To maintain current and permanent records on all matters pertaining to the respective offices; to pass the records to the elected successors; and to inform the successors of duties and responsibilities of the offices.

F. To review financial reports submitted by the **Treasurer** of the S.G.A. (**March '06**)

G. To work with the Dean of Students, The S.G.A. Advisor and the President of the S.G.A. in any capacity requested to help further the mission of the College.

H. To attend all regular and Executive Board meetings of the S.G.A.. The Executive Board meeting will take place once a week unless deemed unnecessary by the President.

I. To attend all S.G.A. activities unless excused by the President.

VII. Duties of the President

A. To serve as Chairperson of the Executive Board.

B. To serve as a liaison between the Administration of Flagler College and the student body.

C. To preside at all S.G.A. meetings.

D. To appoint standing committees and other committees with consultation of the Executive Board to accomplish the purpose and objectives of the S.G.A..

E. To serve on College committees at the request of the President of the College or the Dean of Students.

F. To ensure the coordination of all S.G.A. activities with the Dean of Students and the Office of Student Services.

VIII. Duties of the Vice President

- A. To perform the duties of the President of the S.G.A. in his/her absence.
- B. To serve as an administrative assistant to the S.G.A. President.
- C. To administer all financial matters in coordination with the Executive board.

IX. Duties of the Treasurer

- A. To maintain accurate financial records for the organization.
- B. To prepare bi-weekly budget reports.
- C. To sign off on all requisitions and coordinate with the Business Office on all financial matters. (March '06)

X. Duties of the Secretary

- A. To prepare and maintain permanent records of business conducted at all S.G.A. and Executive Board meetings.
- B. To distribute and post S.G.A. minutes.
- C. To maintain the attendance of all S.G.A. meetings and to advise the Executive Board of a voting member who has excessive absences.
- D. To obtain at the end of each semester the names of S.G.A. voting members whose G.P.A. has fallen below the required 2.0 and to notify the S.G.A. President accordingly.
- E. To maintain all S.G.A. files and permanent records.

XI. Impeachment of Officers

- A. Impeachment procedures may be initiated by any member of the S.G.A. and shall be confirmed by a petition signed by a two-thirds (2/3) vote of the S.G.A. membership. Possible reasons impeachment proceedings may be initiated:
 - a) Not performing duties
 - b) Excessive absences
 - c) Jeopardizing the reputation of the S.G.A.
- B. Rules for impeachment of officers:
 - 1. After the completion of the petition, the officer in question shall be notified and the impeachment proceedings will take place seven (7) days after notification.
 - 2. Notification will include a statement of charges.
 - a. A statement of the date, time, place and nature of the hearing.
 - b. A Statement of the nature of the judicial body and jurisdiction under which the hearing will be held.
 - 3. The President of S.G.A. shall preside over impeachment proceedings except in his/her own case. The Dean of Students or a designated representative shall preside over impeachment proceedings of the President.

4. The judiciary hearing shall be closed to all but the voting members and the S.G.A. Advisor. The content of all hearings are confidential; any voting member revealing hearing information will be expelled from the S.G.A.
5. The presiding officer shall present charges and evidence.
6. It is the right of the officer in question to present evidence on his/her own behalf with testimony relevant to the case.
7. The officer charged will be dismissed after all evidence has been presented.
8. A motion shall be raised and seconded from the floor for a recommendation of impeachment.
9. Voting shall be cast by secret ballot.

C. The impeachment of a S.G.A. Officer shall be recommended by a two-thirds (2/3) vote of S.G.A. voting membership. The recommendation to impeach shall be forwarded to the Dean of Students. In the event that the Dean of Students is presiding over the impeachment proceedings, the recommendation shall be forwarded to the Vice President for Academic Affairs.

D. Approval of the recommendation for impeachment shall result in the immediate removal of the officer.

XII. Vacancies in the S.G.A.

A. Any officer or representative whose cumulative grade point average falls below 2.0 at the end of a semester, shall automatically be removed by the President of the S.G.A.; in the case of the President, the Dean of Students shall remove the officer.

B. Any officer or representative shall resign through a formal written and verbal (August'97) notification to the S.G.A. Executive Board and to notify representatives and advisor (August'97).

C. Any vacancy in the S.G.A. Executive Board, except for the President, shall be filled by a special election of the S.G.A. within two (2) weeks of the vacancy. Those seeking the vacant office must fulfill the requirements specified in Article IV of the Constitution and have been a voting representative for the previous two semesters. All stipulations stated in Article II (General Election Procedures) of the Bylaws, except Clause I under Section D, shall be followed (August'97).

D. In the event of a vacancy of a committee chair position, the Co-chair will assume the position. If the Co-chair does not want the position, the position shall be filled by a special election of the S.G.A. within two (2) weeks of the vacancy. Those seeking the vacant office must have been a voting representative for the current semester. All stipulations stated in Article IV Sections C, F, H, I and J must be followed. (December '03)

XIII. Appointment of Representatives

A. Representatives shall be appointed by the Executive Board within four (4) weeks of the beginning of each semester or at other times deemed necessary due to vacancies in the allotted number of representatives.

XIV. Duties of the Representatives

- A. To attend S.G.A. meetings regularly, as described in the BY-LAWS, Section XIV; C.
- B. To contribute to and assist in the formation of policies and procedures of the S.G.A.
- C. To bring the concerns and questions of the Student Body to the attention of the S.G.A. voting membership.
- D. To inform the Student Body of activities of the S.G.A.
- E. To serve on committees as appointed by the President of the S.G.A.
- F. To carry out special tasks as assigned by the S.G.A. President or committee chairpersons.
- G. To attend S.G.A. events.
- H. Dismissal of Representatives
 - 1. Violation of attendance policy, including committee meetings and required events.
 - 2. Failing to complete community service hours.
 - 3. Having a G.P.A. falling below 2.0.
 - 4. Not performing duties.
 - 5. Jeopardizing the reputation of S.G.A.

XV. S.G.A. Advisor

- A. The S.G.A. Advisor shall be designated by the Dean of Students at the beginning of each academic year.
- B. The Advisor shall work with the Executive Board and Committee Chairpersons in planning, coordinating and implementing S.G.A. activities and projects.

XVI. Meetings

- A. Official meetings shall have a quorum consisting of at least two-thirds (2/3) of the elected officers and appointed representatives.
- B. The agenda for subsequent meetings shall be planned as the final order of the business at each meeting. Only items placed on the agenda shall be discussed at the S.G.A. meeting. Suspension of this rule may be granted by the President of S.G.A.
- C. Regular attendance is expected of all S.G.A. voting members. An elected officer or appointed representative shall be allowed a maximum of three (3) unexcused absences and no more than a total of five (5) absences during a semester. Excused absences shall be granted by the S.G.A. Executive Board. Excused absences must be presented in writing prior to regularly scheduled meeting.
- D. Participation is expected. The Executive Board and the committee Chairperson will evaluate each members performance prior to the end of each semester to determine their status.
- E. Faculty, Administration and staff at Flagler College are invited to attend all official meetings.

XVII. Club Grants

- A. The SGA, within its established budget will allocate funds for clubs. The purpose of this fund is to help foster more campus activities and club involvement. This fund will be determined at the beginning of the year, and will not exceed 20% of the total SGA budget.

- B. In order for a club to receive a club grant, they must adhere to the requirements set forth by the Executive Board. Once meeting the requirements, the club may present a proposal to the General Session on dates set by the Executive Board. The grant must be approved by a 2/3 majority of the General Session.

- C. A club cannot receive more than \$1,000.00 per approval.

- D. A club not in good standing with Director of Student Activities will be denied a club grant. (November '02)
(March '06)
(DELETE AMENDMENT XVII November '07)