



**Trinity Christian College
Student Government Association Constitution**

Preamble:

Confessing that Jesus Christ is the Lord over all of life, we, the students of Trinity Christian College, dedicate ourselves and this constitution to Him, that our service will be used to further God's Kingdom here at Trinity Christian College through representation of the student body.

Article I: General Purpose

Section 1. The official name of this organization shall be the Trinity Christian College Student Government Association.

Section 2. The Student Government Association of Trinity Christian College fosters communication between students, faculty, staff, and administration. Through student representation, we provide leadership opportunities for students to be motivated, responsible, and accountable coworkers with Christ. Together we create a hospitable campus culture, participate in the dialogue that determines college policies, and advocate for the students we represent.

Section 3. All full-time students at Trinity Christian College are eligible for membership. Part-time students may participate in Student Government Association functions but may not hold a Student Government Association position.

Section 4. The Student Government Association shall consist of a maximum of 5% or a minimum of 2% of the full-time student body as well as each class. Class status is to be determined by number of years in college. Non-voting members of the Student Government Association are not included in this count.

Section 5. General Responsibilities of the Student Government Association are:

- To conduct functions in accordance with all college policies and procedures.
- To transact business brought to it by the Student Government Association representatives.
- To form a task force when needed to further the effectiveness of the Student Government Association and to better meet the needs of the student body.
- To establish a regular meeting time at the beginning of each semester.
- To encourage community engagement across campus through participation in clubs, multicultural organizations, athletic events, ministry opportunities, and all college functions.

Section 6. The Student Government Association derives its authority from the Board of Trustees of Trinity Christian College and is thus responsible to the officers and appointed administrators of the Board of Trustees, as well as to the student body.

Article II: Executive Committee

Section 1. Particular Responsibilities:

A. The Executive Committee shall:

- Present budget information including a proposal for carryover resource allocation.
- Prepare an agenda for each Student Government Association meeting.
- Supervise and encourage the Student Government Association membership in their work.
- Act on behalf of the Student Government Association when circumstances do not permit the normal deliberations of the Student Government Association.
- Supervise and encourage the committee and task force work of the Student Government Association membership.
- Prepare a written report to be presented at the final Student Government Association meeting of the year, summarizing the year's activities and proposing suggestions for the following year.
- Replace representatives who have been dismissed or withdrawn (refer to Article IV, Section 2, D).
- Be Active Members of the Student Government Association.
 - Uphold the Student Government Association Constitution.
 - Be a voting member of the Student Government Association.
 - Attend all Student Government Association Meetings.
 - Serve from June 1 to May 31.

B. The President provides leadership to the association. In so doing, he/she will:

- Act as representative to the student body
 - Establish association meeting agendas and facilitates meetings.
 - Provide oversight for committee and task force involvement.
 - Communicate with the student body regarding the condition, activities, and goals of the Student Government Association once a year.
 - Call a forum for the entire student body when deemed necessary.
 - Respond to valid student requests and inquiries by channeling student concerns to the appropriate members of the Student Government Association and/or college administration.
- Act as representative of the student body
 - Act as the official student representative to the Board of Trustees or send official surrogate representative in his/her necessary absence.
 - Act as student representative to the campus judicial committee.
- Be the chairperson of the Student Government Association
 - Call meetings of the Student Government Association.
 - Call special meetings when considered necessary with a 48-hour notice to all members.
 - Attend every meeting in which his/her presence is requested or send the official surrogate representative if he/she cannot attend.

C. The Executive Vice President shall:

- Act as official surrogate representative of the president
 - Succeed the Student Government Association President in the case of permanent inability and fulfill the duties of the President if the President vacates his/her office.
 - Attend every meeting in the event of a necessary presidential absence.
- Oversee entry and commitment in and to student involvement
 - Organize the Involvement Fair to be held by the end of the first week of classes in the fall semester (See also Article IV Section 5.A).
 - Supervise the execution of all Student Government Association elections.
 - Provide oversight of club and organization processes.

D. The Vice President for Communication shall:

- Act as Executive Committee Communication Liaison
 - Educate and oversee the use of Robert's Rules in all meetings.
 - Distribute a list of meeting dates at the beginning of each semester to each of the members of Student Government Association.
 - Post the agenda 24 hours prior to each Student Government Association meeting.
- Perform Marketing duties relating to the Student Government Association
 - Identify and engage in marketing strategies to communicate with the student body on behalf of the association.
 - Manage the various social media accounts connected with the Student Government Association, with help from selected representatives or task forces.
 - Communicate with club leaders to post photos and club information on the Association's social media accounts.
 - Manage the Student Government Association portion of TrollWeb and be responsible for providing timely, relevant information.
 - Act as a liaison to Marcomm and the Director of Information Technology Services.
 - Provide and distribute information to the student body regarding the election timeline.

E. The Vice President for Administration shall:

- Perform the Treasury duties for the Student Government Association
 - Oversee the turning in of forms required for receiving honoraria to the Business Office before October 1 for members of the Student Government Association.
 - Keep a record of all transactions by all Student Government Association members and establish a system of bookkeeping.
 - Review, sign, and submit all appropriate vouchers to the Business Office ensuring that Student Government Association bills are paid.
 - Be held accountable for all Student Government Association funds.
 - Open his/her books for observation upon request of any voting member of the Student Government Association.
 - Administer the Student Government Association Financial Policy (see Article IV, Section 4).

- Perform Secretarial duties within the Student Government Association
 - Be responsible for making revisions to the Constitution immediately after an amendment has been voted upon and approved by the board of trustees and distributing a new Constitution to all voting members by the next meeting (in any form).
 - Record the minutes of all Student Government Association meetings.
 - Keep attendance at all Student Government Association meetings, noting those who are present, absent, and absent with notice in minutes.
 - Record all motions and seconds in minutes.
 - Record the vote of each member of the Student Government Association if requested by any member in minutes.
 - Record the general number of yays, nays, and abstained for every vote in the minutes.
 - Keep all Student Government Association files in order, including monthly committee reports and copies of all contracts and correspondence.
- Perform Secretarial duties relating to the general Trinity community
 - Handle or be notified of all Student Government Association correspondence.
 - Compile a yearly record of all Student Government Association activities, reports, contracts, correspondence, and minutes of all Student Government Association meetings, making all available to students upon request.
 - Develop and manage timelines and processes for election and/or selection of Student Government Association membership.

Section 2. Qualifications

Each Executive Committee member must:

- Be a full-time student when petitioning for Student Government Association and throughout the term of his/her office.
- Not be on academic probation or under formal discipline when petitioning or while in office.
- Not participate in an off-campus or study abroad program for any part of the academic year in which they serve without executive committee approval.
- Have been enrolled as a full-time student at Trinity for at least one year prior to assuming office.

Candidates for the office of President must have served a minimum of one year as a representative or as an executive committee member.

Candidates for the office of Executive Vice President, Vice President of Communication, and Vice President for Administration must have served a minimum of one year on the association or in one of the following student leadership roles: RA, Student Activities, or Multicultural Leadership Team. Request for exception may be submitted to the Executive Committee for consideration.

Section 3. The Student Government Association Advisor shall:

- Attend all Student Government Association meetings.
- Train the Executive Officers in the leadership skills necessary to conduct orderly meetings.
- Advise in instances when his or her expertise is necessary to clarify or correct issues that arise in proceedings of the Student Government Association.
- Question the Executive Officers on purpose and focus, in the diverse, formational, connected, responsive (to God), and hospitable community in which we participate throughout the year.
- Aid in the transition of leadership from one year to another.
- Be responsible for the continuity and growth of the Student Government Association in guiding the actions of the Executive Officers.

Article III: Student Representatives

Section 1. Class Definition

For all procedures involving specific classes including petitioning, voting, and representing, class status will be defined by how many years he/she has been in college unless appealed to the executive committee.

Section 2. Responsibilities

Each student representative shall:

A. Be an active member of Student Government Association.

- Uphold the Student Government Association Constitution.
- Be a voting member of the Student Government Association.
- Actively represent his/her class by speaking with students he/she represents in order to develop and maintain familiarity with their views.
- Study and work to implement policy changes and revisions of the Constitution consistent with the interest of the student body.
- Attend all Student Government Association meetings as well as actively participating outside of the meetings.
- Be responsive to other representatives and executive team in person and by email.
- If placed on task force by executive team, he/she must actively participate on task force.
- Serve from June 1 to May 31, except freshman representatives, who will serve from the date of election until May 31.

B. Be an active member on a faculty or staff committee.

- Be an active member of a college committee.
- Freshman Representatives are not obligated to serve on college committees.

Section 3. Election Requirements

Freshman class representatives will be selected through an application and interview process at the beginning of each academic year. Upper-class representatives will be elected by their class following a petition and campaign process.

Upper-class representatives must:

- Receive petitions from the class for which they will serve and present them to the Student Government Association.
- Be a full-time student when petitioning for and throughout the term of office.
- Not be on academic probation or under formal discipline when petitioning.
- Not participate in an off-campus or study abroad program for any part of the academic year in which they serve without executive committee approval.

Article IV: Meetings and Procedures

Section 1. The Student Government Association shall:

- Meet at least twice a month barring Christmas Break.
- Meet within the first two weeks of the semester prior to the selection of Freshman Representatives.
- Have meetings open to all students, faculty, and administration.
- Announce meetings at least three days in advance unless it is an emergency meeting called by the President.
- Use Robert's Rules of Order as a guideline for meeting procedure.
- Absenteeism:
 - Each member must notify the President and Vice President for Administration as soon as possible if he/she cannot attend the meeting.
 - One unexcused absence will prompt a letter from the Student Government Association Executive Committee.
 - An accumulation of three absences, excused or unexcused, may result in dismissal from the Student Government Association.
 - Any action taken in response to the absence(s) of a member is left to the determination of the Executive Committee and their advisor.
- Quorum: No business can be conducted unless one-half of the voting members of the Student Government Association are present.
- All agenda items must be presented to the Vice President of Communication at least three days prior to the Student Government Association meeting, unless the Executive Committee approves otherwise. The agenda must be sent along with the meeting announcements.
- All association members are entitled to one vote.
- When discussing and/or voting on a proposal, the Executive Committee may excuse anyone in attendance who has a vested interest in the proposal.

Section 2. Elections

A. Petitioning:

- Executive Elections
 - A student must obtain signatures from at least 10% of the student body and at least two full-time faculty members.
- Upper-class Representative Elections
 - A student must obtain signatures from at least 10% of their respective class and at least one full-time faculty member.
- All Elections
 - Petitions will be approved and verified by the Executive Officers and Advisor when all qualifications are met.

B. Campaigning:

- Campaigning may begin the day after petitions are due.
- Candidates are responsible for removing all campaign materials within 24 hours after the election.
- The Executive Officers will notify the candidates of the general election procedures and campaign rules. They will also notify them of all other candidates.

C. Voting procedures:

- Executive Committee:
 - The Executive Committee shall set up an electronic polling place. They will also announce this place prior to the elections.
 - Write-in candidates will not be accepted on the ballot.
 - The secret ballot system shall be used.
 - All students, including seniors, may vote for Executive positions.
 - The Executive Committee shall count all ballots immediately after the polls are closed.
 - Candidates shall be notified immediately of the results after ballots are counted.
 - A public announcement shall be made of the election results after all candidates are notified.
 - A challenger may call for a recount within 24 hours of the announcement of official results.
 - In the event of a tie, a runoff election shall be held within the next two school days.
 - Executive Committee elections will be held prior to Student Representative elections.
- Student Representatives:
 - The secret ballot system shall be used.
 - The election for senior, junior, and sophomore representatives shall be held no later than the end of April.
 - The election shall be conducted by the Executive Committee of the Student Government Association.

D. Replacement of student representatives:

In the unfortunate event that a student representative needs to be replaced, the Executive Committee will:

- Take nominations from the remaining representatives of the class in question.
- Hold interviews with the nominees.
- The new member will be announced to the Student Government Association directly after his or her selection and to the school within 24 hours.
- He or she will join Student Government Association at the very next meeting.

Section 3. Constitutional Amendments

A. An amendment within the original constitutional document shall be:

- Submitted by a member of the Student Government Association and he/she must present the proposal in writing at a Student Government Association meeting.
- Approved by a two-thirds majority of the Student Government Association, at which time the proposed amendment(s) will be ratified and enacted. Each time this is done, a copy of the constitution should be put in written record and dated.
- Approved by the Board of Trustees.

B. An amendment as an addition to the original constitutional document shall be:

- Considered and brought to the association by Ad-Hoc Committee consisting of at least one Executive Committee member and one representative from each class.
- Ratified by a two-thirds majority of Student Government Association.
- Approved by the Board of Trustees.

C. Constitutional Review and Revision:

- A task force, consisting of at least one Executive Committee member and one representative from each class, shall be formed every two years. They shall reconsider the relevance and accuracy of the constitution in relationship to the Association.
- Approved by the Board of Trustees.

Section 4. Financial Policy

A. Supervision and Administration:

- The Vice President for Administration shall endorse all authorized expenditures and administer the Student Government Association financial policy.
- Vice President of Student Life, who must also endorse all authorized expenditures, shall have the right to veto such expenditures. Veto appeals may be brought to the College President, whose decision is final.

B. Funding:

- The budget allocation for the academic year shall be fully reviewed and approved by October 15th of the current year. Budget initiatives shall be enacted by Vice President of Administration.
- Each spring, the incoming and outgoing Student Government Association President, Vice President of Administration will meet with the Vice President of Student Life to discuss the Student Government Association budget for the following academic year.

C. Expenditures:

- All expenditures must be processed through the Business Office by means of approved college purchase orders and/or expense vouchers. All expenditures must bear the signatures of the initiator, Vice President for Administration, and the Vice President of Student Life
- Expenditures totaling over \$100 must bear the signature of the Student Government Association President.

D. Deficits:

- In the event of a running deficit from the prior year, 5% of the gross revenue shall be initially allocated toward deficit reduction up to, but not to exceed, the deficit.

E. Honoraria:

- The following positions shall receive their respective honoraria:

Student Government Association President, Executive Vice President, Vice President for Communication, Vice President for Administration, and Student Representatives.

- All Honoraria shall be disbursed evenly over two semesters.
- All receipts of Honoraria may be subject to review and approval by the Student Government Association and the Executive Committee.

F. Club Funding:

- Only clubs recognized by the Student Government Association may apply for Student Government Association funding. Such requests must come to the Student Government Association for approval.

Section 5. Clubs and Organizations

A. The Student Government Association, under the direction of the Executive Vice President, is responsible for promoting new club and organization development and also for monitoring club recognition and continuation.

B. Club Registration Requirements

- Have a student leader and his/her contact information.
- Have a faculty or staff advisor.
- Provide a brief description of the club.
- Submit a mission statement for the club that coincides with the missions of:
 - Trinity Christian College
 - Student Government Association
 - The constituent organization (if necessary)
- Produce a definitive list of membership of no less than five persons.
- Be open to the entire student body
- Once formed, each club must be functionally self-supporting (members, procedures, proposals, etc.).

C. Club Recognition

- After completing the Club Registration Form, the club will be asked to present their club idea at the next Student Government Association meeting.
- Recognition will be granted at the discretion of the Student Government Association voting members.
- Upon recognition, the Executive Vice President of the Association will record the name, contact person, and advisor for the club.

D. Funding

- Clubs may request funding from Student Government Association by submitting a written request to the Executive Committee. The request should include the desired amount of funds and an itemized account of the intended use of the funds.
- The request will be presented at the following Student Government Association meeting and the Association members will vote to approve (or not approve) some or all of the funds requested.

E. Club Continuation

- Club leaders and advisors are responsible for club leader succession and to ensure that the club status remains active.
- Club continuation forms are to be completed before the end of the spring semester to ensure active status for the following academic year.