

STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

ARTICLE I: NAME AND PURPOSE

Section 1: Name

The name of this organization shall be the Student Government Association of Longwood University, here after referred to as the SGA.

Section 2: Mission

The mission of this organization shall be to advance the student's interests. To achieve this mission, the Student Government Association shall:

- Promote the cultural, intellectual, social, and personal development of students.
- Serve as the Official Voice of the Student Body through which student opinion may be expressed to the Administration of Longwood University.
- Protect and expand student rights and prerogatives.
- Raise student awareness of issues confronting the Longwood Community.
- Achieve and maintain appropriate representation on all college, administrative and faculty bodies and committees that make decisions affecting the student body of Longwood University, to include, but not limited to, the Faculty Senate and all hiring committees.
- To prevent discrimination against any student on the basis of Gender, Race, Origin, Religious Preference, Physical Disability, Sexual Orientation, Political Ideology, Age, Creed, Marital Status, or Social-Economic Background.
- To foster a community of civility and to promote and maintain the development of a healthy and dignified campus environment.
- Enhance the spirit of Longwood University.

ARTICLE II: MEMBERSHIP

All students of Longwood University shall be members of this organization as they are governed by it.

ARTICLE III: STATEMENT OF RIGHTS

Section 1: Discrimination

All students shall be free from discrimination on the basis of: Gender, Race, Origin, Religious Preference, Physical Disability, Sexual Orientation, Political Ideology, Age, Creed, Marital Status, or Social-Economic Background.

Section 2: Freedom of Assembly, Organization, Speech, and Press

All students shall have the freedom of assembly, organization, speech, and the press.

Section 3: Right to Due Process

All students' rights to procedural due process shall not be violated.

Section 4: Ex Post Facto

No Ex Post Facto laws shall be passed.

Section 5: Bills of Attainder

No Bills of Attainder shall be passed.

Section 6: Freedom of Information

All members of this organization as defined in Article II of this Constitution shall have freedom of information with regards to all proceedings of the Student Government Association.

Section 7: Non-Recognition of Limiting Policies

Any member of this organization shall have the right not to recognize as valid any university statute, policy, or directive that violates the liberties outlined in Article III of this Constitution.

ARTICLE IV: ORGANIZATION

Section 1: Separation of Powers

This governing body shall be composed of three branches: a legislative branch, an executive branch, and a judiciary. Those who choose to serve in the Student Government Association, in order to maintain a separation of powers, will only be able to serve on two branches at one time.

A. The Legislative Branch

1. The Student Senate shall be the legislative branch and policy making body of the SGA. The Student Senate will be the body responsible for the formulation, communication, dissemination, and execution of student interests and shall serve as the official voice of the student body.
2. The Student Senate will have the final vote on all issues and shall be a self-governing body.
3. The Student Senate will have the final say on all financial issues pertaining to the SGA.
4. The Student Senate shall have the power to:
 - a. Vote on all issues affecting the services and interests of Student Life.
 - b. Interpret this Constitution.
 - c. Propose, review, and establish policies and procedures necessary to fulfill the Mission of SGA as stated in Article I, Section 2 of this Constitution.
 - d. Establish and abolish committees.

- e. Discuss business in executive session as provided for within the Code of Virginia under Section 2.1-344.a and with the consent of 2/3rds of the members present and voting.
 - f. Choose its advisor(s).
 - g. Recommend policy to the University Administration and the Board of Visitors.
 - h. Conduct investigations on issues affecting student welfare.
 - i. Establish a time and place of election of all offices of the SGA, within the limitations of this Constitution.
 - j. Approve and review the Constitutions of all Student Organizations.
 - k. Make all rules necessary and proper to the execution of this Constitution.
 - l. Override a presidential veto with two-thirds (2/3) majority of the membership, which is present and voting.
5. The membership of the Student Senate shall consist of the:
- a. President, who shall have the right to make motions but not vote,
 - b. Vice-President, who shall preside over the Student Senate.
 - c. Treasurer- who shall oversee all financial matters, and who shall have the right to vote.
 - d. Secretary- who shall take minutes of all Student Senate, Executive, and Student Finance Committee meetings, and who shall have the right to vote.
 - e. Two executive senators; one chosen by the president and one elected by the senate.
 - f. B.S.A President or his/her representative, either of which shall be designated for the entire term of office and who shall serve as a voting member of the Student Senate.
 - g. Multicultural Affairs Representative, who will be chosen by the Multicultural Affairs Committee under the Multicultural Affairs Director, and who will serve as a voting member of the Student Senate.
 - h. RCL Advisory Board Representative- The President of this organization shall also serve as a representative on the senate, and who shall have the right to vote.
 - i. One (1) Representative of the Greek Community as designated by the Pan-Hellenic Council, Inter-Fraternity Council and the national Pan-Hellenic Council, and who shall have the right to vote.
 - j. Senior Class President, which shall be designated for the entire term of office, and who shall have the right to vote. The only exceptions will be class, work-study time conflicts, or appointments to the executive committee of the SGA. In this instance, the Vice President of that class shall be appointed as the representative to sit for the Class President and so on to the Treasurer and Secretary.
 - k. Junior Class President, which shall be designated for the entire term of office, and who shall have the right to vote. The only exceptions will be class, work-study time conflicts, or appointments to the

executive committee of the SGA. In this instance, the Vice President of that class shall be appointed as the representative to sit for the Class President and so on to the Treasurer and Secretary.

- l. Sophomore Class President, and who shall have the right to vote. which shall be designated for the entire term of office. The only exceptions will be class, work-study time conflicts, or appointments to the executive committee of the SGA. In this instance, the Vice President of that class shall be appointed as the representative to sit for the Class President and so on to the Treasurer and Secretary.
 - m. Freshman Class President, and who shall have the right to vote. which shall be designated for the entire term of office. The only exceptions will be class, work-study time conflicts, or appointments to the executive committee of the SGA. In this instance, the Vice President of that class shall be appointed as the representative to sit for the Class President and so on to the Treasurer and Secretary.
 - n. Sixteen (16) Student Senators-at-Large; 14 of which are elected by the Student Body at the general election, two (2) of which are to be appointed by the President; subject to the confirmation of the Student Senate.
 - o. Historian, whom the student body at the general election shall elect, and who shall have the right to vote.
 - p. Graduate Student Representative; to be chosen from the Graduate Student population of Longwood University by the Graduate Council or their representatives to serve for the entire term of office, and who shall have the right to vote.
 - q. One (1) Representative of the Honor Board, who shall have the right to vote. The Honor Board Chairperson would be disqualified from sitting on the Student Senate.
 - r. One (1) Representative of the Judicial Board, who shall have the right to vote. The Judicial Board Chairperson would be disqualified from sitting on the Student Senate.
 - s. Two (2) freshman class representatives will be elected to sit on the Student Senate as voting members of the Student Senate.
 - t. Webmaster, who shall be appointed by the executive council as a voting member.
 - u. Auditor- Who shall oversee the Audit and Oversight Committee. The Auditor will also serve on the Student Finance Committee as well as be a voting member of the Student Senate. The Auditor shall be elected by the Student Body in the Spring Election.
 - v. One (1) Representative of the Student Athletic Association Committee, and who shall have the right to vote.
 - w. Press Secretary, who shall be a voting member of the student senate.
6. Standing Committees of the Student Senate:
The Chair of each Standing Committee of the Student Senate, whose term as chair shall last one (1) year, shall be selected from the Student Senate

through an application process to be conducted by the Executive Board during the break between spring and fall semesters. Should a chair become vacant, the vacancy must be filled at the next meeting of the Student Senate by a nomination and election procedure from within the Student Senate. Each Standing Committee of the Student Senate must maintain at least two Senate members; however, membership of these standing committees is open to all members of the organization as defined in Article II of this Constitution. The committee will be required to meet outside twice a month.

a. The Academic Affairs Committee (AAC)

The Academic Affairs Committee (AAC) shall act as the liaison between the SGA and the Vice-President for Academic Affairs. The AAC shall work with the Vice-President for Academic Affairs to promote academic affairs. The AAC shall have the power to enact programs concerning academic affairs, with the consent of the Student Senate. The committee chair shall also be the student representative to the faculty senate.

b. The Legislative Affairs Committee

The Legislative Affairs Committee shall increase campus awareness of state and national issues with special regard to national, state, and local elections, financial aid concerns, and other matters of legislative interest to Longwood College students. All programs and actions taken by the Legislative Affairs Committee are subject to the approval of the Student Senate.

c. The Student Services and Physical Environment Committee shall be responsible for insuring that student services fulfill their obligations to the student body. These services will include, but not be limited to, the Registrar, Cashiering and Student Accounts, Financial Aid, Dining Services, and Library Services. This committee will also promote and increase awareness of student rights and defend these rights to their utmost abilities. In addition, this committee will gather information regarding matters affecting the Longwood community that which the Student Senate feels has not been adequately addressed by the Longwood University Administration, Faculty, Staff, and/or previous administrations of the Student Government Association. This committee shall also be responsible for improving the general interior of Longwood University's campus. This shall include, but not be limited to issues of lighting, safety, security, access, beautification, and parking. This committee will have a chair and co-chair.

d. Recruitment and Elections Committee

The Recruitment and Elections Committee shall execute all SGA elections. The REC shall be responsible for polling place personnel, counting ballots, and posting election results. The membership of the REC shall consist of one (1) member of the Honor Board, one (1) member of the Judicial Board and one (1) member of the Student

Senate. These members shall not include those serving on the Student Arbitration Board as provided for within Article IV, Section 1, and C, 3.

e. The Publicity Committee & Social

Membership of this committee shall include the Publicity Chair who shall serve as chair. This committee shall be responsible for publicizing Executive Council meetings, SGA Senate meetings, elections, SGA functions, issuers, office hours, meeting spaces, and the Mission of SGA as stated in Article I, Section 2 of this Constitution, in an appropriate and timely manner. Membership within this committee is open to other members of the association as defined in Article II of this Constitution. The committee shall also plan all SGA Social events, including but not limited to the End of Year banquet.

f. The Audit and Oversight Committee

The Audit and Oversight Committee (AO) is to be chaired by a member of the senate, henceforth to be referred to as the Auditor. The AO Committee will be responsible for meeting with students and other concerned Longwood community members, and for investigating financial/monetary concerns presented to, or by, the Senate. The Auditor will be responsible for reporting to the Senate with any recommendations or current issues before the AO committee and for reporting the findings of the committee on issues before the committee. When concerns are raised they will be handed to the AO committee for resolution, investigation or recommendation. The committee will then report back to the Senate their findings so that the issue can be resolved. They will meet and review the financial matters of the SGA and of organizational funding, and will raise any concerns they have to the Senate, SFC, or Treasurer for action. They will be used, in part, to review how funding is allocated, and further, to report how the money could be better allocated to both the organization and the SGA. The committees' help can be requested in reviewing any financial issue. AO will always act in an unbiased manner, and will report without prejudice. The AO Committee will publish a report to the Senate once a semester.

g. Spirit Committee

Through the Spirit Committee, events will be planned to promote campus unity and Longwood pride. The membership of the Spirit Committee will consist of the freshmen, sophomore, junior, and senior class officers. The chair of this committee will be selected by the Executive Board. This committee shall have a line item in the SGA budget as requested by the committee chair.

h. Big Event

Through service-oriented activities, The Big Event promotes campus and community unity as students come together for one day

to express their gratitude for support from their surrounding community. Members of the Senate are able to serve as members of the Big Event Committee. Individuals outside of the SGA are subject to membership through a process determined under the bylaws of the Big Event.

B. The Executive Branch

1. The Executive Branch is composed of the Executive Council, which shall be the agenda making body of the SGA. The Executive Council shall act on behalf of the Student Senate, when it is not possible to convene the Senate. The Executive Council shall be responsible for daily governance, allocating finance of the organization, policy review, and investigating student concerns. All actions of the Executive Council are subject to approval of the Student Senate.
2. The membership of the Executive Council shall consist of the President, Vice-President, Treasurer, Secretary, the two (2) Executive Senators, and the Historian.
3. Standing Committees of the Executive Council:
 - a. The Student Finance Committee
The Student Finance Committee (SFC) shall act on behalf of the SGA to determine allotment of Student Activity Fee funds. The membership of the SFC shall consist of the Treasurer, who shall act as chair of the (SFC); the other members of the SGA Executive Council; one representative of each class; the Auditor; and other appointments when deemed necessary by the Treasurer. This committee shall conform to those regulations concerning student activity fee allotments as provided for in the SFC Bylaws, which have been established by the SGA and confirmed by the Student Senate. All actions of the SFC are subject to the approval of the Student Senate.

C. The Judiciary

The Judiciary is composed of the Honor Board and the Judicial Board.

A. Honor Board

1. The purpose of the Longwood University Honor Board is to sustain and protect a community of trust where students can grow intellectually, spiritually, and personally without limitations. The Honor System is not intended to punish offenders, but to educate them so that the traditionally high standards of trust and honor are not weakened by a dishonest few.
2. The membership of the Honor Board shall consist of: a Chair, Vice-Chair, Secretary, Sergeant-at-Arms, and eight (8) associate members. There shall also be an advisor to the Board.
3. Elections.

- a. The Chair and Vice-Chair, who shall have served on the Board for at least one (1) academic year, are elected from and by the current sitting Board in the spring semester. Their terms shall be for one (1) calendar year, beginning June 1st.
 - b. The Secretary and Sergeant-at-Arms, who have served on the Board for at least one (1) semester, are elected from and by the current sitting board in the spring semester. Their terms shall be for one (1) calendar year, beginning June 1st.
 - c. The associate members of the Honor Board shall be elected at-large from the student body, in the spring SGA elections. They shall have a term of one (1) calendar year.
4. The Honor Board shall have the power to:
- a. Act on behalf of SGA in the promotion and enforcement of the Honor Code.
 - b. Determine, interpret, and publish what constitutes and Honor Code violation; under the Constitution and Bylaws of the Honor Board.
 - c. Establish procedural guidelines for the effective adjudication of all cases brought before the Honor Board. These procedures must be consistent with the standards of fairness and due process established in the Statement of Student Rights and Responsibilities adopted by the Longwood University Board of Visitors.
 - d. Establish programs, policies, and guidelines for the publicity, maintenance, and operation of the Honor System.
 - e. Shall also have power to appoint new members as needed.
5. Amendments
- Motions to amend the Longwood University Honor Board Bylaws will be proposed by two-thirds (2/3) of the Longwood University Honor Board and ratified by a referendum vote of the Student Government Senate.

B. The Judicial Board

- 1. The purpose of the Longwood University Judicial Board shall be to foster and promote appropriate behavior by the Student Body.
- 2. The membership of the Judicial Board shall consist of: a Chair, two (2) Vice-Chairs, three (3) Secretaries, three (3) Sergeants-at-Arms, and thirty-six (36) associate members. There shall also be advisors to the board.
- 3. Elections.
 - a. The Chair and Vice-Chairs, who shall have served on the Board for at least (1) academic year, are elected from and by the current sitting Board in the spring semester. Their terms shall be for one (1) calendar year, beginning on August 1st.

- b. The Secretaries and Sergeants-at-Arms, who shall have served on the Board for at least (1) academic semester, are elected from and by the current sitting Board in the spring semester. Their terms shall be for one (1) calendar year, beginning on August 1st.
 - c. The associate members of the Board shall be elected at-large by the student body in the Spring SGA elections. Their terms shall be for one (1) calendar year.
4. The Judicial Board shall have the power to:
- a. Act on behalf of the SGA in the promotion and enforcement of University Conduct Standards.
 - b. Determine, interpret, and publish what constitutes and violation of the University Conduct Standards.
 - c. Establish procedural guidelines for the effective adjudication of all cases brought before the Board. These procedures must be consistent with the Standards of Fairness and Due Process established by the Board of Visitors.
 - d. Create and implement any policies, procedures, or Bylaws necessary for the maintenance, operation, and advancement of the Judicial System.
 - e. Recommend to the Vice-President of Judicial Affairs additions, deletions, and revisions to the Conduct Standards.
5. Amendments:
- a. Motions to amend the Longwood University Judicial Board Constitution will be proposed by two-thirds (2/3) of the Longwood University Judicial Board and ratified by a referendum vote of the Student Government Senate.

Section 2: Meetings

- 1. Statement of Robert's Rules of Order
All meetings of the Executive and Legislative Branches shall operate under the guidelines set forth in Robert's Rules of Order Newly Revised or the latest version thereof.
- 2. Time and Date of Meetings
 - a. The Student Senate shall meet on Tuesdays at 3:45pm with a standard ending time of 5:30pm, to go longer at the discretion of the Vice-President.
 - b. The Executive Council shall meet once a week and as deemed necessary by the SGA President.

ARTICLE V: ELECTIONS

Section 1: Time of Elections

- 1. All SGA sponsored elections will be held in the Spring for the following positions:
 - a. Executive Board

- b. Senate Members
 - c. Honor Board
 - d. Judicial Board
 - e. Class Officers
2. Applications for SGA sponsored elections will go out on a Monday, during the month of March, as determined by the Elections Committee.
 3. Applications for SGA sponsored elections will be due exactly two weeks from that Monday at 5:00 P.M, no exceptions will be made.
 4. SGA sponsored elections will be held exactly on the Monday one week after the deadline and end on Friday at 5:00 P.M.
 5. The SGA shall hold elections for Freshman Class officers within the last two weeks of September.

Section 2: Term of Office

1. Officers elected in the Spring SGA elections shall serve a term of one (1) calendar year, beginning June 1st of the same year.
2. Freshman officers elected in the Fall SGA elections shall serve a term of (1) academic year beginning the week after they are elected and ending on June 1st of the following year.
3. Two freshman class representatives will be elected in conjunction with freshman class officer elections to sit on the Student Senate.

Section 3: Qualifications for Office

1. Students running for, appointed to, or holding the following offices must be at least a rising sophomore, have served on the Student Government Senate for at least one full semester, may not have below a 2.3 cumulative GPA, and must be in good standing with the University:
 - a. President
 - b. Vice President
 - c. Treasurer
 - d. Secretary
 - e. Executive Senator
2. Students running for, appointed to, or holding the following offices may not have below a 2.0 cumulative GPA, and must be in good standing with the University:
 - a. RCL Advisory Board Representative
 - b. Publicity Chair
 - c. Class Officers
 - d. Associate Members of Honor Board
 - e. Associate Members of Judicial Board
 - f. Sixteen (16) Student Senators At-Large
 - g. Multicultural Affairs Representative
 - h. Historian
 - i. Webmaster
3. Students having been involuntarily separated from the institution as a result of disciplinary action are not considered to be in good standing

with the university. Students who are currently on academic probation or disciplinary probation are also considered to not be in good standing with the university.

4. Qualifications for officers of the Honor Board and Judicial Board are to be decided by the respective board with the confirmation of the Student Senate.
5. Qualifications for SGA officers, not aforementioned, are to be decided by the Student Senate.

Section 4: Officer Elections

1. Elections of Honor and Judicial Board officers shall be held in the spring semester two (2) weeks before SGA elections.
2. Elections of Associate Members of the Honor and Judicial Boards shall be held in the Spring SGA elections.
3. Election of Senior, Junior, and Sophomore class officers shall be in the Spring SGA elections.

Section 5: Vacancy of Office

1. Should an office of the SGA become vacant, the body in question shall appoint another qualified student to serve out the remainder of the unexpired term. The appointment must be confirmed by the Student Senate.
2. Should the office of Chair of Honor Board, or Chair of Judicial Board become vacant, the Vice-Chair of the respective board shall become Chair, for the remainder of the unexpired term.
3. Should an office of the Student Senate become vacant, the President shall appoint another qualified student, subject to the confirmation of the Student Senate, to serve out the remainder of the unexpired term.
4. Should the office of President become vacant, the Vice-President shall become President for the remainder of the unexpired term. The Vice-President may also appoint a current Senator as a Vice-President pro-tem with the ability to carry on any duties of the Vice-President that could or would conflict with the Presidential Duties.

Section 6: Run Off Elections

1. The following SGA officers must be elected by a majority vote:
 - a. President
 - b. Vice-President
 - c. Treasurer
 - d. Class Presidents
2. Should no majority be won by a single candidate in an election for one of the aforementioned offices; then there shall be a run-off election within one week of the posting of election results. The two (2) candidates receiving the most popular votes shall be the only two candidates on the run-off ballot.

3. A majority vote is fifty-one percent (51%) of the votes cast in any election.

Section 7: Concurrent Offices

No member shall serve in more than one elected and/or appointed executive office of the Student Government Association.

Section 8: Campaigning

1. Campaign rules shall be as follows:
 - a. Campaigning, including the use of printed materials, personal contact, and the wearing of costumes or uniforms, is permitted from the first day of the campaigning period, continuing until the closing of the polls.
 - b. On days that the polls are open, no campaigning of any kind is allowed within 50 feet of a computer where voting is taking place. This includes both verbal campaigning and printed campaign materials.
 - c. All organizations or candidates organizing official election rallies and/or debates must notify the Elections Chair at least 48 hours before the event.
 - d. All campaigning materials, debates, and rallies, are to be confined to the Longwood campus.
 - e. Campaign period begins the day following the mandatory election meeting, lasting until the last day of the polling period.
2. Expenditures for the candidates are subject to the following provisions:
 - a. Candidates are limited to the following levels of spending:
 - i. Student Body Officers: \$100.00
 - ii. Representatives: \$50.00
3. Campaign methods and materials used by candidates are subject to the following provisions:
 - a. Candidates are responsible for the activities of their campaign workers.
 - b. Campaign materials must be removed within 24 hours after the closing of the polls.
 - c. Materials shall not have adhesive backing, with the exception of masking tape.
 - d. Any alteration of the settings of University-owned computers to display a candidate and/or campaign materials includes but not limited to screensavers, wallpapers, Internet home pages is also prohibited.
 - e. Signs or posters larger than 187 square inches are prohibited. Posters may not be combined to exceed the 187 square inch limit, and must convey a complete word or thought.
 - f. Campaign materials in residence halls shall only be placed on surfaces or glass permitted by each residence hall or academic building.

- g. Signs or posters of the same candidate may not be placed within 5 feet of each other.
 - h. Campaign signs or posters may not be placed on trees, benches, tables, or sidewalks.
 - i. All campaigning posters or signs, etc. that are to be posted on campus must be approved by the Longwood Student Union.
4. Violations of the Election Code include but are not limited to the following:
- a. Exceeding the campaign spending limits;
 - b. Intentional misstatement of campaign expenses;
 - c. Use of illegal campaign materials or methods;
 - d. Improper distributions or posting of campaign materials by candidate or campaign worker.
 - e. Campaigning before the opening of the formal campaign period. The distribution of any printed materials, and holding rallies or debated before the opening of the campaign period is also prohibited;
 - f. Campaigning within 50 feet of a poll and/or grouping of 3 or more computers on a voting day
 - g. Removing or defacing an opponent's campaign materials;
 - h. Use of slanderous or libelous material against an opponent, or use of speech or actions not in accordance with the Student Code of Conduct;
 - i. Tampering with ballots, or interfering in any way with the operation of a poll;
 - j. Failure to remove campaigning materials within 24 hours after the completion of an election.
5. Violations may be charged by a candidate or a member of the Elections Committee.
- a. Charges must be submitted in writing to the Elections Chair no later than 24 hours after polls close.
 - b. Charges against candidates in violations of article 3.11 must be submitted in writing no later than 48 hours after the polls close.
 - c. A copy of the charges must be made available when requested to the candidate charged.

Section 9: SGA Presidential Candidate Open Forum

1. The candidates for the office of SGA president will take part in a debate/question and answer session in front of the student body.
2. The forum will take place during the election period, the exact time and location will be decided upon by the Elections Chairman.
3. The Forum will be mediated by either an SGA Adviser, or by a faculty member chosen by the elections Chairman
4. The outline of the forum will be drafted by the elections chairman and can be subject to change.

Section 10: Recounts

Recounts shall be made as follows:

1. All recount requests must be made in writing to the Chair of the Elections and Regulations within 24 hours after the announcement of the results.
2. All recounts shall be conducted no later than 24 hours after a request has been made.
3. All candidates affected by the recount shall be notified of the results as soon as possible after the recount has been completed.
4. Results of the recount shall be made aware to the candidates within 2 hours of completion of the recount;
5. Candidates may request a second recount no later than three hours after the completion of the first recount. The request shall be submitted in writing to the Elections and Regulations Chair, and the recount shall be conducted as soon as possible;
6. The Chair of the Elections and Regulations Committee shall reserve the right to allow no more than two recounts per candidate.
7. Ballots shall be kept in a secure place to prevent tampering for 24 hours in the case a recount is called;
8. Ballots shall be destroyed after the interval for recounts had concluded.

Section 11: Officer Transition

Following the completion of elections, an officer transition workshop shall be held. This workshop should be planned by the Vice President.

ARTICLE VI: DUTIES OF OFFICERS

Section 1: President

- President of Student Body
- President of SGA
- Presiding Officer of the Executive Council
- Student Representative to the Board of Visitors
- Student Liaison to the University and Community
- Presiding Official at Press Conferences
- Member of University Calendar Committee
- Member of Finance/Student Activity Fees Committee
- Insure functionality of committees and their structure
- Coordinate Committee Work
- The President shall have the power to veto any legislation passed by the Student Senate within a one (1) week period immediately following the Student Senate meeting in which the legislation was passed; notice of the veto must appear in the agenda for the next Student Senate meeting
- Other duties as required and/or specified by the SGA Bylaws

Section 2: Vice President

- Execute the duties of the President, in case of the President's absence or inability

- Presiding Officer of Student Senate
- Member of the Executive Council
- Member of Finance/Student Activity Fee Committee
- Presiding Officer of Student Arbitration Board
- Responsible for the fulfillment of Article IV, Section 5; appointment of the Parliamentarian
- Responsible for the fulfillment of Article IV, Section 1, Sub-Section C, C, 2, b, as it pertains to the Student Senate
- Shall plan an officer transition workshop to be held following the spring election
- Shall have a strong understanding of Roberts Rules of Order
- Other duties as required and/or specified by the SGA Bylaws

Section 3: Treasurer

- Keep all financial records, bills, and checks of the SGA
- Member of the Student Senate
- Member of the Executive Council
- Chair of the Finance/Student Activity Fee Committee
- Other duties as required and/or specified by the SGA Bylaws

Section 4: Secretary

- Take minutes of all Student Senate and Executive Council meetings
- Assist the SGA President in matters of correspondence
- Member of the Student Senate
- Member of the Executive Council
- Take attendance at all Student Senate and Executive Council Meetings
- Member of Finance/Student Activity Fee Committee
- Other duties as required and/or specified by the SGA Bylaws

Section 5: The Executive Senators

- Insure functionality of committees and their structure
- Coordinate Committee Work
- Shall sit on the executive council
- Will hold meetings with the senate outside the large meetings
- Serve on Student Senate
- Responsible for achieving and maintaining appropriate representation on all university, administrative, and faculty bodies and committees that make decisions effecting the student body of Longwood University, to include, but not limited to, the University Council and all hiring committees
- Other duties as required and/or specified by the SGA Bylaws

Section 7: Chair of Honor Board

- Responsible for operations of the Honor Board
- Liaison between the Honor Board and the University and Community

- Responsible for the fulfillment of Article IV, Section 1, Sub-Section C, C, 2, b, as it pertains to the Student Senate
- Other duties as required and/or specified by the SGA Bylaws

Section 8: Chair of Judicial Board

- Responsible for operations of the Judicial Board
- Liaison between the Judicial Board and the University and Community
- Responsible for the fulfillment of Article IV, Section 1, Sub-Section C, C, 2, b, as it pertains to the Student Senate
- Other duties as required and/or specified by the SGA Bylaws

Section 9: Publicity & Social Chair

- Responsible for SGA publicity, including press releases
- Member of the Student Senate
- Other duties as required and /or specified by the SGA Bylaws
- Coordinates the planning and implementation of all social events.

Section 10: Historian

- Responsible for the filing and arranging of all past SGA minutes in notebooks for reference
- Responsible for the order, cataloging, and continued updating of all officer notebooks, including Class Officers and Committee Chairs
- Member of the Student Senate
- Responsible for reviewing all organizational charters and constitutions prior to their presentation to the Student Senate for approval; Oversees that the Constitution has been approved by 5 Senate Members prior to its presentation to the Senate.
- Other duties as required and/or specified by the SGA Bylaws

Section 11: Committee Chairs

- Must attend Executive Council meetings and submit a written report with an attendance sheet to the Executive Senators 24 hours following their meeting.
- Other duties as required and/or specified by the SGA Bylaws

Section 12: Webmaster

- Responsible for using information obtained at all meetings for the upkeep of the SGA website in a timely manner
- Should have a clear understanding of website design and coding
- Responsible for the upkeep of all web-based items related to the SGA to include but not be limited to Facebook, Twitter, etc

Section 13: Other Offices

The duties of other SGA officers, not aforementioned, are to be decided by the branch in question, with consent of the Student Senate.

Article VII: REMOVAL FROM OFFICE

Section 1: GROUNDS FOR IMPEACHMENT

A. Executive Council Officers, Auditor, Historian, Senators, Representatives, Class presidents and Webmaster

1. May be impeached for not meeting the eligibility requirements, qualifications, and/or powers and duties stipulated in the constitution and/or bylaws.
2. May also be impeached for neglect of duty of that office stipulated by the constitution
3. Class Council Officers may be impeached by the Student Senate for any of the previously stated offenses.

B. Executive Support

Executive support and all other appointed officials not otherwise mentioned in the constitution may be removed by a two-thirds majority vote of the executive council without impeachment proceedings.

C. Class Officer

1. Class officers may be removed from office for neglect of duty as stated in the SGA Constitution and /or Class officer Rules.
2. Class officers may be removed from office after an impeachment committee meets to hear the case and two-thirds of the impeachment committee votes to remove said officer from office.
3. The impeachment committee shall be formed of all remaining members of the Class Council. The Vice President shall not vote except in the case of a tie.
4. In the event that a Class Council Officer is impeached by the Student Senate, he/she may retain his/her position by a two thirds vote of the above Class Council Impeachment Committee

Section 2: REMOVAL FROM OFFICE

A. Executive Council Officers, Senators, Representatives, Class Officers, and Historian, Auditor, and Webmaster shall be removed from office following a guilty verdict at an impeachment trial.

Procedures

1. Investigation and Preliminaries to the Trial

- a. To begin impeachment proceedings against any Executive Council officer, senator, a motion to begin an investigation must originate in the Student Senate and must carry a majority vote. If said motion is directed at the presiding officer, he/she must vacate the chair in favor of the next officer in the order of succession.

- b. An investigating committee shall be named by the presiding officer which shall decide whether there is evidence to impeach and formulate the charge(s) and specifications, if said committee finds it desirable to proceed with the trial.
- c. The accused Executive Council officer, senator, shall receive written notice that informs him/her of the time and place of and all the charges and specifications against him/her.
- d. The accused Executive Council officer, senator, or other senate member tempore shall be given at least two weeks to prepare his/her defense.

Trial

- e. A petition of impeachment shall be drawn up by the committee and copies made available to all member immediately prior to the trial.
- f. The Student Senate shall try the accused Executive Council officer, senator or other senate members.
- g. The proceedings of the trial shall be held in utmost secrecy and the decision of the Student Senate is final.
- h. The order of the trial shall be set forth in Robert's Rules of Order, Newly Revised.

Section 3: IF AN OFFICER IS REMOVED

- a. If a class president or executive officer (excluding the executive senators) is removed from office there shall be a campus wide election to replace the officer.
- b. If a senator, representative, executive senator is removed; the SGA President shall appoint someone to replace that office pending the approval of the SGA senate.
- c. If a class officer is removed that class president shall appoint a new officer pending the approval of the SGA Senate.

ARTICLE VIII: ATTENDANCE

Any member of the SGA may be removed from their position following Article VII Impeachment Guidelines if they are unexcused from: More than 3 Senator Meetings or Mandatory Meetings; 3 SGA office hours; or any combination of the two aforementioned qualifications that equals three absences within one semester.

ARTICLE IX: STUDENT ORGANIZATIONS

Section 1: Requirements

An organization is defined as a group comprised of at least four (4) students and at least one (1) faculty/staff advisor. In order to be considered as a registered organization, the organization must file a Registered Student Organization form with the Student Union Main Office. In order to fulfill these registration requirements, an organization must list at least one (1) faculty/staff advisor, and

at least (4) officers of the organization as well as where these persons can be contacted. A current copy of an organization's Constitution is also required for consideration as a registered student organization. Both parts A and B, and/or the Registered Student Organization Form must be on file at all times and must contain current information. Secondly, all Constitutions must be first approved by the Constitution Committee provided for within the SGA Constitution and then approved by the Student Senate. Upon compliance with these measures, an organization is considered registered. The benefits of registration include: eligibility for student activity fees (unless prohibited by law, Longwood University, and/or SGA policy), space reservation and faculty rental privileges, Longwood University fleet vehicle use, and approval to post on the Longwood University campus.

ARTICLE IX: THE OATH

The official oath of all officers of the SGA, to be administered at the commencement of the officer's term, is:

"I, (State Your Name), do solemnly swear that I will, to the best of my abilities, promote the Mission of the SGA, as defined in Article I, Section 2 of this Constitution, and faithfully execute, the duties of, the office of, (State the Office being sworn in.)"

ARTICLE X: SUPREMACY ARTICLE

Section 1: The Supremacy Clause

This Constitution shall be the supreme authority over the student body. All acts made in pursuance thereto shall take precedence over all other Constitutions, Charters, rules, enactment, or actions of other organizations, classes, divisions, or students at Longwood University.

ARTICLE XI: AMENDMENTS

Section 1: Proposal

Amendments to this Constitution may be proposed by two-thirds (2/3) of the Student Senate, or by petition of one-fifteenth (1/15) of the Student Body. All amendments must be submitted in proper form to the President and the Vice-President twenty (20) days before a called election or a previously scheduled SGA election.

Section 2: Ratification

Amendments to this Constitution must be ratified by two-thirds (2/3) of the voting Student Body, provided at least one-fifth (1/5) of the student population votes in any scheduled November or April SGA election, or called election as provided for in Article V, Section 1, Sub-sections A and B of this Constitution.

ARTICLE XII: RATIFICATION

Upon its acceptance by a two-thirds (2/3) vote of the student body, present and voting in general referendum, this Constitution shall become the governing law of the Student Body as of the ratified year.

Article XIII: QUORUM

Quorum at the senate meetings is two-thirds (2/3) of the filled senate positions.

Article XIII: CONSTITUTIONAL REVIEW

The Constitution of the Longwood University Student Government Association will be reviewed every two (2) years by the Senate.

*As Approved by 2/3 of the voting student body:
April 2008
April 2010*