



# HERITAGE

## CHRISTIAN UNIVERSITY

### **Student Government Association (SGA) Constitution and By-Laws**

#### INTRODUCTION

The Student Government Association of Heritage Christian University, hereafter known as the SGA, exists to promote the welfare and well-being of the student body and of the University as a whole in all things; it acts in accord with a Christ-like spirit, faithfully following the teachings of Scripture. It acts (1) in an advisory capacity, promoting effective communication between students and administration; (2) in a relational capacity, promoting constructive student-to-student interaction; and (3) in an encouraging capacity, promoting student-led service to the kingdom and to the University.

SGA officers are the president, vice-president, secretary and treasurer. Supplemental officer shall be the chaplain. The SGA is sponsored by the Dean of Students (or faculty/staff member designated by the dean) and by a faculty member selected on an annual basis by the SGA membership.

#### PREAMBLE

We, the members of the Student Government Association of Heritage Christian University, in order to promote growing, wholesome, and thoroughly Christian relationships among the students, faculty, and administration of this school, and to encourage good works, scholarship and spiritual growth, do hereby ordain and establish this constitution, recognizing it as our guide under the authority of the Holy Scripture.

### **CONSTITUTION**

#### ARTICLE I: NAME

The name of the organization shall be “The Student Government Association of Heritage Christian University.”

## ARTICLE II: ORGANIZATION

### Section 1: Requirements

- a. SGA officers must be full time undergraduate or graduate students of Heritage Christian University.
- b. SGA officers must have and maintain a minimum 2.5 cumulative GPA and be free from academic or disciplinary probation at the point of inauguration.
- c. No SGA officers may concurrently hold more than one position.

### Section 2: Officers

- a. A president, vice-president, secretary, and treasurer shall be elected in the spring of the preceding year by the vote of the student body.
  - All officer positions must be filled
- b. Requirements for President
  - The president must be an upperclassman.
  - The president must have served on the SGA during two semesters, at any point, prior to office.
- c. Requirements for Vice-President
  - The vice-president must be an upperclassman.
  - The vice-president must have served on the SGA for one semester, at any point, prior to election to office.
- d. Requirements for Secretary
  - The secretary must meet the requirements outlined in Section 1 above.
- e. Requirements for Treasurer
  - The treasurer must meet the requirements outlined in Section 1 above.

### Section 3: Supplementary Officers

The Chaplain shall serve as a voting supplementary officer.

### Section 4: Sponsors

- a. The Dean of Students or someone he designates shall serve as one of the sponsors.
- b. The SGA shall select a second sponsor from among the faculty or staff each fall.

## ARTICLE III: MEETINGS

### Section 1: Schedule

- a. The SGA shall host one meeting on the first Wednesday of the semester to decide when the regular monthly meeting will take place.
- b. All officers are required to attend; any interested parties are welcome and encouraged to attend.
- c. Officers may call a special meeting when deemed necessary.
- d. An officers meeting will be held each month.
- e. Subcommittees must meet once a month.
  - Each subcommittee chair must report to the officers once a month.

### Section 2: Quorum

- a. Two-thirds of the SGA constitutes a quorum.
- b. In the absence of a quorum, two-thirds vote of the officers and supplementary officers shall be binding.
- c. In the absence of a quorum, the meeting may be postponed at the officers' discretion.

### Section 3: Attendance

- a. SGA officers are allowed one unexcused absence from monthly meetings per semester.
- b. Any additional unexcused absences will result in the forfeiture of membership in the SGA.
  - When pertaining to forfeiture of membership for officers, he/she must forfeit the officer scholarship.

### Section 4: Sponsor Attendance

- a. A sponsor of the SGA must be present at each regular meeting.
- b. The SGA president or vice-president may request that sponsors leave the meeting for a specified number of minutes.

## ARTICLE IV: RESPONSIBILITIES OF THE SGA

### Section 1: To the Student Body

- a. The SGA shall promote the welfare and well-being of the student body and of the University as a whole.

- b. The SGA shall educate the student body of its opportunity to participate in the SGA.
- c. The SGA shall act in an advisory capacity, promoting effective communication between students and administration.
- d. The SGA shall act in a relational capacity, promoting constructive student-to-student interaction.
- e. The SGA shall act in an encouraging capacity, promoting student-led service to the kingdom and to the university.

Section 2: To the University

- a. The SGA may bring written suggestions to the administration for consideration.
- b. The SGA shall promote and support the mission of the University.
- c. The SGA shall honor and uphold the authority of the University.

ARTICLE V: BY-LAWS

Section 1: Establishment of By-Laws

By-Laws for the government of the SGA of Heritage Christian University, not inconsistent with this constitution, shall be enacted.

Section 2: Amendments to By-Laws

The by-laws may be amended at the regular meeting of the SGA with a three-fourths majority vote of the SGA and with the approval of the university administration.

ARTICLE VI: AMENDMENTS TO THE CONSTITUTION

Section 1: Rules for Amendments

- a. Proposed amendments to the constitution shall be received in written form by the SGA president and secretary at least two weeks prior to the regular meeting of the SGA.
- b. All proposed amendments must be published and distributed by the secretary to each member and sponsor of the SGA at least four days before the voting date.
- c. Amendments to this constitution shall be made only at the regular meeting of the SGA by a three-fourths majority of the SGA and subject to approval of the college administration.
- d. Any amendment carried successfully by the vote shall be posted for the awareness of all students, faculty, and administration of Heritage Christian University.

ARTICLE VII: EFFECTIVE DATE

This constitution of the Student Government Association of Heritage Christian University shall be effective on the date approved by the Department of Student Affairs.

# BY-LAWS

## ARTICLE I: RESPONSIBILITIES OF THE OFFICERS

The officers of the SGA shall appoint the chaplain, as well as all necessary committees.

### Section 1: President

- a. The president shall preside at all meetings.
- b. The president shall have a vote in all matters.
- c. (S)he shall be an ex officio member of all SGA committees.
- d. In the event of a tie vote, the vote of the president shall prevail.
- e. (S)he shall preform such other duties as usually pertain to the office of the president.
- f. The president may excuse any member of the SGA from a meeting.
- g. The president shall be one of two cardholders to the SGA bank account.

### Section 2: Vice-President

- a. The vice-president shall familiarize himself with all SGA affairs.
- b. (S)he shall become president in the event of the death, resignation, or disqualification of the president
- c. (S)he shall become acting president if the president if unable to serve due to physical or mental impairment.
- d. (S)he shall make sure all required attendees are present.
- e. The vice-president may excuse any member of the SGA from a meeting.
- f. The vice-president shall be an ex officio member of all SGA committees.

### Section 3: Secretary

- a. The secretary shall keep accurate minutes of all SGA meetings including roll and business.
- b. (S)he shall post a copy of the minutes within five school days of the regular meeting so that they are readily available to the student body.
  - The officers may withhold from the minutes any information that could be detrimental to the character and good name of any individual, as well as information that could be harmful to the University.
- c. The secretary shall submit a set of approved minutes to the Dean of Students and President each month.
- d. All minutes shall be recorded and kept in an SGA vertical file.

#### Section 4: Treasurer

- a. The treasurer shall be responsible for keeping an accurate account of all money for which the SGA is responsible.
- b. The treasurer shall make all payments authorized by the SGA in a timely manner.
- c. The treasurer shall give an account at each regular meeting.
- d. (S)he shall be responsible for passing on all financial records and other relevant materials before the expiration of his term to the treasurer elect.

### ARTICLE II: RESPONSIBILITIES OF SUPPLEMENTARY OFFICER

#### Section 1: Chaplain

- a. He shall preside at all SGA devotionals.
- b. He shall be especially concerned with any religious matters with which the SGA deals.
- c. He shall be the head of the SGA chapel committee.

### ARTICLE III: ELECTION PROCEDURES

#### Section 1: Election of Officers

- a. In the Spring semester prior to the first full week in April, officers shall create a ballot for each officer's position containing the names of all interested candidates who meet the requirements for each respective office.
- b. If there is only one candidate for any given office, no vote shall be necessary.
- c. Ballots shall be emailed to all on-campus and off-campus students the first business day of the first full week of April.
- d. All ballots must be received by the end of the second full week of April.
- e. In the event of a tie, a runoff shall take place, following the ballot distribution procedure above.
- f. The SGA sponsors shall count all ballots.
- g. The results of the election shall be announced to all students as soon as determined.
- h. The elected officers shall take office at the beginning of the fall semester.

#### Section 2: Campaigns

- a. Candidates for each office must submit a half page profile, which will be forwarded to each student along with the ballot.
- b. All campaign material must receive the approval of the Dean of Students.

- c. Campaign materials may be posted only in areas authorized by the Dean of Students.
  - The candidates must run a clean campaign.

#### ARTICLE IV: VACANCIES IN STUDENT GOVERNMENT ASSOCIATION OFFICES

##### Section 1: President

If the office of the president is vacated, the vice-president shall become president.

##### Section 2: Other Officers

If the office of vice-president, secretary, or treasurer is vacated, the SGA shall elect a member of the SGA to serve in those positions.

#### ARTICLE V: GUIDELINES FOR ACTING UPON STUDENT CONCERNS AND OFFERING SUGGESTIONS TO THE UNIVERSITY

The SGA shall use the following guidelines when acting upon student concerns or bringing suggestions to the University for consideration.

##### Section 1: Personal Issues

- Personal issues should first be dealt with between the two involved parties.
- If the issue is not resolved between the two parties, the appropriate Dean should be consulted (Dean of Men, Dean of Women, Dean of Students, or Academic Dean).
- If the issue is not resolved the respective Dean should advise the student whom to contact next.

##### Section 2: Non-Personal Issues

- Non-personal issues that are not related to academics should be presented to the Dean of Students.
- Non-personal issues relating to academics should be presented to the Academic Dean.
- If the issue is not resolved the respective Dean should advise the student whom to contact next.

ARTICLE VII: EFFECTIVE DATE

These by-laws of the constitution of the Student Government Association of Heritage Christian University shall be effective on the date approved by the Department of Student Affairs.

Approved by the Department of Student Affairs  
September 2017