

# McPherson College

## STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

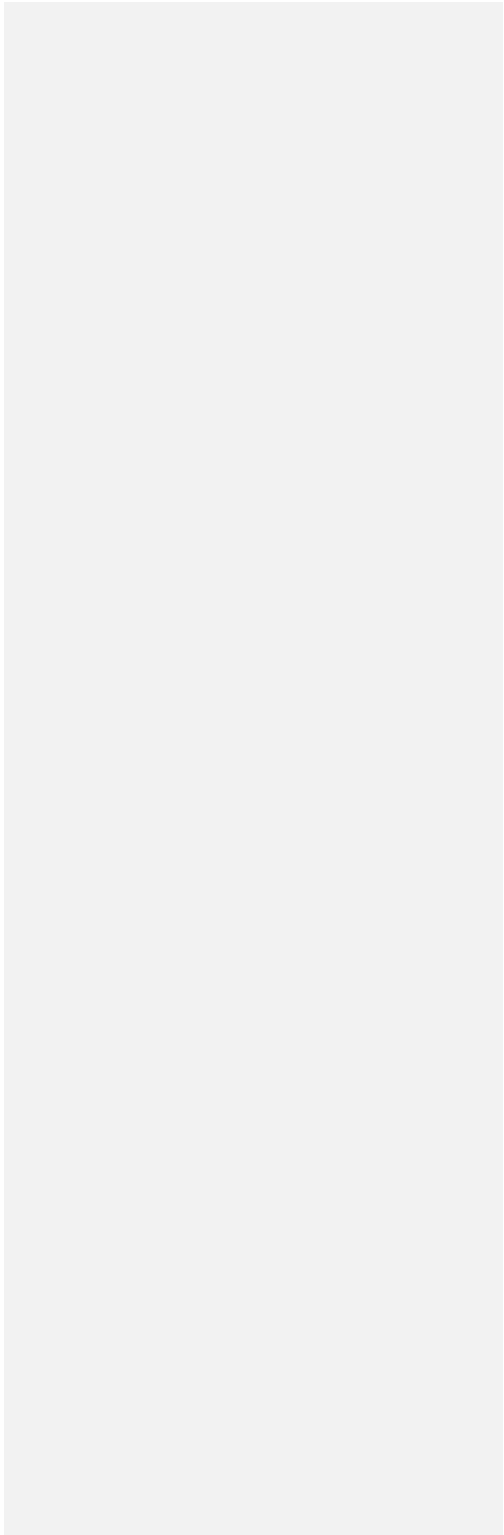


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#### SECTION I: NAME

The name of this organization shall be the Student Government Association, but shall be commonly known by its acronym, SGA.

#### SECTION II: MEMBERSHIP

All full-time students of McPherson College shall be members of the Student Body. Part-time students may become members by payment of the full-time student activity fee.

All members shall be entitled to participate in meetings of the student body, to vote, and to hold office under this constitution.

#### SECTION III: PURPOSE

The purpose of Student Government Association shall be to serve the needs of the Student Body.

- The welfare of the Student Body should be their first consideration.
- The Student Government Association, acting as representative and on behalf of the Student Body, shall be the official Student Body Representative to other colleges and McPherson College administration and Board of Trustees.
- Oversees campus events such as Campus Blow Out, Light & Life, Elections, and Homecoming Royalty selection.
- Oversees student organization recognition and allocations processes; provides additional funding to student clubs, organizations, and campus entities.

#### SECTION IV: JURISDICTION

All students enrolled at McPherson College shall be subject to this constitution and its by-laws.

#### SECTION V: THE EXECUTIVE BRANCH

The Executive Branch of the Student Government Association shall be comprised of the following:

1. **PRESIDENT**
2. **CHIEF OF STAFF**
3. **BUDGET DIRECTOR**
4. **EVENTS COORDINATOR**
5. **HISTORIAN**
6. **PUBLICITY COORDINATOR**
7. **ADVISOR (Student Affairs Administrator)**

#### Executive Branch Qualifications

- Be a Student Body Member, not be on academic probation, with a cumulative GPA of at least 3.25 on a 4.0 scale.
- **PRESIDENT** and **CHIEF OF STAFF** must have been a Member of the Student Body for at least two consecutive semesters by the time of inauguration.
- If any member of the Executive Branch is placed on academic probation or warning, or their GPA falls below 3.25, the Member and the Advisor shall meet, and the situation will be dealt with according to the circumstances.
- All members of the Executive Branch must be familiar with the SGA constitution and become familiar with Robert's Rules of Order.

- All members must perform duties assigned to the office. Conduct on and off-campus must be becoming of such a position.

The executive officers shall maintain, in good conduct, their respective offices for a term of one year from the date of their inauguration in the spring of the year of their election, until the succession of new officers in the spring of the following year.

## **Executive Branch Positions**

### **PRESIDENT**

#### **Leadership**

This position presides over all regular and special SGA meetings. This person also leads special initiatives assigned to SGA, working to ensure accountability with the SGA Executive Board. This position will be expected to deliver the senior speech at Commencement.

#### **Committee Work**

This position creates or disassembles temporary committees when deemed necessary. This position also sits on the following committees:

- Budget Allocations (chaired by SGA Budget Director)
- Constitutional Review (chairperson)
- Homecoming Planning Committee (chaired by Alumni Department)
- Emergency Response Team (chaired by Facilities Management)
- Educational Policies (chaired by instructional faculty)

Expect to spend 5-6 hours per week on committee work.

#### **Visibility**

This position should be at a variety of campus events and should be recognized as an SGA leader. It is preferred that this position is to live in campus facilities. If wanting to reside in off-campus housing, they will need to visit with the advisors to discuss their commitment to on campus presence.

#### **Voting**

This position votes only in the case of a tie.

#### **Supervisor**

This position reports directly to the SGA Advisor.

#### **Direct Reports**

This position oversees all executive board members.

#### **Office Hours**

This position requires a minimum commitment of 2 hours per week of office hours (separate from committee work) with the Advisor to receive the SGA salary stipend and benefits. In addition, this position must also attend a weekly meeting with the Chief of Staff and Advisor.

If this position does not complete their office hours each week, they will take an unexcused absence and lose 20% of their monthly pay.

#### **Compensation**

This position receives a room (not a single/private) on campus at no charge or a stipend to match the amount of off campus rent (not to exceed the price of the most expensive housing on campus). Position also receives a cash stipend of \$850 per semester.

#### CHIEF OF STAFF

##### **Leadership**

This position performs the duties of the President when the President is unable to fulfil these commitments. This position ensures accountability and progress among Senators.

##### **Committee Work**

This position serves on the following committees:

- Budget Allocations (chaired by SGA Budget Director)
- Homecoming Planning Committee (chaired by Alumni Department)

Expect to spend 4-5 hours per week on committee work.

##### **Visibility**

This position should be at a variety of campus events and should be recognized as an SGA leader. It is preferred that this position is to live in campus facilities. If wanting to reside in off-campus housing, they will need to visit with the advisors to discuss their commitment to on campus presence.

##### **Voting**

This position is a voting member.

##### **Supervisor**

This position reports directly to the SGA President.

##### **Direct Reports**

This position supervises all Senators.

##### **Office Hours**

This position requires a minimum commitment of 2 hours per week of office hours (separate from committee work) with the President to receive the SGA salary stipend and benefits. In addition, this position must also attend a weekly meeting with the SGA President and Advisor.

If this position does not complete their office hours each week, they will take an unexcused absence and lose 20% of their monthly pay.

##### **Compensation**

This position receives a room (not a single/private) on campus at no charge or a stipend to match the amount of off campus rent (not to exceed the price of the most expensive housing on campus). Position also receives a cash stipend of \$600 per semester.

#### BUDGET DIRECTOR

##### **Leadership**

This position leads the Association to ensure financial stability, process Club/Organization allocations, and ensure compliance with financial guidelines. This position will work in collaboration with the Director of Student Life to review end-of-semester financial reports from clubs and orgs.

**Committee Work**

This position serves on the following committees:

- Budget Allocations (chairperson)
- Constitutional Review (chaired by SGA President)

Expect to spend 3-4 hours per week on committee work.

**Visibility**

This position should be at a variety of campus events and should be recognized as an SGA leader. It is preferred that this position is to live in campus facilities. If wanting to reside in off-campus housing, they will need to visit with the advisors to discuss their commitment to on campus presence.

**Voting**

This position is a voting member.

**Supervisor**

This position reports directly to the SGA President.

**Direct Reports**

This position has no direct reports.

**Office Hours**

This position requires a minimum commitment of 2 hours per week of office hours (separate from committee work) with the President to receive the SGA salary stipend and benefits.

If this position does not complete their office hours each week, they will take an unexcused absence and lose 20% of their monthly pay.

**Compensation**

This position receives a cash stipend of \$350 per semester

**EVENTS COORDINATOR**

**Leadership**

This position leads the Association to plan, coordinate, and execute events that serve the Association or related constituent groups.

**Committee Work**

This position serves on the following committees and will create others as necessary:

- Homecoming Planning Committee (chaired by Alumni Department)
- Homecoming Committee (chair)
- Light and Life (chair)
- Blowout (chair)
- Budget Allocations (chaired by SGA Budget Director)
- Senior Gift (chair)

Expect to spend 3-4 hours per week on committee work.

**Visibility**

This position should be at a variety of campus events and should be recognized as an SGA leader. It is preferred that this position is to live in campus owned or managed facilities. If wanting to reside in off-campus housing, they will need to visit with the advisors to discuss their commitment to on campus presence.

**Voting**

This position is a voting member.

**Supervisor**

This position reports directly to the SGA President.

**Direct Reports**

This position works closely with the Publicity Coordinator.

**Office Hours**

This position requires a minimum commitment of 2 hours per week of office hours (separate from committee work) with the President to receive the SGA salary stipend and benefits.

If this position does not complete their office hours each week, they will take an unexcused absence and lose 20% of their monthly pay.

**Compensation**

This position receives a cash stipend of \$350 per semester.

**HISTORIAN**

**Leadership**

This position prepares (in consultation with the president) and publishes SGA meeting agendas and minutes. This position also tracks and reports attendance at all club-related meetings and events through Presence and ensures proper documentation of all Association events and business.

**Committee Work**

This position serves on the following committees:

- Constitutional Review (chaired by SGA President)
- Budget Allocations (chaired by SGA Budget Director)
- Homecoming Planning Committee (chaired by Alumni Department)
- Institutional Assessment Committee (chaired by Director of Assessment and Institutional Assessment and Academic Compliance)

Expect to spend 3-4 hours per week on committee work.

**Visibility**

This position should be at a variety of campus events and should be recognized as an SGA leader. It is preferred that this position is to live in campus facilities. If wanting to reside in off-campus housing, they will need to visit with the advisors to discuss their commitment to on campus presence.

**Voting**

This position is a voting member.

**Supervisor**



This position reports directly to the SGA President.

**Direct Report**

This position works closely with the Publicity Coordinator.

**Office Hours**

This position requires a minimum commitment of 2 hours per week of office hours (separate from committee work) with the President to receive the SGA salary stipend and benefits.

If this position does not complete their office hours each week, they will take an unexcused absence and lose 20% of their monthly pay.

**Compensation**

This position receives a cash stipend of \$350 per semester.

PUBLICITY COORDINATOR

**Leadership**

This position leads the Association to design and execute a marketing strategy designed to inform the campus community of SGA news. In addition, they will work to involve the campus community in the decision-making process. The Publicity Coordinator will also run all of the SGA social media accounts.

**Committee Work**

This position serves on the following committees:

- Homecoming Committee (chaired by Events Coordinator)
- Homecoming Planning Committee (chaired by Alumni Dept.)

Expect to spend 3-4 hours per week on committee work.

**Visibility**

This position should be at a variety of campus events and should be recognized as an SGA leader. It is preferred that this position is to live in campus facilities. If wanting to reside in off-campus housing, they will need to visit with the advisors to discuss their commitment to on campus presence.

**Voting**

This position is a voting member.

**Supervisor**

This position reports directly to the SGA President.

**Direct Report**

This position works closely with the Events Coordinator and Historian.

**Office Hours**

This position requires a minimum commitment of 2 hours per week of office hours (separate from committee work) with the President to receive the SGA salary stipend and benefits.

If this position does not complete their office hours each week, they will take an unexcused absence and lose 20% of their monthly pay.

### Compensation

This position receives a cash stipend of \$350 per semester.

## SECTION VI: THE STUDENT SENATE

The Student Senators include the following:

1. **RESIDENCE HALL SENATOR** (representing Dotzour, Metzler, Bittinger, and Morrison)
2. **APARTMENTS SENATOR** (representing Baer, Deerfield, Harter, Houses, Lakeside, Terra Nova, and any other McPherson College managed properties not on campus)
3. **OFF-CAMPUS SENATOR** (representing MC students who are not residential)
4. **STUDENT ATHLETE SENATOR** (representing MC student athletes)
5. **AUTOMOTIVE RESTORATION SENATOR** (representing MC automotive restoration students)
6. **PILLAR STUDENT SENATOR** (representing MC students not affiliated with automotive restoration or athletics)
7. **FRESHMAN STUDENT SENATOR** (representing MC Students recognized as freshman)
8. **INTERNATIONAL STUDENT SENATOR** (representing international MC Students)

### Student Senator Qualifications

- Be a Student Body Member.
- Not be on academic probation and have a cumulative GPA of at least 3.0 on a 4.0 scale.
- If any member of the Student Senate is placed on academic probation or warning, or GPA falls below 3.0, the Member and the Advisor shall meet and the situation will be dealt with according to the circumstances.
- All members of the Student Senate must be familiar with the SGA constitution and become familiar with Roberts Rules of Order. All members must perform duties falling to the office. Conduct on and off-campus must be becoming of such a position.
- The executive officers shall maintain, in good conduct, their respective offices for a term of one year from the date of their inauguration in the spring of the year of their election, until the succession of new officers in the spring of the following year.

### Student Senator Positions

#### RESIDENCE HALL SENATOR

##### Leadership

This position represents residents living in Dotzour, Metzler, Bittinger, and Morrison. This position should interact with those residents frequently and solicit feedback and input.

##### Committee Work

This position sits on a variety of committees both on SGA and throughout the campus community. Expect to spend 2-3 hours per week on committee work.

##### Visibility

This position must live in one of the four main residence halls (Dotzour, Metzler, Bittinger, or Morrison). They should be at a variety of campus events and should be recognized as an SGA leader.

##### Voting

This position is a voting member.

##### Supervisor

This position reports directly to the Chief of Staff.

**Direct Reports**

This person has no direct reports.

**Office Hours**

This position requires a minimum commitment of 1 hour per week of office hours (separate from committee work) with the Chief of Staff to receive the SGA salary stipend.

If this position does not complete their office hours each week, they will take an unexcused absence and lose 20% of their monthly pay.

**Compensation**

This position receives a cash stipend of \$150 per semester.

APARTMENTS SENATOR

**Leadership**

This position represents residents living in Baer, Deerfield, Harter, Houses, Lakeside, Terra Nova, and any other McPherson College managed properties not on campus. This position should interact with those residents frequently and solicit feedback and input.

**Committee Work**

This position sits on a variety of committees both on SGA and throughout the campus community. Expect to spend 2-3 hours per week on committee work.

**Visibility**

This position must live in apartment residences managed by the college (Baer, Deerfield, Harter, Lakeside, MC Houses, or Terra Nova). They should be at a variety of campus events and should be recognized as an SGA leader.

**Voting**

This position is a voting member.

**Supervisor**

This position reports directly to the Chief of Staff.

**Direct Reports**

This person has no direct reports.

**Office Hours**

This position requires a minimum commitment of 1 hour per week of office hours (separate from committee work) with the Chief of Staff to receive the SGA salary stipend.

If this position does not complete their office hours each week, they will take an unexcused absence and lose 20% of their monthly pay.

**Compensation**

This position receives a cash stipend of \$150 per semester.

## OFF-CAMPUS SENATOR

### **Leadership**

This position represents residents who do not live in the McPherson College residential system. This position should interact with those residents frequently and solicit feedback and input.

### **Committee Work**

This position sits on a variety of committees both on SGA and throughout the campus community. Expect to spend 2-3 hours per week on committee work.

### **Visibility**

This position shall not be a resident of McPherson College residential facilities. They should be at a variety of campus events and should be recognized as an SGA leader.

### **Voting**

This position is a voting member.

### **Supervisor**

This position reports directly to the Chief of Staff.

### **Direct Reports**

This person has no direct reports.

### **Office Hours**

This position requires a minimum commitment of 1 hour per week of office hours (separate from committee work) with the Chief of Staff to receive the SGA salary stipend.

If this position does not complete their office hours each week, they will take an unexcused absence and lose 20% of their monthly pay.

### **Compensation**

This position receives a cash stipend of \$150 per semester.

## AUTOMOTIVE RESTORATION SENATOR

### **Leadership**

This position represents the Automotive Restoration students and program. This position should interact with those students frequently and solicit feedback and input. This position must be a student who is a McPherson College automotive restoration student in good standing.

### **Committee Work**

This position sits on a variety of committees both on SGA and throughout the campus community. Expect to spend 2-3 hours per week on committee work.

### **Visibility**

It is preferred that this position is to live in campus owned and or managed facilities. This position should be at a variety of campus events and should be recognized as an SGA leader.

### **Voting**

This position is a voting member.

**Supervisor**

This position reports directly to the Chief of Staff.

**Direct Reports**

This person has no direct reports.

**Office Hours**

This position requires a minimum commitment of 1 hour per week of office hours (separate from committee work) with the Chief of Staff to receive the SGA salary stipend.

If this position does not complete their office hours each week, they will take an unexcused absence and lose 20% of their monthly pay.

**Compensation**

This position receives a cash stipend of \$150 per semester.

ATHLETICS SENATOR

**Leadership**

This position represents McPherson College student athletes. This position should interact with our athletes frequently and solicit feedback and input. This position must be a McPherson College student athlete in good standing.

**Committee Work**

This position sits on a variety of committees both on SGA and throughout the campus community.

- This position serves on the Intercollegiate Athletics committee (chaired by Faculty Athletic Representative).

Expect to spend 2-3 hours per week on committee work.

**Visibility**

It is preferred that this position is to live in campus owned and or managed facilities. This position should be at a variety of campus events and should be recognized as an SGA leader.

**Voting**

This position is a voting member.

**Supervisor**

This position reports directly to the Chief of Staff.

**Direct Reports**

This person has no direct reports.

**Office Hours**

This position requires a minimum commitment of 1 hour per week of office hours (separate from committee work) with the Chief of Staff to receive the SGA salary stipend.

If this position does not complete their office hours each week, they will take an unexcused absence and lose 20% of their monthly pay.

**Compensation**

This position receives a cash stipend of \$150 per semester.

PILLAR STUDENT SENATOR

**Leadership**

This position represents students not affiliated with McPherson College athletics or Automotive Restoration. Examples of involvement may include academic departments, band, choir, theater, etc. This position must be held by a student classified as a “pillar student” (not a student-athlete or automotive restoration student).

**Committee Work**

This position sits on a variety of committees both on SGA and throughout the campus community. Expect to spend 2-3 hours per week on committee work.

**Visibility**

It is preferred that this position is to live in campus owned and or managed facilities. This position should be at a variety of campus events and should be recognized as an SGA leader.

**Voting**

This position is a voting member.

**Supervisor**

This position reports directly to the Chief of Staff.

**Direct Reports**

This person has no direct reports.

**Office Hours**

This position requires a minimum commitment of 1 hour per week of office hours (separate from committee work) with the Chief of Staff to receive the SGA salary stipend.

If this position does not complete their office hours each week, they will take an unexcused absence and lose 20% of their monthly pay.

**Compensation**

This position receives a cash stipend of \$150 per semester.

FRESHMAN STUDENT SENATOR

**Leadership**

This position represents students classified as freshman at McPherson College. This position should interact with our classified freshman frequently and solicit feedback and input. This position must be a McPherson College freshman student in good standing.

**Committee Work**

This position sits on a variety of committees both on SGA and throughout the campus community. Expect to spend 2-3 hours per week on committee work.

**Visibility**

It is preferred that this position is to live in campus owned and or managed facilities. This position should be at a variety of campus events and should be recognized as an SGA leader.

**Voting**

This position is a voting member.

**Supervisor**

This position reports directly to the Chief of Staff.

**Direct Reports**

This person has no direct reports.

**Office Hours**

This position requires a minimum commitment of 1 hour per week of office hours (separate from committee work) with the Chief of Staff to receive the SGA salary stipend.

If this position does not complete their office hours each week, they will take an unexcused absence and lose 20% of their monthly pay.

**Compensation**

This position receives a cash stipend of \$150 per semester.

INTERNATIONAL STUDENT SENATOR

**Leadership**

This position represents international students at McPherson College and is an international student themselves (someone who does not have primary citizenship in the United States).

**Committee Work**

This position sits on a variety of committees both on SGA and throughout the campus community. Expect to spend 2-3 hours per week on committee work.

**Visibility**

It is preferred that this position is to live in campus owned and or managed facilities. This position should be at a variety of campus events and should be recognized as an SGA leader.

**Voting**

This position is a voting member.

**Supervisor**

This position reports directly to the Chief of Staff.

**Direct Reports**

This person has no direct reports.

**Office Hours**

This position requires a minimum commitment of 1 hour per week of office hours (separate from committee work) with the Chief of Staff to receive the SGA salary stipend.

If this position does not complete their office hours each week, they will take an unexcused absence and lose 20% of their monthly pay.

### **Compensation**

This position receives a cash stipend of \$150 per semester.

## **SECTION VII: ELECTIONS**

All undergraduate students shall have the right to vote during a general election for the Executive Council and the Student Senators.

SGA may not restrict voting rights or discriminate based on race, color, creed, religion, sex, sexual orientation, gender identity, gender expression, marital status, personal appearance, age, national origin, political affiliation, physical or mental disability or on the basis of the exercise of rights secured by the First Amendment of the United States Constitution. In addition, the SGA may not restrict voting rights or discriminate on the basis of citizenship status or socioeconomic status. Voting rights must be given to all McPherson College undergraduate students.

### **General Elections**

The Election Committee, headed by the SGA Advisor, will conduct General Elections.

- Positions up for election during general election include all Executive Branch positions and Student Senate positions.
- General elections shall occur annually in the spring semester and preferably conclude before the last week of April.
- At the conclusion of the general election the following positions must be filled:
  - Student Body President
  - Student Body Chief of Staff
  - One half (1/2) remaining Executive Branch positions.
  - One half (1/2) of the Senate positions.
- If the requirements stated above are not filled by the end of finals of the Spring semester, the SGA Advisor and the Division of Student Affairs for the College shall have the power to appoint the SGA President. The SGA President will then identify individuals to serve as Chief of Staff, half of the remaining executive Branch positions and half of the Senate positions with the approval of the SGA Advisor.
- All students running for an SGA position during general or special elections must be approved to run by the Election Committee.
- All incoming SGA officers must sign a commitment binding them to the fulfillment of the duties of their office and abide by the SGA Constitution and Bylaws before taking office.
- Elections and appointments for all SGA positions shall be conducted in compliance with the SGA Constitution and Bylaws.

### **The President and Chief of Staff of SGA**

- Candidates for the President and Chief of Staff of SGA shall run for office as one ticket known as the Presidential Ticket.
- The elected President and Chief of Staff will hold office for a term of one year. A student is only able to serve two terms as President.



## Executive Branch

- Candidates running for other Executive Branch positions; Budget Director, Historian, Publicity Coordinator, and Events Coordinator, shall run for office on single tickets.
- The elected Executive Branch will hold office for the term of one year. A student is only able to serve two terms in their current position, unless approved by the SGA Advisor and outgoing and incoming SGA President.

## Senate Members

- Senate positions are to be appointed from within their respective groups.
- Elected Senators will hold office for a term of one year. There is no limit on how many terms a student may serve as a Senator.
- Vacant Senator Positions may be filled by Presidential appointment with a two thirds (2/3) majority vote for approval by voting SGA members.

## SECTION VIII: SGA MEMBER REQUIREMENTS

### Meetings and Formal Events

- Members are expected to attend all SGA scheduled meetings. This is a time for each member to give 100% and set all other activities and obligations aside.
- You may only leave a meeting or formal event early if it is an emergency or previously excused. In case of an emergency, notify the President of the situation.
- Cell phones and homework are not permitted during formal business meetings (unless approved by the President). If a member is seen on their cell phones or studying during a meeting, that member will be asked to leave and will be counted as unexcused.
- The meeting will run in accordance with Roberts Rules of Order.
- All announcements/new business must be sent to the Historian to be placed on the agenda the Friday before an SGA meeting.
- Anyone wishing to bring up a vote or discussion during the formal business meeting must submit the topic in writing to the Advisor & Historian by the end of day Fridays. All exceptions will be held to the Advisor's discretion.

### General Board Meetings

- Every executive and senate member must attend each SGA general board meeting and SGA club/org meeting.
- Executive and senate members are responsible for coming prepared with their announcements, votes, or discussions for formal business meetings each week.
- If a member has an unexcused absence from an executive meeting, they will lose a percentage of their monthly pay. See pay structure in positions description.
  1. Absences must be approved by the Advisor 24 hours in advance of a meeting.
  2. Absences will be sent by e-mail to the Advisor. Text, verbal communication, or written excuses will not be accepted.

### Attire

- Professional attire is recommended at all formal events including formal business meetings, end of year celebrations, nominations and award presentations, and other Student Government Association events.
- Business casual attire is recommended, but not required, for all informal events such as organization spotlights and other Student Government Association events.

## Communication

### EMPOWER MC

- SGA will adhere to the regulations and procedures of Empower MC.
- SGA will work in partnership with Empower MC regarding funding procedures.
- If SGA does not uphold the regulations and requirements of Empower MC the full board will be responsible for making this up. Not upholding the regulations and requirements could result in a reduction of member compensation.

### PROFESSIONAL STAFF & FACULTY

- The President will act as SGA's the main liaison when working with faculty and staff.
- All SGA members will be in positive and cooperative communication with professional staff and faculty of the College.
- All SGA members should work to build positive working relationships with professional staff and faculty across campus.

## Participation

Student Government Association should be a priority of each member.

### ABSCENCES

- Excused absences may include class, exams, religious events, illness, medical emergency and/or family emergency.
- Unexcused absences include studying, out of town for leisure purposes, work, etc. Extreme exceptions will be left to the discretion of the Advisor.
- School-related excused absences including class and exams are automatically excused with the approval of the Advisor. A class schedule must be shown.
- A mandatory event is considered to be any SGA sponsored activity that is not a meeting (ex: Light and Life, Blowout, etc.). To be excused from a mandatory event, a member must send an e-mail to the Advisor and President at least 2 weeks before the event. In the instance of an unexcused mandatory event absence, the member will lose a percentage of their pay (see pay structure in position descriptions). Text, verbal communication, or written excuses will not be accepted.
- The Advisor will consider absences on a case-by-case basis.
- If a member is sick, they should notify the Advisor immediately of their absence via e-mail.

### CALENDAR

An SGA calendar must be approved and voted on by the members within the first two weeks of school.

### ATTENDANCE POLICY

If a member misses a mandatory event and was not excused, they will lose a percentage of their monthly pay. See pay structure in position descriptions.

### OFFICER POSITIONS

Officer turnovers (for both incoming and outgoing officers) are required. This transition meeting is to be held by the outgoing President.

## SECTION IX: ADVISORS

Representatives/designees of the Division of Student Affairs of the college shall be this organizations advisor(s). However, with a three fourths (3/4) majority vote of approval by the SGA voting members, the SGA President may request a specific Division of Student Affairs administrator to act as the SGA Advisor.

The advisor is to advise the organization on internal operations and external affairs as needed to ensure that SGA successfully fulfills its mission. The advisor is to assist with the development and implementation of all SGA training, assist in management of budget, board members, and any other business necessary. The advisor should not act on behalf of SGA without prior communication from the SGA Executive Cabinet.

## SECTION X: CLUBS AND ORGANIZATIONS

Clubs and Organizations will coordinate, initiate, and administer activities involving the educational, recreational, and social interests of the college community.

### Reporting Structure

All registered clubs and organizations will be seen as separate entities of the Student Government Association but will receive funding and oversight from SGA. Club and Organizations Presidents shall report to the SGA Executive Board, specifically, the Events Coordinator, meeting regularly and creating and sharing reports.

### Funding

Clubs and Organizations will prepare and submit a budget request to the Student Government Association by the determined deadline.

Clubs and Organizations are also eligible to submit grant requests to receive extra funding assistance from the Student Government Association.

### Starting a New Club

Any student interested in starting a new club on campus will need to work with the Director of Student Life to complete the steps outlined in Empower MC.

### Activity Fairs

SGA will work in partnership with Student Life for all Activity Fairs hosted by their division. SGA will provide up to \$50 to each club and org that participates in the activity fairs to cover expenses for their booths.

## SECTION XI: ALLOCATIONS AND GRANTS

### Allocations

Each active and recognized club and org has the ability to submit an allocation request prior to the start of each semester. Allocation requests should include a cost breakdown and description of events that they plan on hosting throughout the semester. It should also include the contacts for both the advisor and president of the club.

SGA will review allocation requests on a predetermined date and evaluate each club and org on an individual basis. SGA will take into account the level of activity of the club or org, student attendance at each event, the number of events planned, and specifically how the money will be used. Once club and org allocation request have been reviewed, the Association will vote and require a 2/3 majority to pass final allocation amounts.

Allocations will be determined based on the projected funds allocated to SGA. Allocations to clubs and orgs may be altered depending on the final funds allocated to the Association. At the end of each fiscal year, all

Commented [BT1]: clarification on what they report to us about and what they report to Director of Student Life about

Commented [SW2R1]: Can we chat about this face to face to best clarify?

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unused, SGA issued funds in club and org accounts will be swept and returned to SGA as “carry-forward”.

## Grants

Active and recognized clubs and orgs can apply for Grant funding through Student Life. Grants exist to help provide additional funds for added events, to host speakers, attend conferences, and more. There are four types of grants that clubs and orgs can apply for; Scholarship, Participation, Service, and Conferences.

Clubs and Orgs should follow the process outlined in Empower MC for how to submit a Grant application.

## SECTION XII: INITIATIVE AND REFERENDUM

Fifteen percent (15%) of the Student Body may petition the President of Student Government Association to call a special meeting of the Student Body and may stipulate matters for the agenda of that meeting.

1. Two-thirds (2/3) of the Student Body members shall constitute a quorum for the transaction of business at a Student Body Meeting.
2. A majority vote of those present at a Student Body meeting may recall any Student Government Association decision for Association reconsideration, clarification or revoke.

For neglect or misconduct in office, an elected officer provided for in this constitution may be recalled by affirmative vote of two-thirds (2/3) of the voting Student Body. A unanimous vote by all SGA Representatives other than the one in question also suffices. An officer may also be removed by the advisor of SGA.

## SECTION XIII: BYLAWS

The Constitution can be amended in either of the following ways:

### Legislative Approval Process

- An amendment to the constitution may originate in the SGA by a majority vote or in the Student Body by the process described in Section XII of this constitution.
- A two-thirds (2/3) affirmative vote of the Student Government Association shall be sufficient to send the proposal for amendment to the constitution and bylaws for vote to the Student Body.
- Any amendment shall be published at least one week before the amendment is to be voted on by the Student Body.
- On all legislative matters sent to vote by the student body, voting will remain open for a minimum of 24 hours.
- The constitution shall be considered ratified by the student body when passed by a two-thirds (2/3) majority vote of students who choose to vote.
- The amendment and constitution shall take effect upon passage, and upon taking effect will supersede all previous constitutions.
- The previous constitution will be declared null and void.
- This constitution shall become the guiding instrument of student government at McPherson College.

### Executive Order

The SGA Advisor may, as appropriate, revise the Constitution to meet College policies, compliance or fiscal needs, or other College initiatives.