

**The Constitution of  
Bacone College Student Government Association**

**Preamble**

We, the students of Bacone College, create and adopt this Constitution so as to provide our students with a forum to voice their concerns, as well as an opportunity for our students to participate in decision making in student government and campus activities.

**ARTICLE I. Name of Organization**

This organization shall hereafter be known as the Bacone Student Government Association, hereafter the "BSGA".

**ARTICLE II. Purpose**

The Bacone Student Government Association shall be the official body which represents the students at Bacone College.

**ARTICLE III. Membership**

Section 1. Membership to the Bacone Student Government Association shall be open to all students at Bacone College.

Section 2. No student or organization shall be discriminated against on the basis of national origin, race, religion, gender, creed, age, marital status, major and/or degree program, political views or affiliation, or veteran status.

Section 3. Membership shall include the BSGA officers, a representative for each club in good standing and two elected "at large" representatives of non-club affiliated students.

Section 4. Clubs and "at large" representatives must attend BSGA General Meetings in order to be considered "active."

**ARTICLE IV. Meetings**

Section 1. The first BSGA meeting of the semester shall be an Executive Committee meeting which shall meet the first Friday after the semester begins. Thereafter, there shall be at least 6 General BSGA meetings per semester, the dates of which are to be posted at the beginning of the semester on the Bacone College master calendar. Executive Committee shall meet every other Friday during the semester, following the Bacone College master calendar.

Section 2. The first BSGA General Meeting shall be the Friday after the first Executive Committee meeting and continue meeting every other Friday during the rest of the semester, following the Bacone College master calendar.

### **ARTICLE V. Qualifications of Officers**

Section 1. BSGA Officers, Club Officers and “At Large” Representatives shall be currently enrolled in 12 or more credit hours and maintain a minimum GPA of 2.5 or better for each semester of the academic year to be considered eligible to serve as an officer or a representative.

Section 2. Attendance is mandatory at BSGA meetings and functions for BSGA Officers and Club representatives. A BSGA Officer or Club representative who does not present at BSGA meetings or functions will receive an unexcused absence.

Section 3. Expulsion will occur after 3 absences during the school year.

Section 4. Expulsion from BSGA will result in ineligibility for holding a position in the BSGA the following year.

Section 5. Students have a right to appeal an expulsion provided the appeal is in writing and filed within 7 days after the expulsion. An affirmative vote thereafter by the SBGA Executive Committee shall be final.

Section 6. No student shall have been on academic or social probation during any semester of the previous year, nor shall a student have an outstanding or unresolved academic dishonesty complaint, in order to be eligible to serve as a BSGA Officer or as the Officer of a Club Officer or as an “At Large” Representative.

Section 7. The BSGA Officers shall consist of: BSGA President, BSGA Vice President, BSGA Secretary, BSGA Treasurer, and the BSGA Public Relations Officer.

Section 8. The BSGA Officers shall be deemed elected upon a simple majority vote by Club and “At Large” representatives who eligible to vote.

Section 9. The election for new BSGA Officers shall be by secret ballot at an election prior to the end of the Spring semester.

Section 10. New BSGA Officers shall be sworn in at the end of the Spring semester.

Section 11. If a student is elected to serve on the BSGA, the student cannot also serve as an officer for any club or any other organization.

### **ARTICLE VI. Conduct of Officers**

Section 1. BSGA Officers, Representatives of the Clubs and “At Large” students shall at all times when representing Bacone College, show good character and conduct themselves in a manner that will reflect upon Bacone College in a positive way.

### **ARTICLE VII. Matching Funds**

Section 1. From time to time, active clubs in good standing may conduct fund raising activities. Subject to BSGA's available funds, eligible clubs may apply for up to \$200 in matching funds per club per semester upon showing of receipts from fund raising. All Club accounts shall be kept in Bacone College accounts.

### **ARTICLE VIII. BSGA Officer Duties**

Section 1. All BSGA Officers shall carry out their duties in a fair and impartial manner. Officers shall encourage student participation in student government and student organizations and assist with BSGA and Club events and functions as needed. Suggested activities each semester should include a community service project, a general BSGA event, and a fund-raising activity. In order to encourage work as a team, all of the BSGA Officers may assist Clubs with preparation of proposed legislation, record keeping and bring training requests to the attention of the BSGA.

Section 2. Duties and Responsibilities of the BSGA President include:

- a. Serve as the Chief Executive Officer of the BSGA
- b. Preside over the Executive and BSGA General Meetings
- c. Serve as the liaison between the Executive Committee and Club/Organizations and Administration
- d. Appointment of a Presidential cabinet, committees or commissions which are deemed necessary
- e. Call for Special meetings
- f. Attend meetings as needed with BSGA Advisor
- g. Ensure BSGA Constitution and By-Laws are faithfully executed
- h. Presents to the BSGA matters relating to the student body which need attention

Section 3. Duties and Responsibilities of the Vice-President of the BSGA

- a. Exercise Presidential duties when the President is absent
- b. Assume Presidential duties upon any vacancy of the Presidency
- c. Serve as the Chair for Committee or Sub-Committee Meetings
- d. Serve as Coordinator for BSGA Events
- e. Meet on a regular basis with BSGA Advisor

Section 4. Duties and Responsibilities of the BSGA Secretary

- a. Be present and take accurate Minutes at BSGA Executive and BSGA General Meetings
- b. Responsible for Corrections/Amendments of Minutes
- c. Maintain a record of previous minutes and make them available to the Executive Committee
- d. Report to the President

Section 5. Duties and Responsibilities of the BSGA Treasurer/Parliamentarian

- a. Keep and maintain an accurate account of the BSGA and Accounts, including receipts for expenditures
- b. Provide updated account information to the President
- c. Prepare annual budget requests for the BSGA
- d. Reinforce Robert's Rules of Order
- e. Serve as the Floor Leader for Motions

Section 6. Duties and Responsibilities of the BSGA Public Relations Officer

- a. Serve as the liaison between the BSGA and the Clubs and organizations
- b. Prepare press releases for events and activities for BSGA
- c. Design and prepare posters, announcements, etc. for events
- d. Coordinate publicity with Bacone administration
- e. Assist with communications related activities for BSGA

### **ARTICLE IX. Quorum and Voting**

Section 1. Two-thirds of the membership of the BSGA shall constitute a quorum; however, in an emergency the BSGA President may declare a quorum with less than 2/3 of the voting members. No business shall be transacted without the Faculty Advisor and/or the Faculty Advisor Assistant and a quorum.

Section 2. Voting members shall include the BSGA Officers and a representative from each of the Clubs in good standing and the "At large" representatives, each of whom shall have one vote.

### **ARTICLE X. Vacancy of Office**

Section 1. Should the Presidency of BSGA become vacant, the successor shall be the Vice-President of the BSGA.

Section 2. If the Vice-President, Secretary, Treasurer-Parliamentarian or Public Relations Officer positions become vacant, the BSGA Executive Committee shall decide which actions are appropriate to fill the positions. These options may include:

- a. The voting delegates elect the new officer
- b. The BSGA President appoints the officer and the voting members will have to vote to approve.

### **ARTICLE XI. Removal of Officers**

Section 1. Grounds for removal of a BSGA Officer shall include:

- a. Violation of the provisions of the BSGA Constitution
- b. Failure to carry out duties or responsibilities of position
- c. Three absences from BSGA meetings during the school year.
- d. Failure to maintain a 2.5 or better GPA each semester
- e. Conducting BSGA business without express authorization
- f. Incurring any debt or financial obligation without the authority of the BSGA

- g. Engaging in social or academic misconduct or having an outstanding or unresolved complaint of academic dishonesty

#### **ARTICLE XII. Advisor**

Section 1. The BSGA shall have one Faculty Advisor from the Bacone College Faculty. A member of the Bacone Staff may serve as an Assistant Advisor if necessary.

Section 2. Duties and Responsibilities of the Advisor:

- a. Give advice and counsel to the BSGA Officers
- b. Attend Executive and General Meetings
- c. Preparation of the BSGA event planner and purchase orders
- d. Consult with Executive Committee to prepare event planners, purchase orders and other related materials
- e. Be familiar with Bacone policies and procedures
- f. Conduct GPA eligibility checks for potential BSGA officers and Officers at the beginning of each semester
- g. Inform any officer of ineligibility due to failure to meet GPA or other requirements
- h. Inform the Director of Student Life and Administration of officer ineligibility
- i. Make recommendations to the BSGA President for removal(s)

Section 3. BSGA Advisor Selection

- a. The BSGA Executive Board shall meet prior to the end of the semester to make recommendations as to the Faculty Advisor.
- b. The voting membership shall vote to accept or not accept the recommendations of the BSGA Executive Committee
- c. Approval of the selection of the Faculty Advisor shall be subject to acceptance by the President of Bacone College

Section 4. Removal of BSGA Advisor

- a. A BSGA Faculty Advisor may be removed upon a majority vote of the BSGA Officers and the student body.
- b. Prior to the vote, one week notice shall be given to the Advisor of the intent to remove the Advisor

#### **ARTICLE XIII. Ratification**

Section 1. This Constitution and By-Laws will be enacted in its entirety following its publication in the Bacone College newspaper (in print or online) for 7 days for student comments and approval by a 2/3 vote of the voting membership at the next regular BSGA meeting.

#### **ARTICLE XIV. Amendments**

Section 1. All proposed Amendments shall first be brought up at General SGA Meeting prior to being placed on any Agenda so as to give notice to the membership.

Section 2. An Amendment to the BSGA Constitution shall require a 2/3 vote in order to be adopted. Thereafter, the Amendment shall be posted for 7 days before it is deemed adopted.

Section 3. Amendments following this Article XIV., once adopted, shall supersede any conflicting Article(s) and there is no need to continually revise/change this Constitution.

Section 4. In the event that any provision is held to be invalid, that shall not invalidate the other provisions of the Constitution.

#### **ARTICLE XV. Right to Act**

Section 1. No single BSGA Officer or Club or Organization member is authorized to incur any debt or make any promises or enter into any business arrangement without express authorization from the BSGA.

Section 2. Failure to conform to this requirement may be grounds for removal from office.

#### **ARTICLE XVI. Miscellaneous**

Section 1. Hierarchy of Laws - The provisions of the BSGA Constitution are governed by and subordinate to the Constitution and laws of Bacone College.

#### **ARTICLE XVII. Organizations Under the BSGA**

Section 1. Student Clubs and Organizations whose purpose is to enrich student life across campus and honor the mission of Bacone College are welcomed to be a part of the BSGA and the following shall apply:

- a. Student Clubs and/or Organizations must be "active" in order to function under the BSGA.
- b. "Active" requires that a Club or Organization representative who is authorized to vote as a voting member attends BSGA General Meetings.
- c. To remain "active," a Club or Organization shall have no more than two unexcused absences or three excused absences
- d. All Student Clubs and/or Organizations are required to participate and assist with BSGA events and functions and show proof of having at least one (1) community service project each semester in order to maintain the "active" status.

- e. All Student Clubs and/or Organizations which are active are eligible to apply for matching funds from fund raising activities, up to a maximum of \$150 per Club or Organization per semester and subject to funds availability.
- f. That each Student Club and/or Organization shall participate in the Multi-Cultural/Club Day each semester where there is an opportunity for cultural exchange, as well as an opportunity to meet Faculty and staff, and recruit new membership.

### **BSGA By-Laws**

#### **Duties and Responsibilities of BSGA Officers:**

- Section 1. President's duties and responsibilities:
- a. Serves as the Chief Executive Officer for the BSGA
  - b. Presides over Executive and General BSGA meetings
  - c. Serves as liaison between the Executive Committee and Club/Organizations and Administration
  - d. Appoint a Presidential Cabinet, committees or commissions which are deemed necessary
  - e. Call for special meetings
  - f. Attend meetings as needed with the BSGA Advisor
  - g. Ensure BSGA Constitution and By-Laws are faithfully executed
  - h. Presents to the BSGA matters relating to the student body which need attention
- Section 2. Duties and Responsibilities of the Vice-President
- a. Exercise Presidential duties when President is absent
  - b. Assume Presidential duties when vacancy of the Presidency
  - c. Serve as the Chair for Committee or Sub-Committee Meetings
  - d. Serve as the Coordinator for BSGA events
  - e. Meet on a regular basis with BSGA Advisor
- Section 3. Duties and Responsibilities of the BSGA Secretary
- a. Be present and take accurate Minutes at BSGA Executive and BSGA General Meetings
  - b. Responsible for Corrections/Amendments of Minutes
  - c. Maintain a record of previous Minutes and make them available to the Executive Committee
  - d. Report to the President
- Section 4. Duties and Responsibilities of the BSGA Treasurer/Parliamentarian
- a. Keep and maintain an accurate account of the BSGA Accounts, including receipts of expenditures

- b. Provide updated account information to the President
- c. Prepare annual budget requests for the BSGA
- d. Reinforce Robert's Rules of Order
- e. Serve as the Floor Leader for Motions

Section 5. Duties and Responsibilities of the BSGA Public Relations Officers

- a. Serve as the liaison between the BSGA and the Clubs and Organizations
- b. Prepare press releases for events and activities for BSGA
- c. Design and prepare posters, announcements, etc. for events
- d. Coordinate publicity with Bacone Administration
- e. Assist with communications related activities for BSGA

### **REMOVAL OF OFFICERS**

Section 1. The grounds for removal of BSGA Officers shall include:

- a. Violation of the BSGA Constitution
- b. Failure to carry out the duties or responsibilities of the positions
- c. Three or more absences from BSGA meetings during the school year.
- d. Failure to maintain a 2.5 or better GPA each semester
- e. Conducting BSGA business without express authorization from the BSGA.
- f. Incurring any debt or financial obligation without the express authority of the BSGA
- g. Engaging in social or academic misconduct or having an outstanding or unresolved complaint of academic dishonesty against the officer

### **PARLIAMENTARY AUTHORITY**

Section 1. In all matters not covered by this document, regardless, the Robert's Rules of Order, revised, shall govern.

### **COMMITTEES**

Section 1. There shall be 4 standing Committees of the BSGA. Each shall be chaired by an Officer of the BSGA, subject to approval of the majority of the BSGA:

- a. Election Committee
- b. Social Committee
- c. Homecoming Committee
- d. Community Service Committee

### **ORDER OF BUSINESS**

Section 1. The order of business for BSGA Meetings shall be:

- a. Call to order
- b. Roll call of Clubs for quorum



- c. Reading and Approval of Minutes
- d. Report(s)
- e. Old/Unfinished Business
- f. New Business
- g. Announcements
- i. Adjournment

### **ELECTIONS**

Section 1. The Election Committee shall meet at least 2 times each semester and the duties of the Election Committee include:

- a. Provide notice of elections
- b. Accept applications
- c. Set up centrally located polls
- d. Voting - faculty or staff must be present during voting
- e. Each eligible student may vote only once
- f. Each voter must present a picture ID (includes Student ID)
- g. At end of voting period, present results to BSGA President
- h. Results to be published in student newspaper

### **SUSPENSION OF CLUBS/ORGANIZATIONS**

Section 1. Any Club or Organization is suspended when the Club or organization fails to meet on a regular basis or follow its own Constitution or By-laws.

Section 2. Any Club or Organization is suspended when there are two unexcused absences or three excused absences of the voting representative at the regular BSGA meetings.

Section 3. Suspended Clubs or Organizations are not eligible for matching funds from the BSGA.

### **BSGA CLUBS/ORGANIZATIONS**

Section 1. The BSGA recognizes the following:

- a. Criminal Justice Society
- b. Baptist Collegiate Ministry
- c. Alpha Chi
- d. International Students Society
- e. United National Indian Tribal Youth (UNITY)
- f. Non-Affiliated Students