

# **The Constitution of the Student Body of LeTourneau University**

## **PREAMBLE**

We, the students of LeTourneau University, in order to foster a spirit of cooperation among students, faculty, and administration; to provide for an effective means of communication; to seek to improve the campus; to coordinate, regulate, and execute student activities and ministries; to maintain high standards of personal conduct; to promote and encourage personal growth; and to develop good citizens with a Christ-centered perspective, do hereby establish this Constitution for the Student Body of LeTourneau University.

## **ARTICLE I**

### **The Executive Branch**

#### **Section A. Name and Definition**

1. All executive powers shall be vested in the Executive Officers.
2. The Executive Branch shall consist of a Student Body President (the President), a Student Body Vice President (the Vice President), and a Student Body Treasurer (the Treasurer).

#### **Section B. Purposes, Powers, and Responsibilities of the Executive Branch**

1. The Executive Branch shall be the means of communication between Senate and the faculty and administration.
2. The Executive Branch shall be responsible for the planning and coordination of Student Government's involvement in the Fall Student Leadership Retreat.
3. The Executive Branch shall be responsible for providing opportunities for legislative training for Senators during the Fall Student Leadership Retreat.
4. The Executive Branch shall be responsible for ensuring student activities and ministries occur by overseeing agencies established to coordinate and conduct them.
5. The Executive Branch shall take the necessary and proper steps to uphold and enforce the provisions set forth in this Constitution in accordance with the University's Administrative policies and procedures.
6. The Executive Branch shall work in cooperation with Senate.

#### **Section C. The Executive Officers**

1. Qualifications
  - a. Each Officer shall have completed at least three semesters at LeTourneau and be at least a second semester sophomore at the time of his election.
  - b. The Vice President shall either have been a member of Senate for at least two semesters or have been a member for one full semester and be in his second semester of Senate. This requirement may be waived for all candidates by a two-thirds vote of Senate.

- c. Each Officer shall be enrolled in at least nine credit hours at LeTourneau University throughout his term.
  - d. Each Officer shall maintain a lifestyle consistent with the University's Statement of Faith.
  - e. Each Officer shall be in good standing with the University as defined by the LeTourneau University Student Handbook and the LeTourneau University Catalog.
  - f. No Officer may serve as a Senator during his time in office.
2. The Executive Officers shall be elected each year by a plurality at the General Election.
  3. The electorate shall consist of all traditional LeTourneau students taking nine hours or more.
  4. The method of election shall be determined by the Constitutional Bylaws.
  - ~~5. The General Election shall occur during the Spring Semester and at least three weeks prior to the last day of classes.~~
  6. The Executive Officers shall serve a one year term beginning one week prior to the end of the Spring Semester classes.
  7. Each officer shall take the following oath of office in accordance with the Constitutional Bylaws:
 

I, \_\_\_\_\_, do solemnly affirm that I will uphold the Constitution of the Student Body of LeTourneau University, that I will support the mission of LeTourneau University as set forth by the LeTourneau University Student Handbook, that I will live in a Christ-like manner, and that I accept this obligation freely to serve God and my fellow students faithfully in the duties of the office of \_\_\_\_\_.

#### **Section D. Student Body President**

1. The President shall:
  - a. be the official spokesman when representing the Student Body;
  - b. be responsible for communication between Senate and the faculty and administration;
  - c. be responsible for communication between the Executive Branch and Senate;
  - d. be responsible for informing the Student Body of pertinent information and proceedings regarding the administration;
  - e. provide written authorization for all expenditures authorized by Senate;

- f. sign all bills and resolutions before they are submitted to the appropriate Administrative official for review;
  - g. have the power to veto all bills and resolutions except those changing standing rules or amending Senate Bylaws;
  - h. return vetoed legislation with the reasons for his veto within ten class days of receipt from the Secretary;
  - i. take legislation requiring Administrative approval to the appropriate Administrative official for review;
  - j. sign all official correspondence of the Student Body;
  - k. have the power to call and preside over meetings of the Executive Branch;
  - l. have the power to call special meetings of Senate with at least a 48 hour notice to the Senators;
  - m. have the power to remove the presidents of agencies in accordance with Article III, Section E and Article IV, Section E.
  - n. nominate a Vice President or a Treasurer who fulfills the qualifications for office, to be approved by a two-thirds vote of the entire Senate, should either of the positions become vacant.
2. The President may be removed from office by:
    - a. the request of the Administration upon his failure to fulfill the requirements of office as outlined in the Constitution;
    - b. a petition signed by two-thirds of all traditional LeTourneau students taking nine hours or more.
  3. The President may resign by submitting his resignation in writing to Senate.
  4. Should the position become vacant, the Vice President shall become President.

### **Section E. Student Body Vice President**

1. The Vice President shall:
  - a. preside over all Senate meetings;
  - b. assist the President in communication between Senate and the faculty and administration;
  - c. succeed to the position of President should the office become vacant;
  - d. fulfill the duties of the President in case of illness or absence.
2. The Vice President may be removed from office by:

- a. the request of the Administration upon his failure to fulfill the requirements of office as outlined in the Constitution;
  - b. a petition signed by two-thirds of all traditional LeTourneau students taking nine hours or more.
3. The Vice President may resign by submitting his resignation in writing to Senate.
4. Should the position become vacant, the President shall nominate a Vice President who fulfills the qualifications for office and who shall take office upon confirmation by a two-thirds vote of the entire Senate.

## **Section F. Student Body Treasurer**

1. The Treasurer shall:
  - a. be responsible to Senate and the Executive Branch in all financial matters;
  - b. keep accurate records of all income and expenditures;
  - c. assist the Senate by providing proposed budgets and financial information for help in creating a budget;
  - d. sign all checks and expenditure requests authorized by Senate;
  - e. be responsible for the petty cash of both the Executive branch and Senate;
  - f. provide an annual written financial report to be presented to the Student Body during the month of April;
  - g. have the financial records ready to be audited at any time requested by the Administration, Executive Branch, or Senate.
2. The Treasurer may be removed from office by:
  - a. the request of the Administration upon his failure to fulfill the requirements of office as outlined in the Constitution;
  - b. a petition signed by two-thirds of all traditional LeTourneau students taking nine hours or more.
3. The Treasurer may resign by submitting his resignation in writing to Senate.
4. Should the position become vacant, the President shall nominate a Treasurer who fulfills the qualifications for office and who shall take office upon confirmation by a two-thirds vote of the entire Senate.

## **ARTICLE II**

### **Legislative Branch**

#### **Section A. Name and Definition**

1. The Legislative Branch of LeTourneau University shall be known as Student Senate (Senate).
2. All legislative powers shall be vested in Senate.

#### **Section B. Purposes, Powers, and Responsibilities of Senate**

1. Senate shall be the representative body of the LeTourneau University Student Body.
2. Senate shall operate in cooperation with the Executive Branch and the Administration as the leadership group of the Student Body.
3. Senate shall be the coordinated voice of the Student Body in two-way communication between students and the faculty and administration.
4. Senate shall provide students with an opportunity to learn and practice representative process and parliamentary procedure.
5. Senate shall provide students with opportunities to develop and practice leadership qualities.
6. Senate shall give students and student organizations the opportunity to use Senate funds and resources to benefit the Student Body.
7. Senate shall take the necessary and proper steps to uphold and enforce the provisions set forth in this Constitution in accordance with the University's Administrative policies and procedures.

#### **Section C. Members of Senate**

1. Qualifications
  - a. Each Senator shall live in the district from which he is elected during his entire time in office.
  - b. Each Senator shall be enrolled in at least nine credit hours at LeTourneau University throughout his term.
  - c. Each Senator shall maintain a lifestyle consistent with the University's Statement of Faith.
  - d. Each Senator shall be in good standing with the University as defined by the LeTourneau University Student Handbook and the LeTourneau University Catalog.

2. The members of Senate shall be elected each year by a plurality of their voting districts during a four week time period beginning with the week of the General Election.
3. The election process shall be determined by the Constitutional Bylaws.
4. Senators shall serve a one year term beginning two weeks prior to the start of the fall semester and shall attend the Fall Student Leadership Retreat.
5. Voting Districts
  - a. Each residential unit or residential society shall be considered one voting district except as noted below.
    - i. A residential unit shall be defined as a floor or floors which identify themselves in name and action as a single entity.
    - ii. A floor shall be defined as a section of student housing under a single Residential Assistant as determined by Student Affairs.
  - b. Married students shall constitute a voting district.
  - c. Off-campus single students shall constitute a voting district.
  - d. University-owned single-student quadraplexes shall constitute a voting district.
  - e. Each voting district is entitled to one Senator for every 25 students or fraction thereof provided that at least five students live within that district. The number of Senators allowed per voting district shall be determined according to the Fall Residence Life official housing list.
6. Senators shall:
  - a. represent the interests of their voting district to Senate;
  - b. inform their voting district of issues and legislation under consideration by Senate;
  - c. act as leaders on campus;
  - d. uphold and defend the Constitution;
  - e. take the following oath of office in accordance with the Constitutional Bylaws:
 

I, \_\_\_\_\_, do solemnly affirm that I will uphold the Constitution of the Student Body of LeTourneau University, that I will support the mission of LeTourneau University as set forth by the LeTourneau University Student Handbook, that I will live in a Christ-like

manner, and that I accept this obligation freely to serve God and my fellow students faithfully in the duties of the office of Senator.

#### 7. Removals and Vacancies

- a. A Senator may be recalled by a two-thirds vote of all members of his voting district.
- b. A Senator may resign by submitting his resignation in writing to Senate.
- c. If a Senator moves from his district, he shall be dismissed from Senate.
- d. Senators shall be dismissed for failure to follow the attendance requirements as determined by the Constitutional Bylaws.
- e. If a Senate seat becomes vacant, a reelection must be held in order to fill the seat within ten class days of the vacancy. If the seat remains vacant for more than ten class days, the voting district shall forfeit that seat for the remainder of that semester.

### **Section D. President Pro Tempore**

#### 1. Qualifications

- a. The President pro tempore shall be a Senator at the time of his election.
- b. The President pro tempore shall have been a Senator for at least one full semester.

2. The Senate shall elect a President pro tempore by a majority vote at the first session of the fall semester after classes begin.

3. The method of election shall be determined by the Constitutional Bylaws.

4. The President pro tempore shall serve for one academic year.

5. The President pro tempore shall:

- a. retain all the rights and privileges of a Senator;
- b. be responsible for communication between the Executive Branch and Senate;
- c. be responsible for overseeing the operation of all committees;
- d. nominate standing committee chairmen and members to be approved by Senate;
- e. recall committee chairmen or members after showing just cause for their removal;
- f. form special committees for specific issues and projects;



- g. become the acting Student Body President if the positions of both the Student Body President and Student Body Vice President become vacant and shall hold an election as determined by the Constitutional Bylaws in order to fill these offices within twenty class days of the vacancies;
  - h. in the event that the position of Secretary becomes vacant, nominate a Senator to act as Secretary, to be approved by a majority vote of Senate, until a replacement is selected;
  - i. promote the efficiency of Senate operations by necessary and proper means.
6. Removal and Vacancy
- a. The President pro tempore may be removed from office upon a two-thirds vote of the entire Senate.
  - b. The President pro tempore may resign by submitting his resignation in writing to Senate.
  - c. Should the position become vacant, an election as designated by the Constitutional Bylaws shall be held within ten class days of the vacancy.

## **Section E. Secretary**

1. Qualifications
  - a. The Secretary shall be enrolled in at least nine credit hours at LeTourneau University throughout his service.
  - b. The Secretary shall maintain a lifestyle consistent with the University's Statement of Faith.
  - c. The Secretary shall be in good standing with the University as defined by the LeTourneau University Student Handbook and the LeTourneau University Catalog.
  - d. The Secretary may not be a Senator or Executive Officer during the year he is to serve as Secretary.
2. The Senate shall select a Secretary by majority vote of the entire Senate during a four week time period beginning with the week of the General Election.
3. The process for selecting the Secretary shall be determined by the Constitutional Bylaws.
4. The Secretary shall serve for one academic year beginning two weeks prior to the first class day of the fall semester and shall attend the Fall Student Leadership Retreat.
5. The Secretary shall:

- a. maintain and publish records of all Senate proceedings;
  - b. have the right to tape record Senate proceedings for transcription purposes, although these recordings shall not be considered to be part of the official record;
  - c. submit to the Student Body President in writing all legislation requiring the President's signature within five class days of passage;
  - d. keep and publish attendance records for all Senate meetings;
  - e. be responsible for maintaining Senate's public record;
  - f. send copies of minutes and legislation that has been introduced on the Senate floor to the Vice President of Student Affairs or his designee each week;
  - g. perform administrative tasks as designated by Senate and overseen by the President pro tempore;
  - h. perform administrative tasks as designated by Senate Bylaws and overseen by the President pro tempore.
6. Removal and Vacancy
- a. The Secretary may be dismissed for failure to perform his duties by a two-thirds vote of the entire Senate.
  - b. The Secretary may resign by submitting his resignation 15 class days in advance to Senate.
  - c. Should the position become vacant, the President pro tempore shall nominate a Senator to act as Secretary, to be approved by a majority vote of Senate, until a replacement is selected.
  - d. Should the position become vacant, notice shall be given to the entire traditional student body and Senate shall select a replacement by majority vote of the entire Senate from among the interested applicants within 15 class days.

## **Section F. Senate Assembly**

1. Two-thirds of the members of Senate shall constitute a quorum.
2. All Senate business shall be governed by Robert's Rules of Order, Newly Revised.
3. Each Senator shall have exactly one vote.
4. Senate shall assemble for one session per week consisting of as many meetings as are necessary to transact business.
5. Attendance requirements for Senators shall be determined by the Constitutional Bylaws.

6. Special meetings, as called by the Student Body President, shall be announced at least forty-eight hours in advance to the Senators and shall have the same attendance requirements as regular meetings.
7. The time and place of the regular meetings of the Senate shall be determined at the first Senate meeting of each academic year. The first Senate meeting shall occur prior to the beginning of the fall semester classes and at a time to be determined by the Student Body Vice President.
8. Senate meetings shall be open to public observation.

### **Section G. Legislation**

1. Legislation shall only be introduced by Senators.
2. Legislation changing standing rules or amending Senate Bylaws shall be enacted upon passage.
3. Resolutions expressing an opinion shall require the signature of the Student Body President before being published.
4. All other legislation shall require the signature of the Student Body President and be reviewed by the appropriate Administrative official prior to enactment.
5. Senate may override a Presidential veto by a two-thirds vote within two sessions after notification by the Student Body President and the legislation shall be submitted to the appropriate Administrative official for review if necessary.
6. Any legislation not signed or vetoed by the Student Body President shall be submitted to the appropriate Administrative official for review if necessary within ten class days after receipt from the Secretary unless the Senate by their adjournment prevent its return, in which case it shall not be enacted.

### **Section H. Budget**

- ~~1. Student Government funds shall come from, but not be limited to, the Student Government portion of the General Fee.~~
- ~~2. Revenues collected by any branch or agency of Student Government as a result of normal operations shall remain under the control of that branch or agency.~~
- ~~3. All Student Government funds not automatically allocated for scholarships or to agencies shall be allocated to Senate.~~
- ~~4. Senate must pass a semester budget by the fourth session of each semester after classes begin.~~

- ~~5. Senate shall not spend any of a semester's funds until that semester's budget is passed.~~
- ~~6. The Constitutional Bylaws shall determine an amount to be allocated from the Executive budget, the Senate budget, the AIM budget, and the YAG budget for use by each group between that semester and the following semester.~~
- ~~7. The Ministries and Activities Agencies shall each submit a semester budget to Senate for review. The budgets will be submitted by the fifth session of each semester after classes begin.~~
- ~~8. Amounts automatically allocated at the beginning of each semester to the Ministries and Activities Agencies shall be determined by the Constitutional Bylaws and shall not be less than 5% per agency from the total funds allocated to Student Government.~~
- ~~9. The Ministries and Activities Agencies may request additional funds from Senate at any time.~~
- ~~10. Each branch and agency's funds shall roll over to the following semester.~~
- ~~11. Senate must approve any expenditures by an agency for any event whose total cost will exceed \$2000.00. This approval shall occur within a reasonable time period as determined by the Constitutional Bylaws.~~
- ~~12. Scholarships~~
  - ~~a. Compensation for all Student Government officers shall be determined by the Constitutional Bylaws.~~
  - ~~b. The total compensation for all officers shall not be more than the greater of:
    - ~~i. 40% of the total amount of funds allocated to Student Government;~~
    - ~~ii. 100% of the amount of funds allocated to Student Government specifically for the purpose of subsidizing scholarships to the Student Government officers.~~~~
  - ~~c. Compensation shall be in the form of a participatory merit scholarship.~~
  - ~~d. If a position becomes vacant, compensation shall be prorated according to time spent in office.~~

## **ARTICLE III**

### **Ministries Agency**

#### **Section A. Name and Definition**

1. The Ministries Agency shall be known as Action in Ministries (AIM).
2. AIM shall be the agency responsible for providing organized events undertaken by students which directly or indirectly address the spiritual needs of our world as an expression of our Christian faith.

#### **Section B. Purposes, Powers, and Responsibilities of AIM**

1. AIM shall encourage students to accept and follow Christ as their Savior and Lord.
2. AIM shall assist students toward maturity in keeping with Biblical truth and an understanding of their responsibility to participate in worldwide evangelism and discipleship.
3. AIM shall coordinate and support current student ministries.
4. AIM shall begin and coordinate new student ministries.
5. AIM shall represent LeTourneau University in service on the mission field.
6. AIM shall seek to develop a positive atmosphere encouraging Christian growth, outreach ministries, and spiritual unity in the school.
7. AIM shall organize and promote fundraising activities for student ministries.
8. AIM shall work to meet University goals for individual student development.

#### **Section C. Members of AIM**

1. Qualifications
  - a. Each member shall have completed the application process as specified in the Constitutional Bylaws.
  - b. Each member shall be enrolled in at least nine credit hours at LeTourneau University throughout his membership.
  - c. Each member shall maintain a lifestyle consistent with the University's Statement of Faith.
  - d. Each member shall be in good standing with the University as defined by the LeTourneau University Student Handbook and the LeTourneau University Catalog.
2. Members shall have the right to vote at all AIM meetings.
3. Active membership shall be defined in the AIM Bylaws.

## **Section D. Executive Committee**

1. The AIM Executive Committee shall consist of at least a President and a Secretary-Treasurer.
2. Qualifications
  - a. The Executive Officers shall each have been members of AIM for at least two semesters or have been members for one full semester and be in their second semester. This requirement may be waived for all candidates by a two-thirds vote of Senate upon recommendation by a majority vote of AIM.
  - b. Each Officer shall be enrolled in at least nine credit hours at LeTourneau University throughout his term.
  - c. Each Officer shall maintain a lifestyle consistent with the University's Statement of Faith.
  - d. Each Officer shall be in good standing with the University as defined by the LeTourneau University Student Handbook and the LeTourneau University Catalog.
3. The President shall be elected each year by a plurality at the General Election.
4. The electorate for the President shall consist of all traditional LeTourneau students taking nine hours or more.
5. The Secretary-Treasurer shall be elected by the membership of AIM during the week after the General Election and shall be approved by majority vote of Senate at the next Senate session.
6. The method of election for both officers shall be determined by the Constitutional Bylaws.
7. Executive Officers shall serve a one year term beginning one week prior to the end of the Spring Semester classes and shall attend the Fall Student Leadership Retreat.
8. All officers shall retain all the rights and privileges of an AIM member.

## **Section E. President**

1. The President shall:
  - a. preside over all AIM meetings;
  - b. meet regularly with the University's Spiritual Life Committee;
  - c. meet regularly with the Secretary-Treasurer;
  - d. maintain a close working relationship with the chief advisor, the President pro tempore of Senate, and the Missionary in Residence;

- e. nominate council officers to be approved by AIM;
  - f. assist the Secretary-Treasurer in drafting a budget for AIM for the upcoming year;
  - g. provide written authorization for all expenditures authorized by AIM;
  - h. train AIM officials in leadership skills and day-to-day procedures.
2. Removal and Vacancy
- a. The President may be removed from office upon a two-thirds vote of the entire AIM.
  - b. The President may be removed from office by the Student Body President who must issue his request in writing to Senate, giving the reasons for his decision. The Student Body President's decision must be confirmed by a three-fourths vote of the entire Senate.
  - c. The President may resign by submitting his resignation in writing to AIM.
  - d. Should the position become vacant, notice shall be given to the entire traditional student body and Senate shall select a replacement by majority vote of the entire Senate from among the interested applicants within 15 class days.

## **Section F. Secretary-Treasurer**

1. The Secretary-Treasurer shall:
- a. work with the President to draft the AIM budget for the upcoming semester.
    - i. ~~This budget shall be sent to Senate by the fifth week of classes of each semester.~~
    - ii. This budget shall include, but not be limited to, the funds allocated automatically from Student Government's budget.
    - iii. AIM may request additional funds from Senate at any time.
  - b. keep accurate records of all income and expenditures;
  - c. sign all expenditure requests authorized by AIM and the President;
  - d. be responsible for all AIM petty cash;
  - e. provide an annual written financial report to be presented to Senate and the Executive Branch during the month of April;
  - f. have the financial records ready to be audited at any time requested by the Administration, Executive Branch, Senate, or AIM;

- g. be responsible to ensure that all funds and applications for mission trips are received, receipted, and processed in an appropriate manner;
  - h. receive all applications for membership in AIM;
  - i. issue funds to ministry leaders for student ministries;
  - j. maintain and publish the records of all AIM meetings.
2. Removal and Vacancy
    - a. The Secretary-Treasurer may be dismissed for failure to perform his duties by a two-thirds vote of the entire AIM.
    - b. The Secretary-Treasurer may resign by submitting his resignation in writing to AIM.
    - c. Should the position become vacant, an election as designated by the Constitutional Bylaws shall be held within ten class days of the vacancy.

### **Section G. AIM Assembly**

1. A majority of the active members of AIM shall constitute a quorum.
2. All AIM business shall be conducted in an orderly and equitable manner. Robert's Rules of Order, Newly Revised, shall serve as a guide for any items in question.
3. Each member shall have exactly one vote.

### **Section H. Advisors**

1. The chief advisor of AIM shall be the Vice President of Student Affairs or his designee.
2. Any additional advisors shall be selected by the Executive Committee and be confirmed by the chief advisor.
3. The chief advisor shall:
  - a. provide written authorization for all expenditures;
  - b. maintain a close working relationship with the President;
  - c. take an active role in the planning and execution of ministries.

### **Section I. Lobbyists**

1. AIM shall elect a Senate lobbyist by the second week of the Fall Semester.
2. The AIM lobbyist shall be a member of AIM.



## **ARTICLE IV Activities Agency**

### **Section A. Name and Definition**

1. The Activities Agency shall be known as the Yellowjacket Activities Council (YAC).
2. YAC shall be the agency responsible for providing organized events or educational procedures designed to stimulate social interaction, learning, or enjoyment.

### **Section B. Purposes, Powers, and Responsibilities of YAC**

1. YAC shall operate to bring honor to God and to glorify Him through student activities.
2. YAC shall organize, promote, and execute activities for the Student Body on a regular basis.
3. YAC shall listen to and respond to student ideas and concerns regarding activities.
4. YAC shall make outreach events available for the city of Longview when possible.
5. YAC shall work to meet University goals for individual student development.

### **Section C. Members of YAC**

1. Qualifications
  - a. Each member shall have completed the application process as specified in the Constitutional Bylaws.
  - b. Each member shall be enrolled in at least nine credit hours at LeTourneau University throughout his membership.
  - c. Each member shall maintain a lifestyle consistent with the University's Statement of Faith.
  - d. Each member shall be in good standing with the University as defined by the LeTourneau University Student Handbook and the LeTourneau University Catalog.
2. Members shall have the right to vote at all YAC meetings.
3. Active membership shall be defined in the YAC Bylaws.

### **Section D. Executive Committee**

1. The YAC Executive Committee shall consist of at least a President and a Secretary-Treasurer.

## 2. Qualifications

- a. The Executive Officers shall each have been members of YAC for at least two semesters or have been members for one full semester and be in their second semester. This requirement may be waived for all candidates by a two-thirds vote of Senate upon recommendation by a majority vote of YAC.
  - b. Each Officer shall be enrolled in at least nine credit hours at LeTourneau University throughout his term.
  - c. Each Officer shall maintain a lifestyle consistent with the University's Statement of Faith.
  - d. Each Officer shall be in good standing with the University as defined by the LeTourneau University Student Handbook and the LeTourneau University Catalog.
3. The President shall be elected each year by a plurality at the General Election.
  4. The electorate for the President shall consist of all traditional LeTourneau students taking nine hours or more.
  5. The Secretary-Treasurer shall be elected by the membership of YAC during the week after the General Election and shall be approved by majority vote of Senate at the next Senate session.
  6. The method of election for both officers shall be determined by the Constitutional Bylaws.
  7. Executive Officers shall serve a one year term beginning one week prior to the end of the Spring Semester classes and shall attend the Fall Student Leadership Retreat.
  8. All officers shall retain all the rights and privileges of a YAC member.

## **Section E. President**

1. The President shall:
  - a. be responsible for ensuring all YAC activities follow the guidelines set forth in the LeTourneau University Student Handbook and the LeTourneau University Catalog;
  - b. preside over all YAC meetings;
  - c. oversee the promotion of all YAC activities;
  - d. meet regularly with the Secretary-Treasurer;
  - e. maintain a close working relationship with the chief advisor and the President pro tempore of Senate;
  - f. nominate council officers to be approved by YAC;

- g. assist the Secretary-Treasurer in drafting a budget for YAC for the upcoming year;
  - h. provide written authorization for all expenditures authorized by YAC;
  - i. train YAC officials in leadership skills and day-to-day procedures.
2. Removal and Vacancy
- a. The President may be removed from office upon a two-thirds vote of the entire YAC.
  - b. The President may be removed from office by the Student Body President who must issue his request in writing to Senate, giving the reasons for his decision. The Student Body President's decision must be confirmed by a three-fourths vote of the entire Senate.
  - c. The President may resign by submitting his resignation in writing to YAC.
  - d. Should the position become vacant, notice shall be given to the entire traditional student body and Senate shall select a replacement by majority vote of the entire Senate from among the interested applicants within 15 class days.

## **Section F. Secretary-Treasurer**

1. The Secretary-Treasurer shall:
- a. work with the President to draft the YAC budget for the upcoming semester.
    - i. ~~This budget shall be sent to Senate by the fifth week of classes of each semester.~~
    - ii. This budget shall include, but not be limited to, the funds allocated automatically from Student Government's budget.
    - iii. YAC may request additional funds from Senate at any time.
  - b. keep accurate records of all income and expenditures;
  - c. sign all expenditure requests authorized by YAC and the President;
  - d. be responsible for all YAC petty cash;
  - e. provide an annual written financial report to be presented to Senate and the Executive Branch during the month of April;
  - f. have the financial records ready to be audited at any time requested by the Administration, Executive Branch, Senate, or YAC.
  - g. receive all applications for membership in YAC;

- h. issue funds to activity leaders for student activities;
  - i. maintain and publish the records of all YAC meetings.
2. Removal and Vacancy
- a. The Secretary-Treasurer may be dismissed for failure to perform his duties by a two-thirds vote of the entire YAC.
  - b. The Secretary-Treasurer may resign by submitting his resignation in writing to YAC.
  - c. Should the position become vacant, an election as designated by the Constitutional Bylaws shall be held within ten class days of the vacancy.

### **Section G. YAC Assembly**

- 1. A majority of the active members of YAC shall constitute a quorum.
- 2. All YAC business shall be conducted in an orderly and equitable manner. Robert's Rules of Order, Newly Revised, shall serve as a guide for any items in question.
- 3. Each member shall have exactly one vote.

### **Section H. Advisors**

- 1. The chief advisor of AIM shall be the Vice President of Student Affairs or his designee.
- 2. Any additional advisors shall be selected by the Executive Committee and be confirmed by the chief advisor.
- 3. The chief advisor shall:
  - a. provide written authorization for all expenditures;
  - b. maintain a close working relationship with the President;
  - c. take an active role in the planning and execution of activities.

### **Section I. Lobbyists**

- 1. YAC shall elect a Senate lobbyist by the second week of the Fall Semester.
- 2. The YAC lobbyist shall be a member of YAC.

## **ARTICLE V**

### **Agencies, Clubs, Organizations, and Non-residential Societies**

#### **Section A. Existence**

1. All previously recognized clubs, organizations, and non-residential societies must register with Senate following the procedure as determined by the Constitutional Bylaws within one month after the first day of classes of each Fall Semester to be officially recognized for that academic year.
2. A new club, organization, or non-residential society may apply for official recognition at any time by providing the following information to a Senator who will present a bill which requests official recognition:
  - a. Proposed constitution;
  - b. Name of advisor or advisors;
  - c. Names of students interested in forming the organization.
3. The application procedure will be defined in the Constitutional Bylaws.

#### **Section B. Privileges and Responsibilities**

1. Only official clubs, organizations, and non-residential societies will be given the following privileges:
  - a. ability to apply for Senate funds;
  - b. ability to have a Senate lobbyist;
  - c. ability to sponsor University events;
  - d. use of University facilities and services;
  - e. the right to publicize and advertise on campus;
  - f. the right to use the LeTourneau University name.
2. Revocation of Official Status
  - a. Allegations of a club, organization, or non-residential society violating University or Senate policy or procedures shall be made in writing to Senate to be reviewed and evaluated for possible revocation of official recognition by Senate. Other sanctions may be levied against the group according to the Constitutional Bylaws.
  - b. In the event that legal restrictions or obligations prevent the claims against the organization from being released to Senate, the allegations shall be presented to the Vice President of Student Affairs who shall have the authority to immediately revoke official recognition.

3. All official clubs, organizations, and non-residential societies shall present to Senate a financial report showing all income and expenditures within ten class days of Senate's request.

### **Section C. Lobbyists**

1. A Senate lobbyist shall:
  - a. check in with the Secretary and presiding officer before the start of a meeting at which he wishes to speak;
  - b. have the right to speak and answer questions during open debate time only on issues pertaining to the group he represents, as determined by the presiding officer;
  - c. follow Senate time and procedure rules;
  - d. not vote, make motions, or introduce legislation.

## **ARTICLE VI**

### **Constitutional Amendments and Bylaws**

#### **Section A. Constitutional Amendments**

1. Proposals to amend the Constitution shall require a two-thirds vote of Senate or a petition signed by one-third of the electorate, as defined in Article I, Section C.
2. The proposed amendments shall be available for review by the Student Body for a minimum of ten class days prior to ratification.
3. Proposed amendments shall be approved by the Vice President of Student Affairs prior to being presented to the Student Body for review.
4. The amendment shall be declared ratified only after two-thirds of those voting approve it, provided that two-thirds of the electorate, as defined in Article I, Section C votes.
5. Amendments to the Constitution shall follow the model of amendments to the Constitution of the United States of America in that words no longer in effect shall be indicated by a strikethrough font and the amendments shall be appended in numerical order to the end of the document.

#### **Section B. Constitutional Bylaws**

1. Senate may adopt or amend Bylaws which enforce the provisions of this Constitution.
2. Proposals to amend the Constitutional Bylaws shall require a two-thirds vote of the entire Senate.

3. Proposed amendments shall be made available to Senators at least ten class days prior to being voted on.
4. Proposed amendments shall require the approval of the Vice President of Student Affairs.
5. Changes in the Constitutional Bylaws affecting the amount of compensation for officers shall not take effect until the following academic year.
6. The Constitutional Bylaws may not be suspended.

### **Section C. Executive Bylaws**

1. The Executive Branch may adopt or amend Bylaws which govern their operations and procedures by general agreement of the Executive Branch.
2. Executive Bylaws are strictly for the purpose of governing the internal procedures of the Executive Branch.

### **Section D. Senate Bylaws**

1. The Senate may adopt or amend Bylaws which govern Senate operations and procedures by a two-thirds vote of the entire Senate.
2. Senate Bylaws may not exert direct control over any entity outside the authority granted in this Constitution.
3. Senate Bylaws are strictly for the purpose of governing the internal procedures of Senate.
4. Senate Bylaws may be suspended for a specific amount of time by a two-thirds vote of Senate.

### **Section E. AIM Bylaws**

1. AIM may adopt or amend Bylaws which govern AIM operations and procedures by a two-thirds vote of AIM.
2. AIM Bylaws may not exert direct control over any entity outside the authority granted in this Constitution.
3. AIM Bylaws are strictly for the purpose of governing the internal procedures of AIM.
4. AIM Bylaws may be suspended for a specific amount of time by a two-thirds vote of AIM.

### **Section F. YAC Bylaws**

1. YAC may adopt or amend Bylaws which govern YAC operations and procedures by a two-thirds vote of YAC.

2. YAC Bylaws may not exert direct control over any entity outside the authority granted in this Constitution.
3. YAC Bylaws are strictly for the purpose of governing the internal procedures of YAC.
4. YAC Bylaws may be suspended for a specific amount of time by a two-thirds vote of YAC.

## ***Amendment One***

### **Article VII Funds**

#### **Section A. Source of Funds**

1. Student Government funds shall come from, but not be limited to, the Student Government portion of the General Fee.
2. Revenues collected by any branch or agency of Student Government as a result of normal operations shall remain under the control of that branch or agency.

#### **Section B. Accounts**

1. Student Government funds shall be separated into the following categories:
  - a. Executive Branch;
  - b. Legislative Branch;
  - c. Ministries Agency;
  - d. Activities Agency.
2. Funds from one category shall not be kept in the same account with funds from another category.

#### **Section C. Expenditure Planning**

1. The Executive Branch must submit a proposed plan of expenditures to Senate no later than the second Senate session of each semester.
2. The Ministries Agency must submit a proposed plan of expenditures to Senate no later than the second Senate session of each semester.
3. The Activities Agency must submit a proposed plan of expenditures to Senate no later than the second Senate session of each semester.



4. Senate must pass a general allocation bill by the second session after Student Government receives funds from the University in excess of an amount to be determined by the Constitutional Bylaws.
5. Funds mentioned in subsection 4 shall not be allocated or transferred from legislative accounts until Senate passes a general allocation bill for those funds.
6. If no proposed plan of expenditures is received from an agency or branch by the second Senate session of the semester, then Senate shall not allocate funds to that agency or branch for that semester.
7. The Constitutional Bylaws shall determine an amount to be reserved from the funds of each of the following for use by that branch or agency after the inauguration of that branch or agency's president:
  - a. Executive Branch;
  - b. Legislative Branch;
  - c. Ministries Agency;
  - d. Activities Agency.

#### **Section D. Automatic Allocations**

1. Automatic allocations shall occur when funds are received by Student Government.
2. Scholarships shall be automatically allocated.
  - a. Compensation for all Student Government officers shall be determined by the Constitutional Bylaws.
  - b. The total compensation for all officers shall not be more than the greater of:
    - i. 40% of the total amount of funds allocated to Student Government;
    - ii. 100% of the amount of funds allocated to Student Government specifically for the purpose of subsidizing scholarships to the Student Government officers.
  - c. Compensation shall be in the form of a participatory merit scholarship.
  - d. If a position becomes vacant, compensation shall be prorated according to time spent in office.
3. Funds shall be automatically allocated to the Executive Branch. These funds shall be determined by the Constitutional Bylaws and shall not be less than 1% or greater than 5% of the total funds allocated to Student Government.

4. Funds shall be automatically allocated to the Ministries and Activities Agencies. These funds shall be determined by the Constitutional Bylaws and shall not be less than 5% or greater than 20% per agency of the total funds allocated to Student Government.

### **Section E. Transfers, Allocations, and Expenditures**

1. Funds that are not automatically allocated shall be placed in the legislative accounts.
2. Senate
  - a. All transfers or allocations of funds by Senate shall be in the form of a bill.
  - b. Only Senate shall have the power to authorize the transfer of funds from the legislative accounts.
  - c. The transfer or allocation of funds shall be enacted by the Student Body Treasurer.
  - d. Senate may transfer or allocate funds from only legislative accounts.
3. The Executive Branch
  - a. A transfer or allocation of funds by the Executive Branch shall require the signature of the Student Body President and the Student Body Treasurer.
  - b. The Executive Branch may transfer or allocate funds from only executive accounts.
4. The Ministries Agency
  - a. A transfer or allocation of funds by the Ministries Agency shall require the signature of the President of the Ministries Agency and the Secretary-Treasurer of the Ministries Agency.
  - b. The Ministries Agency may transfer or allocate funds from only ministries accounts.
5. The Activities Agency
  - a. A transfer or allocation of funds by the Activities Agency shall require the signature of the President of the Activities Agency and the Secretary-Treasurer of the Activities Agency.
  - b. The Activities Agency may transfer or allocate funds from only activities accounts.
6. A transfer of funds by an agency for an event, whose total cost will exceed an amount to be determined by the Constitutional Bylaws, must be

approved by a resolution in Senate. This approval shall occur within a reasonable time period as determined by the Constitutional Bylaws.

## ***Amendment Two*** **General Election Time**

The General election shall occur during the Spring Semester and at least two weeks prior to the last day of classes.

## ***Amendment Three***

“Budget Submission”

That, Article III, Section F, Subsection 1, Letter a, Number 1 shall no longer be in effect.

That, Article IV, Section F, Subsection 1, Letter a, Number 1 shall no longer be in effect.

## ***Amendment Four***

The Ministries Agency shall be known as LeTourneau Student Ministries (LSM). Every occurrence of "AIM" in the Constitution shall be construed to mean "LSM".

Last constitutional revision: Spring '97