



Preamble

We, the students of Mars Hill University, in order to represent, effectively, our needs and interests as students, hereby establish this Constitution, to ensure our rights and embrace our responsibilities as citizens of this University community.

Article I. The Student Body

- A. The name of the body shall be the Student Government Association of Mars Hill University, hereafter referred to as SGA; in assembly, otherwise known as Congress.
- B. All students, as being defined in the Mars Hill University Student Code, at Mars Hill University are members of the student body and follow the provisions within this Constitution.
- C. All students, as being defined in the Mars Hill University Student Code, at Mars Hill University have the right to be heard by and be represented by the Student Government Association of Mars Hill University.

Article II. Purpose

The purposes of SGA shall be:

- A. To engage in the process of self-governance through representing the interests of the student body.

- B. To serve as a liaison between students, faculty, administration and the Board of Trustees.
- C. To provide an opportunity for students to develop leadership skills.
- D. To provide opportunities on the Mars Hill University campus for students to promote the University to the surrounding community.
- E. To educate students about engaged citizenship.

Article III. Structure

A. Executive Board Membership

1. The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, Parliamentarian, and Chaplain.
2. The President
 - a) Qualifications:
 - i. Have a minimum grade point average of (3.00).
 - ii. Attain Junior classification, which is defined as the completion of sixty credit hours, prior or within thirty days of his/her inauguration.
 - iii. Registered as a full time student as outlined by the Student Code.
 - iv. Have served at least one academic year in the Student Government Association of Mars Hill University.
 - v. The President and Vice President shall be elected on the same ballot by plurality of those members of the student body casting ballots.
 - vi. Must be in good standing with the University academically, socially and financially.

b) Duties:

- i. To appoint the Treasurer, Parliamentarian, and Chaplain in accordance with this Constitution.
- ii. To approve or veto, as he/she sees fit, legislation passed by the Student Senate in accordance with this Constitution.
- iii. To remove from office for just cause any person he/she has the power to appoint.
- iv. To present executive reports at SGA meetings.
- v. To hold three office hours per week.
- vi. To represent the study body at university functions such as convocation, graduation, dedication ceremonies, board meetings, etc.
- vii. To preside over meetings of the Student Congress.

3. The Vice President

a) Qualifications:

- i. Have a minimum grade point average of (3.00).
- ii. Attain junior classification, which is defined as the completion of sixty credit hours, prior or within thirty days of his/her inauguration.
- iii. Registered as a full time student as outlined by the Student Code.
- iv. Have served at least one academic year in the Student Government Association of Mars Hill University.
- v. The President and Vice President shall be elected on the same ballot by plurality of those members of the student body casting ballots.
- vi. Must be in good standing with the University academically, socially and financially.
- vii. If the Office of the Vice President becomes vacant, replacement shall be nominated by the remaining members of the Executive Board.

b) Duties:

- i. To assist the President in the execution of his/her duties.

- ii. If the presidency becomes vacant, the Vice President shall assume the rank of President.
- iii. To preside over the meetings of the Student Senate in accordance with the Constitution.
- iv. To exercise the powers of the President in his/her absence or inability to serve.
- v. Serve on the Student Life Committee.
- vi. To call special meetings of the student Senate by having notices of meeting issued to the members forty-eight hours prior to the meeting.
- vii. To hold three office hours per week.
- viii. To preside over any election processes unless running for a leadership position, in which case he/she must nominate a qualified person to take over the coordination of the election.

4. The Secretary

a) Qualifications:

- i. Have a minimum grade point average of (2.75).
- ii. Attain junior classification, which is defined as the completion of sixty credit hours, prior or within thirty days of his/her inauguration.
- iii. Registered as a full time student as outlined in the Student Code.
- iv. Have served at least one semester in the Student Government.
- v. Must be in good standing with the University academically, socially and financially.
- vi. If the Office of the Secretary becomes vacant, replacement shall be nominated by the remaining members of the Executive Board.

b) Duties:

- i. To take minutes at all scheduled SGA and Executive Board meetings.
- ii. To coordinate the display of the minutes to the general membership and to the public.
- iii. To preside over meetings of the standing committees and keep documentation of their proceedings.
- iv. To present minutes from the last meeting for approval by the SGA.
- v. To keep and maintain attendance records at meetings and events, and to place this information in the minutes.
- vi. To facilitate and distribute agendas.
- vii. To notify student representatives of potential Constitutional infractions.
- viii. To hold three office hours per week.

5. The Treasurer

a) Qualifications:

- i. Have a minimum grade point average of (2.50).
- ii. Must be in good standing with the University academically, socially and financially.

b) Duties:

- i. To keep accurate financial records of SGA's accounts.
- ii. To provide a Treasurer's report to the General Assembly at General Assembly meetings as needed.
- iii. Oversee the annual Organizational Budget Hearing Committee.

6. The Parliamentarian

a) Qualifications:

- i. Have a minimum grade point average of (2.5).
- ii. Must be in good standing with the University academically, socially and financially.

b) Duties:

- i. To execute, faithfully and diligently, the Constitution and By-laws of Student Government.
- ii. Inform the SGA Assembly of errors in parliamentary procedures if they affect the basic rights of the members.
- iii. To preside over meeting of the Special Representative and keep needed documentation.
- iv. To have a knowledge and understanding of Parliamentary Procedure; Robert's Rules of Order
- v. Hold and instruct course on Parliamentary Procedures for all Executive Board members.

7. The Chaplain

a) Qualifications:

- i. Have a minimum grade point average of (2.5).
- ii. Must be in good standing with the University academically, socially and financially.

b) Duties:

- i. Provide devotion and prayer at the beginning of each SGA meeting.
- ii. Promote spiritual growth within the student body.
- iii. Serve on the Religious Life Committee.

B. The Legislative Branch

1. The legislative Branch shall be made up of both the Senate and the House of Representatives.

2. The Legislative Branch shall be the law making body of the Student Government and shall be composed of members elected in the general elections by the student body or appointed in compliance with this Constitution.
3. The Senate shall be composed of Class Offices: each class (First Year, Sophomore, Junior, & Senior) shall elect a President, Vice President, Secretary and Treasurer to represent their class. Class Officers shall be elected in accordance to this Constitution.
 - a) Qualifications for the Senate
 - i. Each SGA Senate member must have a minimum GPA average of (2.0).
 - ii. Each Senate member must be registered as a full time student of Mars Hill University.
 - iii. Each SGA member must be in good standing with the University academically, socially and financially.
8. Duties of the Senate
 - a) Duties of the Senior Class Officers
 - i. The President of the Senior Class shall serve as the lead office/officer of the Senate.
 - ii. The President of the Senior Class must attend and represent the Senate Body at Executive Board Meetings when asked to be present.
 - iii. The Vice President of the Senior Class shall serve as liaison to Student Development for Graduation celebrations.
 - iv. The Senior Class Secretary shall serve as the chair of the Academic Affairs Committee.
 - v. Have a working basic knowledge and understanding of Parliamentary Procedures.
 - vi. Faithfully perform assigned duties to the best of their ability.
 - vii. To Represent to the best of their ability the student body of Mars Hill University
 - b) Duties of the Junior Class Officers

- i Serve on one committee, outlined in the Bylaws, of their choice.
 - ii Class officers must serve on a minimum of one SGA committee per year appointed by the Executive Board
 - iii Have a working basic knowledge and understanding of Parliamentary Procedures.
 - iv The Junior Class President shall attend at least one meeting of each SGA committee per semester.
 - v Report data from assigned SGA committee to the General Assembly or Executive board when asked.
 - vi Faithfully perform assigned duties to the best of their ability.
 - vii To Represent to the best of their ability the student body of Mars Hill University
- c) Duties of the Sophomore Class Officer
- i Serve on one committee appointed by the Executive Board.
 - ii Have a working basic knowledge and understanding of Parliamentary Procedures.
 - iii Assist the Executive Board in planning service learning opportunities.
 - iv Faithfully perform assigned duties to the best of their ability.
 - v To Represent to the best of their ability the student body of Mars Hill University
- d) Duties of the Freshmen Class Officers
- i Serve on one committee appointed by the Executive Board
 - ii Have a basic working knowledge and understanding of Parliamentary Procedures
 - iii Faithfully perform assigned duties to the best of their ability.
 - iv To Represent to the best of their ability the student body of Mars Hill University

9. The House of Representatives shall be composed of twenty representatives, five from each of the respective classes.

a) Qualifications for the House of Representatives

- i Each SGA House member must have a minimum GPA average of (2.0).
- ii Each House member must be registered as a full time student of Mars Hill University.
- iii Each SGA House member must be in good standing with the University academically, socially and financially.

10. Attendance

- i Attendance is expected as part of the responsibility of representing the student body. See Bylaws for specific attendance requirements.

11. Removal from Membership

a. Initial Action:

- i Any SGA membership can request the removal from office of any member of SGA by submitting an official letter requesting this action to the SGA Executive Board. Only reasons of dereliction of duty or unethical behavior are valid reasons for authoring such a letter.

b. Executive Board Action:

- i The Executive Board, on receiving this letter, will notify the concerned parties as soon as possible, in order to allow the accused member to refute the charges at the next scheduled Executive Board meeting.
- ii If a member of the Executive Boards is the author of a recommendation to remove a member, they are thereby prohibited from participating in the removal procedure except as the complainant.

- iii. The Executive Board will allow each side an even amount of time to present their cases. The Executive Board must pass the recommendation by a minimum of (2/3) votes for it to stand.
 - iv. In the event the Executive Board votes to accept the removal recommendation, the member will be brought before the General Assembly at the next General Assembly meeting. At that meeting, over (2/3) of the SGA General Assembly members, excluding Executive Board members, must be present before a vote can be called.
- c. Party Action:
- i. The member of SGA who is brought forth on a recommendation for removal is thereby temporarily suspended from all rights and privileges until the issue is resolved.
- d. Decisive Action:
- i. The Senate will allow each side an even amount of time to present their cases. The General Assembly must pass the recommendation by a minimum of 2/3 votes for it to stand.
 - ii. If the Senate passes the recommendation, the member will be immediately removed from the Student Government Association and lose all privileges and rights thereof. If the Senate votes to reject the recommendation, the member remains in good standing with the organization and cannot be brought back without new evidence and a new recommendation.
 - iii. Any student who is removed from the SGA by these means may ask for a vote of appeal if new evidence is found. This must take the form of a written request to the Executive Board. The issue will then be discussed at the next General Assembly meeting. Should the removed member receive a 2/3 vote to overturn the previous ruling, he or she

will be immediately reinstated to full rights and privileges as a member of the SGA.

Article IV: Appointments and Election

- A. Selection of the Executive Board: Regular Elections
 - I. The positions of President, Vice President, and Secretary will be chosen by yearly elections to be held during the spring semester, with the exception of a single office vacated within a year.
 - II. Elections will be overseen by the SGA Vice President or his/her designee, who will set the official campaign event schedule.
 - III. All candidates must submit applications for office to the Vice President, or his/her designee by the agreed-upon deadline.
 - IV. All students, including the candidates, have the opportunity to vote. One vote is allowed per student for each position.
- B. Succession
 - I. At various times throughout the year, an office may become may become vacant. In such an event, the procedures set within this constitution must be followed.
- C. Term of Office
 - I. The term of office will begin on the first day of classes in the fall semester starting each academic year.
- D. Selection of Congress: Regular Elections
 - i. The officers will be chosen by yearly elections to be held each spring, with the exception of a single office vacated within a year.
 - ii. All candidates must submit applications for office to the Vice President, or his/her designee by the agreed-upon deadline.
 - iii. All students, including the candidates, have the opportunity to vote. One vote is allowed per student for each position.

- E. Succession
 - II. At various times throughout the year, an office may become may become vacant. In such an event, the procedures set out herein are to be followed.
 - III. If the presidency becomes vacant, the Vice President shall assume the rank of President.
 - IV. If the Vice President or Secretary or Treasurer position becomes vacant, replacements will be nominated by the remaining members of the Class Senate

Article V: Special Representatives

- A. The Congress will also consist of six special representatives. These special representatives will not serve as a voting member within the organization.
- B. The Special Representatives will include one representative from the following groups:
 - i. Inter-Greek Council
 - ii. Adult & Graduate Studies
 - iii. Campus Activities Board
 - iv. Athletics
 - v. Commuters
 - vi. Council of Clubs and Organizations
 - vii. Faculty Liaison
- C. These representatives will be voting members of the senate, except for the Faculty Liaison.

Article VI: Meetings and Governance

- A. Meetings
 - i. The Executive Board will hold weekly meetings.
 - ii. The President and Vice President will meet with Mars Hill University Administration monthly and as needed.
 - iii. The General Assembly will meet every Thursday.
 - iv. Meetings will be publicized to the general population of Mars Hill University and be held in publicized location at appointed time.
- B. Governance

- i. The agendas for all General Assembly meetings will be set by the Executive Board at the weekly Executive Board meetings.
- ii. Micro-grant proposals must be reviewed by the Executive Board prior to being voted upon in the General Assembly.
- iii. Micro-grant proposals must be submitted no later than the Executive Board meeting prior to that week's General Assembly meeting to make it on the agenda.
- iv. Agenda will be posted twenty-four hours prior to the General Assembly meeting for the public knowledge.

Article VI: Amendments and Bylaws

- A. Amendments will be binding on the Campus of Mars Hill University
 - i. A new amendment to the Constitution or Bylaws can only be introduced to discussion at the General Assembly by a member of SGA. At that time, the new amendment must also be submitted in writing.
 - ii. A majority vote must pass in favor of the amendment in order for the amendment to pass.
 - iii. Once the Constitutional Amendment has passed, the amendment is adopted into this Constitution and will take effect at the start of the next General Assembly Meeting to allow for thorough organization and publishing to the student body.
 - iv. The new amendment will alter the original text and will contain an endnote with the date of the revision and reference to the article.
 - v. Amendments to the constitution must be completed before the end of the last full month of the spring semester.
 - vi. The draft SGA Constitution and Bylaws for the next operating year, amended or not, must be introduced no later than four General Assembly meetings from the last meeting of the year. The Constitution and Bylaws must be voted on before the last General Assembly Meeting of the year.

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- B. Bylaws will be binding and cannot override this constitution.
- i. A new bylaw can be introduced to discussion by a member of the General Assembly. At this time, the new bylaw must also be submitted in writing.
 - ii. A majority of the General Assembly must vote in favor of the bylaw in order for the bylaw to pass and take effect immediately.
 - iii. The new bylaw will then be signed and dated by the President of SGA.