

Glenville State College Student Government Association

The Student Government Association is an elected body of students serving as a conduit for campus opinion. In weekly formal meetings open to any member of the student body or faculty, various facets of the College social and academic life are discussed. Because the Student Government Association is elected by the students, it must be maintained as a flexible organization open to the opinions, desires, and suggestions of a concerned campus.

CONSTITUTION

PREAMBLE

We, the students of Glenville State College, being fully aware of the responsibilities, obligations, rights, and privileges we possess as members of the Glenville State College Community, to ensure closer cooperation between the students, faculty, and administration, and to advocate for students on all relevant issues, do hereby establish this constitution in order to maintain an organization that represents student interests, opinions, and actions at Glenville State College.

ARTICLE I – Organizational Name

The name of this governing body shall be the Glenville State College Student Government Association; hereafter referred to as the SGA or the Student Government Association.

ARTICLE II – Purpose

The Purpose of the SGA shall be to:

- a. Provide experience for its members in the principles and practices of leadership and government.
- b. Constitute a forum for expressing the opinion of the Glenville State College students.
- c. Strengthen cordial relations among administration, faculty, students, and the community.
- d. Perform such acts as are necessary to advance student welfare.
- e. Protect student rights as established by the Constitution of the United States and the Constitution of West Virginia.

ARTICLE III – Membership in the Student Government Association

Membership in this governing body shall include all Executive Officers and members of the Student Government Association.

Section 1 – The Executive Officers of the SGA shall be a President, Vice-President, Secretary, Treasurer, Parliamentarian, and Public Relations Officer.

Section 2 – Two (2) Senators-at-Large shall be elected during the general election. Their purpose will be to assist the SGA Executive Board with all SGA sponsored events and governance.

Section 3 – One (1) Commuter Representative shall be elected during the general election. The role of the commuter representative will be to bring any issues facing the commuter population of GSC to the SGA Senate.

Section 4 – Three (3) Housing Representatives, one (1) Goodwin Hall, one (1) Pioneer Village, and (1) Riverfront representative shall be elected during the general election. Housing Representatives must reside in any GSC residential facility at the time of election and throughout the tenure of the office held. The role of the housing representatives will be to bring any issues facing the on-campus housing population of GSC to the SGA Senate.

Section 5- Nontraditional Student Representative shall be one (1) student that fulfills definition of the colleges Nontraditional Student policy. Nontraditional Student Representative will be elected during the general election. The role of the Nontraditional Student Representative will be to bring any issues facing the Nontraditional student population of GSC to the SGA Senate.

Section 6- Online Student Representative shall be one (1) student that fulfills definition of the colleges Online Student policy. Online Student Representative will be elected during the general election. The role of the Online Student Representative will be to bring any issues facing the Online student population of GSC to the SGA Senate.

- a. This representative need not be physically present at SGA meetings.

Section 7 – Athletic Representatives shall be two (2) students one (1) male and one (1) female that are current collegiate athletes who will be chosen by the Athletic Director or the Athletics Committee to represent student-athletes.

Section 8 – Appointed positions shall be appointed by the SGA President with two thirds (2/3) majority vote by the Senate.

ARTICLE IV – Qualification of Officers and Members

Section 1 – Executive officers shall consist of President, Vice-President, Secretary, Treasurer, Parliamentarian, and Public Relations Officer.

- a. The Executive Officers shall have served at least one (1) full semester as an SGA Senator to be eligible for candidacy unless no eligible members exist. This semester shall have been no longer than three (3) years prior to nomination.
- b. Executive Officers shall have been a full-time student of the college for a period of at least one (1) academic year.
- c. Their scholastic record must show an overall GPA of 2.5 or higher at the time of election and must be maintained throughout the tenure of an office held. If a 2.5 GPA is not maintained, the Officer will have until the following academic semester to obtain the required GPA.
- d. Executive Officers must carry at least twelve (12) hours per semester.
- e. All Executive Officers must commit to a full year term.

Section 2 – Members consist of two (2) Senators-at-Large, one (1) Commuter Representative, one (1) Non-traditional Representative, (1) Online Student Representative, and three (3) Housing Representatives, and all sworn in Senate members.

- a. The members must each carry at least twelve (12) credit hours per semester and maintain an overall GPA of 2.0 throughout the tenure of an office held.
- b. Freshmen are excluded from GPA requirements until a full semester GPA has been established.

Section 3 – Any SGA officer may succeed themselves in that office.

Section 4 – Any officer or member of the SGA having been dismissed from their elected or appointed positions may not serve from the time they are dismissed until one (1) calendar year from dismissal date has passed.

Section 5 – Those who do not become an Executive Officer or member as described in Section 2 above, may become a Senate member of the SGA. In order to become a Senate member, a student must attend three (3) consecutive meetings and will be sworn in as a voting member on the 3rd meeting.

- a. Senator membership shall carry forward through the following academic year shall they decide to continue membership within the first four weeks of the new year.
- b. All members have the right to terminate their membership via a written notice to the Executive Board.

ARTICLE V – Powers and Duties of the Executive Officers

Section 1 – President: The powers and duties of the President are as follows:

- a. To preside over all Student Government Association and student body meetings.
- b. To give a Presidential report at each meeting.
- c. To call special and/or emergency meetings of the SGA and the student body.
- d. To act as an intermediary between the students and the administration.
- e. To appoint special committees with the approval of the SGA by two-third (2/3) majority vote along with the approval of the Vice President of Student Life or their acting representative.
- f. To be welcome to attend all SGA committee meetings.
- g. To have the power to veto any act of the SGA.
- h. To represent the SGA on the Board of Governors from July 1st until June 30th. The new SGA President will attend the meeting in April with the outgoing President once sworn into office.
- i. To represent SGA on the College Leadership Council.
- j. To serve as Representative on the HEPC Advisory Council of Students and give updates of meetings to the SGA.
- k. To sign off on all approved purchases.
- l. To be responsible for all SGA communications.
- m. To perform such duties as belonging to the office of President not here defined.

Section 2 – Vice-President: The duties of the Vice-President are as follows:

- a. To assume the duties of the President in his/her absence or at his/her request.

- b. To become the President if the presidency becomes vacant.
- c. To serve as a Representative on the College Leadership Council.
- d. To chair the committee for the leadership retreat or his/her appointee and the Student Organization banquet.
- e. To perform such duties as belonging to the office of Vice-President not here defined.

Section 3 – Secretary: The duties of the Secretary are as follows:

- a. To hold all official documents and deliver them to his/her successor.
- b. To keep the minutes of the Executive and SGA meetings.
- c. To prepare an agenda for all SGA meetings.
- d. To keep all records in permanent form.
- e. To prepare all SGA minutes and agendas for distribution to the members of the SGA and other interested persons.
- f. To prepare all correspondence for the SGA President's approval including attendance.
- g. To keep accurate attendance at all mandatory Student Organizational meetings and mandatory activities and submit to the Director of Student Activities.
- h. To perform such duties as belonging to the office of Secretary not here defined.

Section 4 – Treasurer: The duties of the Treasurer are as follows:

- a. To handle all financial affairs of the SGA including the Student Organization budget if given by the GSC President each year.
- b. To present the SGA at the close of each semester a printed itemized statement of all funds handled during the semester.
- c. To approve all purchases and complete the proper documentation.
- d. To present the budget update at the bi-weekly meeting of the SGA.
- e. To coordinate with appropriate individuals on all purchase transactions.
- f. To perform such duties as belonging to the office of Treasurer not here defined.

Section 5 – Parliamentarian: The duties of the Parliamentarian are as follows:

- a. To preserve order and act at the discretion of the President.
- b. To interpret rules, procedures, and the constitutionality of all actions by the SGA.
- c. To be familiar with Robert's Rules of Order and enforce rules when needed.
- d. To facilitate general SGA elections under the supervision of the Vice President of Student Life or their acting representative. In the event that the individual for this position is running for any office, the responsibility of the SGA elections will fall to the Office of Student Life.
- e. To assume the duties of the Vice-President in his/her absence.
- f. To become the Vice-President if for some reason the vice-presidency becomes vacant.
- g. To preserve the integrity of the Constitution currently being used by SGA.
- h. To swear in all members of SGA.
- i. To keep accurate attendance of all SGA meetings.

- j. To perform such duties as belonging to the office of Parliamentarian not here defined.

Section 6 – Public Relations Officer: The duties of the Public Relations Officer are as follows:

- a. To have all SGA marketing material approved through the proper channels (i.e. Advisor(s), Public Relations, Director of Student Activities).
- b. To submit monthly updates to the Public Relations Office.
- c. To coordinate photography at SGA events and functions.
- d. To advertise all SGA events and obtain approval of the Office of Student Life
- e. Help promote student activities planned by the Office of Student Life
- f. To perform such duties as belonging to the office of Public Relations Officer not here defined.

ARTICLE VI – Advisor(s)

The executive board of the SGA will choose two (2) or more faculty/staff advisors. The Vice President of Student Life, or the GSC President's appointee, and the Director of Student Activities shall serve as Administrative Liaisons. Each SGA will choose its own advisor(s) by two thirds (2/3) majority vote.

Those interested in becoming faculty/staff advisors shall complete the formal application, which will be distributed to all faculty/staff on campus via email. The deadline for returning applications shall be noted on the application. Late submissions will be considered on a case by case basis.

The newly elected Executive Officers will review all applications and conduct interviews. After completing this process, the Executive Officers will make their recommendations to the Senate for approval by two thirds (2/3) majority vote. Once approved, the new advisors will begin their role in the following meeting. If an advisor resigns or no longer can serve his/her duties, a new advisor can be appointed by two thirds (2/3) majority vote.

Section 1 – The duties of the Advisor(s) shall be as follows:

1. Assist SGA with the adherence to Robert's Rules of Order
2. Advise/assist SGA
3. The term of the Faculty/Staff advisor shall be from 7 days preceding the start of commencement of the spring semester.
4. Any advisor can be dismissed by two thirds (2/3) majority vote by the SGA.
5. Attend SGA Executive Committee meetings if invited.

ARTICLE VII – Meetings

Section 1 – The SGA shall meet weekly at a set time deemed by the SGA.

Section 2- The President of SGA with the recommendation of the Administrative Liaison's shall cancel meetings in exceptional circumstances.

Section 3 – Special and/or Emergency meetings may be called by the President of the SGA or upon written request of one-half (1/2) of the Senate.

Section 4 – The Executive Officers of the SGA shall meet at least once a month as an executive committee prior to regularly scheduled SGA meetings.

Section 5 – All meetings of the SGA, shall be governed by the parliamentary procedure in accordance with Robert’s Rules of Order.

- a. A simple physical majority of the current membership, exclusive of the President, shall constitute a quorum. A simple majority is defined as one half plus one, of the active members.

ARTICLE VIII – Attendance

Section 1 – Each member of SGA is responsible for physically attending meetings assigned committee meetings, and other events designated by the SGA.

Section 2 – After two (2) unexcused absences, a documented notice will be sent to the member in question warning removal from membership of the SGA.

Section 3 – After three (3) unexcused absences, a documented notice will be sent to the member informing them of their removal from membership of the SGA.

Section 4 – Absences will be assessed by semester.

- a. Excuses should be sent to the Secretary before the next scheduled executive meeting and will be reviewed by the executive officers at which time the officers will decide whether the excuse is accepted.

ARTICLE IX – Elections

Section 1 – Any student who is enrolled as a full-time student (12 hours) is entitled to one (1) vote in any election at the time of the said election. The list of full-time students shall be requested from the Office of Academic Affairs.

Section 2 – Voting in all elections under the direction of the SGA and the Office of Student Life shall be by anonymous online ballot and shall take place over a period of three (3) days. In the event of technical difficulties, the election process may be extended for a period of time to be determined by the executive officers and the Office of Student Life.

- a. The results will be counted through online tabulation with the supervision of the SGA advisor(s) and/or the Vice President of Student Life. The election results shall be posted within two (2) days of the closing of the polls and all results retained for at least two (2) years.

Section 3 – It is the responsibility of the Parliamentarian to make known to all nominees, and/or applicants, prior to the election the campaigning rules and expectations of said persons. In the event that the individual who is holding the office of Parliamentarian is running for any office, the responsibility of the SGA elections will fall to the Office of Student Life.

- a. Campaigning of students by using the Glenville State College telephone or mass email systems will not be permitted.
- b. There are to be no alterations of, removal of, or tampering of any kind with an opponent's campaign materials.
- c. All candidates must adhere to the flyer policy set forth by the Office of Student Life.
- d. No campaign materials can disrupt public, state, or natural property.
- e. Campaigning in residence halls:
 1. Candidates must have permission from the residents to hang flyers on their door.
 2. Candidates must abide by any other rule of the residence halls.
- f. Campaigning in academic buildings:
 1. Campaign materials must have the seal of approval by the Director of Student Activities.
 2. Only one (1) flyer or sign per bulletin boards or kiosk is permitted.
 3. Nothing is to be affixed on garbage cans, painted walls, doors, elevators, etc.
- g. All campaign materials must be removed by the candidates by the first week after elections close, or they may receive a fine according to the GSC Code of Conduct.

Section 4 – SGA Offices: Any eligible student wishing to run for an SGA office shall submit his/her name to the Office of Student Life no later than the Friday of the first (1st) full week of March. Each candidate shall submit a written platform and application to the Office of Student Life. Once approved, the list of nominees and their platforms shall be posted before the student body via GSC email. President and Vice-President Candidates are required to run for election together as running mates. The general election shall be held two (2) weeks after the list has been posted. The election shall be under the direction of Office of Student Life.

Section 5 – No individual may be a nominee for more than one SGA office, and/or position, in an SGA election.

Section 6 – In the event of a tie in any election, there will be a runoff election held within one (1) week of following the general election for the tying candidates.

Section 7 – Special elections will be held at the discretion of the SGA executive officers and will follow the election procedures outlined in Article 9:

- a. All voting shall be under the supervision of the Office of Student Life.

ARTICLE X – SGA Duties and Powers

The duties of the Student Government Association shall be to act as an advocate for the student body and to bring the student organizations into closer cooperation with the faculty, staff, alumni, and administration. It shall actively listen to the needs and worries of their constituents, find solutions, and advocate for their implementation.

The duties of the SGA are as follows:

- a. To assist with New Student Orientation and other campus functions.
- b. To stimulate the development of school loyalty and tradition.
- c. To foster academic and personal growth in members of the student body and GSC community.
- d. To oversee all student elections other than those that are within the jurisdiction of campus organizations.
- e. To expel any member of the SGA by a two-thirds (2/3) vote of the entire membership of the SGA for misconduct and/or failure in performance of duties of the office held and herein described.
 1. A vote for removal may not be taken until seven (7) days after the charge has been brought against any individual of the SGA.
 2. Any member of the SGA shall be permitted to present such a charge, and the accused has the right to question and to defend themselves against his/her accusers.
 3. Any such charge which is evidently the result of personal conflict or maliciousness on the part of the accuser is in direct violation of this constitution, and such charges so levied shall be considered null and void.
 4. Only charges which can be substantiated shall be considered valid.
 5. To have the power to override the veto of the President of the SGA by a two-thirds (2/3) vote.
 6. To protect students' rights as established by the Constitutions of the United States, the State of West Virginia, and Glenville State College.

ARTICLE XI – Expenditures

Section 1 – Any budget for sub-committees and any other expenses greater than \$100.00 must be approved by a two-thirds (2/3) majority vote of members, with the exception of student organization funds provided.

Section 2 – The Treasurer must receive a copy of every receipt charged to the Student Government fund and organization number. The receipt must also have a copy of the completed purchase approval form.

Section 3 – Any person found guilty of using SGA funds erroneously or for personal gain will be immediately expelled from office, with possible legal action following.

ARTICLE XII – Impeachment

Section 1 – Impeachment of an Officer:

Grounds for impeachment may be necessary if:

- a. Repeated failure of responsibilities.

- b. Receive disciplinary action by the judicial system for violation of any social or academic policy.
- c. Conviction of a felony.
- d. Violation of the Officer's Oath of Office.

Section 2 – Conviction of an Officer:

- a. Any member of the SGA reserves the power to call a vote of investigation of an Officer for impeachment.
- b. The vote to investigate must be approved by two-thirds (2/3) of the members.
 - 1. The Officer in question is not allowed to vote in the investigation of impeachment.
- c. There shall be no less than seven (7) days of investigation on impeachment.
 - 1. The investigation will be assisted by the Advisors of the SGA and the Vice President of Student Life.
- d. The results of the investigation will be dispersed in an Executive Session. If needed, an official member of GSC faculty and/or staff, with the permission of the advisors and administrative liaisons, will be present.
- e. The decision of the impeachment of the said Officer will be decided by a two-thirds (2/3) vote of the senate, excluding the accused Officer.

ARTICLE XIII – Vacancies

Section 1 – President of the SGA: In the case of a vacancy in the office of the President, the Vice-President of the SGA shall succeed to the presidency.

- a. If the Vice-President is willing and able to succeed to the presidency, the Parliamentarian will fill the vacancy of the vice-presidency.
- b. In the case of a vacancy in the office of the presidency, and the Vice-President is unwilling or unable to succeed to the presidency, then the procedure set forth hereafter shall be followed:
 - 1. The Parliamentarian shall immediately serve temporarily as President of the SGA.
 - 2. The Parliamentarian, who is now acting President, shall call for a special election within a two (2) week period from the time the temporary presidency is assumed under the direction of the SGA and assisted by the Office of Student Life.
 - 3. The Parliamentarian, who is now acting as President, shall ask each candidate for the presidency to submit a written platform to the Office of Student Life within one (1) week.
- c. If the Parliamentarian has filled the vacant vice-presidency, a current member of the SGA will be nominated and voted on by a (2/3) two-thirds majority vote of the SGA to replace the Parliamentarian.

Section 2 – Executive Officers other than the President: In the case of a vacancy in any of the other executive offices, the President of the SGA shall fill the office by recommendation of a current member of the SGA, with approval of the SGA by two-thirds (2/3) vote.

ARTICLE XIV – Inauguration of Officers and Members

Section 1 – The Executive Committee shall constitute a committee for properly carrying out the Inaugural Ceremony which will be held at the Spring Organization Banquet.

Section 2 – The Oath of Office shall be administered at the Inaugural Ceremony, with the exception of the Housing Representatives, who shall be sworn in at the first meeting of the SGA after their election/appointment.

Section 3 – Oath of Officers is as follows:

“I, (insert name), do solemnly affirm to support the constitutions of the United States, of West Virginia, and of the Glenville State College Student Government Association. I will discharge faithfully the duties and obligations of my office to the best of my ability.”

Section 4 – Oath of Members is as follows:

“I, (insert name), do solemnly affirm to support the constitutions of the United States, of West Virginia, and of the Glenville State College Student Government Association. I will represent my constituents and discharge faithfully the duties and obligations of the SGA to the best of my ability.”

ARTICLE XV – Homecoming

Section 1 – Duties of the SGA Officers and Members:

- a. The SGA President should attend all Homecoming committee meetings.
- b. During the week of Homecoming, all SGA members are encouraged to attend every event including the dance, bonfire, parade, coronation, and any additional events sponsored by the SGA.
- c. The annual coronation of the Homecoming Court will be held on the campus of during Homecoming week in the GSC Amphitheater or any other location deemed suitable by the Homecoming Committee; likewise, the annual Homecoming Dance will also be held during Homecoming Week.
- d. The annual bonfire will be held during Homecoming week. The GSC President will conduct the official lighting of the fire.

Section 2 – Homecoming Court Election Rules:

Any person running for Court positions must meet the following requirements:

- a. The nominee must be enrolled in twelve (12) hours at GSC.
- b. The person must have a cumulative GPA of at least 2.0, excluding freshman candidates.
- c. There will be no stipulations on marital status.
- d. A person can only be elected to any prince/princess position one (1) time during their freshman, sophomore, or junior year. Any senior can run for king/queen regardless of their previous prince/princess titles.
- e. There will be one (1) of each of the following that will serve as members of the Homecoming Court: freshman prince and princess, sophomore prince and princess, and junior prince and princess. In the senior class, the top three (3)

senior prince nominees and the top three (3) princess nominees will serve as members of the court. The king and queen will be announced at the coronation, the remaining two (2) senior prince nominees and the remaining two (2) senior princess nominees will serve as the senior princes and senior princesses, respectively.

- f. Nominees for the court must be in their own class by hours: (Freshman 0-30; Sophomore 31-60; Junior 61-90; Senior 91+ credit hours). This includes only the number of hours completed.
- g. In the event of a tie in any election, there will be a runoff election held within one (1) week of the general election for the tying nominees. This election will be held for one day from 8:00 a.m. – 12:00 a.m. via electronic ballots. The day of this election will be decided by the SGA.
- h. Appropriate dress, as defined in the student handbook, is required for all Homecoming events, including pictures. Details of such a dress will be included in the Homecoming packets.
- i. It is the responsibility of the Parliamentarian to make known to all nominees the rules of campaigning. Also, the SGA must inform the candidates that they are responsible for being present at all Homecoming functions in which the Homecoming Court is involved.

Section 3 – Rules that apply to Organizations, Standing Committees, and Athletic Teams, making nominations:

- a. One (1) organization may sponsor more than one (1) person, but this will be limited to one (1) prince nomination and one (1) princess nomination per class.
- b. Only students of Glenville State College are eligible to participate in Homecoming events.
- c. Organizations not affiliated with Glenville State College and other community entities may participate, but cannot compete in Homecoming events.
- d. Any organization that fails to comply with the above rules of participation will not be eligible to participate in any Homecoming events for the following year, nor will that organization be able to nominate any candidates for the Homecoming Court.

ARTICLE XVI – Campus Organizations

Section 1 – Organizations: A group wishing to be recognized as a campus organization shall meet with the Director of Student Activities. Once documentation with Student Life has been completed, an organization must present their proposal at a regular SGA meeting to be voted. Once approved by SGA, a recommendation will be made to the Dean of Student Life and the President of the College for approval. Once official recognition has been established, the student organization will be overseen by the Office of Student Life.

Section 2 – Penalties: The President or representative of each campus organization is the administrative head of the organization and its spokesman for this group. Failure to work cooperatively with the Office of Student Life and the SGA may result in penalization as deemed

appropriate by the Office of Student Life. Penalties may include, but are not limited to, the following:

- a. Denial of use of campus facilities.
- b. Forfeiture of representation in college publications.
- c. Forfeiture by the organization of being recognized as a campus organization.

Recommendations for forfeiture of organizational status will be submitted by the Office of Student Life to the SGA for approval.

Section 3 – SGA Senate Requirement: Each organization shall require at least one (1) active member/officer to serve as a Senate member of SGA. This member shall not be currently serving as an SGA Executive officer.

ARTICLE XVII – Standing Committees

Section 1 – The SGA shall appoint student representatives to any committee as requested by the administration of Glenville State College.

Section 2- The SGA Executive Board shall appoint student representatives to any standing committee as requested by the SGA President.

ARTICLE XVIII – Proposals for Policy Changes

Any proposal for policy change may be presented to the SGA for consideration. Supported proposals will be channeled through the campus governance system.

ARTICLE XIX – Amendments

The SGA shall have the right to amend the constitution by a two-thirds (2/3) vote of the membership.

Last modified – February 2020 GLENVILLE STATE COLLEGE