



*Your Voice is Important!*

**The Official Constitution  
Of the  
Student Government  
Association  
Of Wesley College**



Student Government Association Constitution  
Wesley College

**ARTICLE I: ORGANIZATION NAME**

**DECLARATION & PREAMBLE:** The name of the organization shall be the Wesley College Student Government Association (herein referred to as “SGA”). All enrolled undergraduate students of Wesley College, who have paid the student activity fee, shall be members of the SGA. The deliberative and legislative assembly of the SGA shall be Congress, and shall consist of elected officers and organization-appointed representatives.

**ARTICLE II: MISSION**

**MISSION:** The SGA of Wesley College acknowledges the need for student representation and appropriate student reflection within the Wesley College community; we recognize the importance of the student’s voice and advocating for student concerns in the process of any decision-making that affects the student population. We allocate funds to the organizations to provide on-campus events for the students; we stress the importance of involvement on campus; therefore, we establish the Wesley College Student Government Association.

**ARTICLE III: DUTIES AND RESPONSIBILITIES OF THE ORGANIZATION**

The SGA shall have the duty, responsibility, and privilege:

1. To determine its own rules and procedures;
2. To develop principles of democratic self-government and leadership of the students of Wesley College;
3. To provide a common forum for the presentation of student ideals and aspirations to the College;
4. To serve as the officially recognized channel of communication of student opinion to the College;
5. To encourage communication and cooperation among the administration, faculty, staff, and students so that the opinions of the student body are heard;
6. To provide collaboration between and among student organizations;
7. To coordinate and advise on any matter concerning the planning and execution of student advocacy and activities;
8. To establish a healthy and functioning relationship with all organizations on campus;
9. To promote the principles of Wesley College in all aspects of collegiate life.

The Student Government Association is empowered by this Constitution to carry out its purpose to the fullest extent permissible by the policies established by Wesley College. If the SGA Constitution or actions of the SGA should ever conflict with the stated policies of Wesley College, the SGA shall conform to the changing college policies.

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**ARTICLE IV: MEMBERSHIP**

**Section 1: Membership & Eligibility**

1. All undergraduate students enrolled at Wesley College, who have paid the student activity fee shall be members of the SGA with the rights and benefits of membership as provided by this Constitution.
2. To become a voting member in Congress, one must be a designated organization representative or elected class officer with a minimum GPA of 2.5 and in good standing with Wesley College while running for an elected position, as well as continuing to maintain good standing while in office.
3. Members of Congress shall be referred to as Representatives.
4. Wesley College Student Government Association is fully committed to equal opportunity for all persons. No student will be discriminated on the basis of race, religion, color, age, sex, sexual orientation, national origin, or handicap.

**Section 2: General Membership Rights**

All members of the SGA shall have:

1. The right to attend meetings of the Congress;
2. The right to apply or campaign for positions within the Congress in accordance to the SGA Constitution;
3. The right to vote in SGA Elections;
4. The right to participate in recognized organizations, committees, and councils.

**Section 3: Voting Rights**

Representatives of registered student organizations may vote in any matter brought before the SGA. Each organization has one (1) vote.

Any representative of an approved organization, recognized through a congressional two-thirds vote, may vote in any matter brought before the SGA.

**Section 4: Discrimination**

The SGA and associated organizations and councils shall abide by the Wesley College anti-discriminatory policy.

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**ARTICLE V: EXECUTIVE OFFICERS**

The Executive Board officers of the SGA shall be the President, Vice President, Chief of Staff, Treasurer, and Secretary. This will also be the order of succession in case of vacancy.

**Section 1: Qualifications and Restrictions**

All Executive Officers must be student activity fee-paying undergraduates of at least rising sophomore status and maintain a cumulative GPA of 2.75 on a 4.0 scale. Students falling below the required GPA must resign from their position.

No Executive Officer may hold another Executive Officer position on any other recognized campus organization board or council.

**Section 2: Election of Executive Officers**

These Executive Officers shall be elected each Spring Semester by the general vote of the student body in accordance with the provisions outlined in this Constitution.

**President**

The SGA President is the highest elected student representative. The SGA President shall oversee and conduct all SGA functions, meetings, and events. Duties and responsibilities include but are not limited to:

1. Scheduling all SGA Executive meetings;
2. Scheduling all general SGA meetings;
3. Calling meetings to order;
4. Setting the meeting agenda;
5. Presiding over the meeting;
6. Closing the meeting;
7. Serving as a liaison between the SGA and administration;
8. Providing support to other officers;
9. Having the authority to request check and fund transfers in coordination with the Treasurer and/or SGA advisor;
10. Having the power to veto any congressional resolution within ten (10) days after Congress passes resolution;
11. Being the official representation of the Student Body at official functions of the College;
12. Serving as an ex officio- member of all committees of SGA;
13. Having the power to create committees and appoint students to the various standing college committees that require student representation;
14. Establishing regular communication with the SGA advisor.

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### **Vice President**

The SGA Vice-President's role is to support the President and step in whenever the President is unable to attend meetings, functions, and events. Duties, responsibilities include but are not limited to:

1. Assuming the title of President if the President resigns, is impeached, or for any other reason.
2. Being a voting member of Congress only in the case of breaking a tie vote;
3. Organizing the end of year SGA reception and all other receptions hosted by SGA;
4. Overseeing recruitment and establishment of new student organizations;
5. Executing and regulating SGA elections.

### **Chief of Staff**

The SGA Chief of Staff serves as the direct aide to the SGA President. Duties and responsibilities include but are not limited to:

1. Chairing the Public Relations Committee;
2. Executing all Public Relations events that fall under the responsibility of SGA;
3. Facilitating regular communication with the Student Body via e-mails, newsletters (minimally twice a month), etc.;
4. Managing the official Wesley College mascot (scheduling, coordinating and maintenance);
5. Managing and maintaining change machine(s);
6. Assuming responsibility for tasks assigned by the President.

### **Treasurer**

The SGA Treasurer is responsible for all the financial processes and allocations of the SGA. Duties and responsibilities include but are not limited to:

1. Keeping the SGA Executive Board's budgets;
2. Auditing SGA Committee budgets;
3. Auditing campus organizations' books;
4. Requesting funds from accounts;
5. Processing reimbursement requests from SGA members;
6. Chairing the SGA Budget Committee;
7. Ensuring Student Organizations follow all college budgetary and financial procedures.

### **Secretary**

The SGA Secretary handles all administrative functions. Duties and responsibilities include but are not limited to:

1. Recording and distributing meeting minutes;
2. Distributing meeting agendas;

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3. Maintaining a calendar of SGA meetings and campus activities;
4. Ordering office supplies;
5. Assuming responsibility for tasks assigned by the President.

**Section 3: Term**

All Executive Board Officers will hold a term of one (1) college academic year.

**Section 4: Impeachment**

All Executive Board Officers are subject to impeachment proceedings as outlined below. Congress has the right to call into question any action of the SGA executive board.

Congress has the right to initiate impeachment procedures against any member of the SGA Executive Board. Procedure is as follows:

1. Motion must be made during an official meeting of Congress. Charges may include but are not limited to:
  - a. Failure to execute responsibilities of position;
  - b. Misappropriation of funds;
  - c. Conduct that violates the Wesley College Student Code of Conduct.
2. A vote of at least two-thirds majority of SGA Congress' voting members must occur for impeachment;
3. If the charge is a violation of the Wesley College Student Code of Conduct the SGA Advisor will notify the Judicial Board for investigation and sanctions.
4. The Executive Officer in question will be suspended from their duties while the investigation proceeds; either removed or reinstated pending the investigations outcome.

**Section 5: Succession**

If the President is removed from office or resigns from the office of SGA President, the Vice-President is to become President. Other Executive Officer positions must be filled by a Special Election within one (1) month of the vacancy.

**ARTICLE VI: CONGRESS**

**Section 1: Membership**

The SGA Congress is composed of Representatives of the following areas:

1. An elected/appointed Representative of each active SGA- recognized student organization on campus;
2. An elected/appointed Representative of each active Greek Letter Organization registered with the Office of Student Affairs, including the Greek Union;
3. Elected Representatives of each class year;
  - a. Three (3) Representatives from Sophomore, Junior, and Senior class elected by the rising students during Spring elections;

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- b. Three (3) Representatives from Freshman class elected in the second month of the Fall semester.
4. At the discretion of the SGA Executive Board any voting organization shall be suspended from SGA. Possible reasons for suspension include but are not limited to:
  - a. Failure to attend three (3) consecutive Congress meetings;
  - b. Failure to attend four (4) Congress meetings during an academic semester;
  - c. Failure to maintain at least five (5) active members;
  - d. Failure to submit required organizational documents including Student Organization Registration Form, organizational Constitution, and any other documents deemed necessary by the SGA Executive Board and/or Wesley College within an academic semester;
  - e. Investigation of an organization for violation of the Wesley College Student Code of Conduct.

## **Section 2: Purpose**

The purpose of the Congress is to be the legislative body that responds to student concerns and issues, promotes community involvement, manages and administers the SGA, approves additional budget proposal funding, and in other matters regarding student organizations.

## **Section 3: Qualifications and Restrictions**

1. No representative may represent more than one (1) organization in the SGA Congress;
2. Each SGA Congress voting member must maintain a 2.5 cumulative GPA on 4.0 scale;
3. No student may serve in the same or similar executive position in more than one (1) SGA-recognized student organization.

## **Section 4: Powers and Duties**

The duties and responsibilities of Congress include but are not limited to:

1. Enacting legislation necessary and proper to promote the general welfare of the Wesley College student body;
2. Approving student organizations beneficial to the general welfare of Wesley College and its student body;
3. Approving additional Allocations of SGA Funds over \$2,000.00 (supplementary allocations under \$2,000 only require approval of the SGA Executive Board);
4. Nominating and approving representatives to all recognized SGA committees and liaison positions;
5. Submitting a SGA budget proposal from their organization to the SGA Budget Committee by the announced deadline each semester;
6. Override the SGA President's veto by a 2/3 majority.

## **Section 5: Meetings**

1. The SGA Congress and Executive Officers shall meet at a regularly scheduled time announced to all members of the Congress and Executive Board;

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2. Meetings are conducted in accordance with Robert's Rules of Order and generally accepted Parliamentary Procedure;
3. Any non-student wishing to attend or address an SGA Congress meeting must be invited by the SGA President.

**ARTICLE VII: NON-VOTING SGA MEMBERS**

1. Any undergraduate student activity fee-paying member may attend any Congress meeting and/or event;
2. Any undergraduate student activity fee-paying member may introduce a petition before Congress or SGA Executive Board if they have collected signatures of 15% of the Wesley College undergraduate student body.

**ARTICLE VIII: COMMITTEES**

**Section 1: Committees**

1. The Standing Committees of the Congress are:
  - a. Budget Committee;
  - b. Elections Committee;
  - c. Public Relations Committee.
2. The Liaisons of the Congress are:
  - a. Academic Affairs;
  - b. Food Services;
  - c. Informational Technology;
  - d. Library;
  - e. Maintenance and Facilities;
  - f. Security.
3. The Faculty and/or College-wide Committees on which SGA appoints representatives:
  - a. Academic Grievance Sub-committee;
  - b. Federal Compliance;
  - c. Student Affairs;
  - d. Other Committees as requested by the College Administration.

**Section 2: Membership**

1. Committee membership is open to all Congress representatives;
2. All Committees have four (4) members and are Chaired by a member of the SGA Executive Board;
3. There is one (1) liaison appointed for each area listed above;
4. Committee vacancies will be filled on an as-needed basis.



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**Section 3: Nomination to Committees and Liaison Positions**

1. Committee members are to be nominated on the floor by Congress Representatives during the (3<sup>rd</sup>) third week of the Fall Semester.
2. If the nominee accepts, Congress votes to appoint the Representative to the respective position

**Section 4: Attendance and Responsibilities**

Duties and responsibilities include but are not limited to:

1. Attending all scheduled committee meetings;
2. Responding to regular communications within seventy-two (72) hours;
3. Completing assigned Committee tasks;
4. Committee Chairs must regularly report to SGA Congress.

**ARTICLE IX: ADVISOR ROLE**

1. SGA Advisor shall be a full-time faculty member nominated by the Congress and approved by a two-thirds (2/3) congressional vote;
2. The SGA Advisor will serve a three (3) year term with unlimited reelection opportunity;
3. The SGA Advisor's role is to assist and advise the SGA;
4. The SGA Advisor signs off on all financial transactions presented by the SGA Executive Board if consistent with Wesley College policies and procedures;
5. The SGA Advisor shall serve as ex-officio member of the Student Budget Committee;
6. In the case of Executive Officer or student organization violation of the Wesley College Student Code of Conduct the SGA Advisor will initiate proceedings with Wesley College Student Conduct Officer;
7. The SGA Advisor shall receive minutes of all SGA Executive Board and Congress meetings, and meet with Executive Board Officers regularly;
8. The SGA Advisor shall only attend Congress meetings if invited by the SGA Executive board, or at their discretion under extenuating circumstances;
9. The SGA Advisor does not represent the SGA as a whole;
10. The SGA Advisor can be removed with a vote of no confidence by two-thirds 2/3 of the Congress.

**ARTICLE X: AMENDMENTS**

**Section 1: Proposing an Amendment**

1. Any member of the Congress or Executive Board may introduce amendments to the Constitution;
2. All amendments, after being proposed, must be tabled for two consecutive weeks in old business so that proper time can be allocated to vote and discuss the proposed amendment. If the amendment does not get tabled for two consecutive weeks, the amendment dies;

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3. After the two week period, the amendment is to be voted on as soon as debate on the floor has ceased and there has been a motion from the floor to call for the vote.
4. The amendment must have a vote of approval by three-fourths of quorum for the amendment to become part of the SGA Constitution.

**Section 2: Adoption of an Amendment**

1. If the amendment passes, the SGA Secretary is responsible for adding the amendment to the existing Constitution as soon as the College President approves the amendment.

**Section 3: Minor Revisions**

A majority vote of the SGA Congress shall authorize the revision of this Constitution to correct punctuation, grammar, cross-references, articles and section designations, and to make such other technical changes as may be necessary, where these changes shall be minor in detail and shall not alter the meaning or intent of this Constitution. Notice of the changes made under this authority shall be communicated to all members of the SGA within 30 days of the changes.

**Section 4: Effect**

Amendments to this constitution will take effect at the end of the current semester during which the vote was carried.

**Article XI – Ratification**

The SGA Constitution shall be ratified by the following procedures:

1. Copies of the SGA Constitution are to be given to all Congress members and to the remainder of the student body by request. Each member of Congress is to be given a copy of the SGA Constitution at the beginning of the fall semester;
2. After ratification of the Constitution by Congress, the College President shall review the document and approve it once all questions and concerns have been addressed;
3. The College President signs the document and it becomes effective immediately.