

**CONSTITUTION**  
*of the*  
**Student Government Association of Vanguard University**

**ARTICLE I. Preamble**

We, the students of Vanguard University, in order to provide a more spiritually, intellectually, and socially enriching environment, as well as provide a medium for an organized student voice, do hereby establish this constitution.

**ARTICLE II. Name**

The name of this organization shall be the Student Government Association of Vanguard University, hereafter referred to as the SGA.

**ARTICLE III. Membership and Authority**

Section 1. Active membership in the traditional undergraduate student body of Vanguard University shall be limited to students enrolled in twelve (12) or more units.

Section 2. The SGA shall have the authority to act in the name of the traditional undergraduate student body.

**ARTICLE IV. Relationship to the University**

Section 1. The SGA members work in cooperation with the University on spiritual, intellectual, and social levels.

Section 2. The SGA shall be overseen by a Vanguard University staff member appointed by the Dean of Student Development and Student Success. This staff member functions in an advisory capacity.

**ARTICLE V. General Organization & Definitions**

Section 1. The SGA shall be organized into one (1) branch: the Executive Board.

Section 2. The Executive branch of this organization shall be known as the "SGA."

**ARTICLE VI. The Executive Board**

Section 1. Authority.

- A. All authority of the SGA shall be vested in the Executive Board. All decisions made by the Executive Board must be agreed upon by a majority vote, unless otherwise noted within this constitution. Two-thirds (2/3) of the currently filled SGA voting members constitutes a quorum to transact business in the SGA. Unless otherwise stated, all business decisions will be decided by a majority vote (50% + 1 vote). Each member of the Executive Board has the power of one (1) vote. In the instance of a tied vote, the SGA President would make the final decision.

Section 2. Composition.

The Executive Board shall be comprised of six (6) members:

- A. The SGA President;
- B. The Executive Vice President;
- C. The Vice President of Financial Affairs;
- D. The Vice President of Communication;
- E. The Directors (2)

Section 3. Responsibilities.

The Executive Board shall be held to the following responsibilities:

- A. Serve as the direct connection between the University administration and students;
- B. Represent the interests of the student body in front of the University administration, and cooperate with them in the students' best interests;
- C. In the absence of policy and guidelines for a specific situation, deal with these matters in a manner consistent with this constitution;
- D. Hold weekly SGA meetings to discuss current issues and events of the student body, and internal affairs of the SGA;
- E. Ensure all entities of the SGA are consistent with this constitution.
- F. Hold official SGA meetings at least one (1) time a month that are open to the student body discussing current affairs of the traditional undergraduate student body and plans of action;
- G. Review this constitution and SGA Bylaws, and propose appropriate recommendations when deemed necessary, provided that the appointed staff advisor has approved of such recommendations;
- H. Establish rules for SGA proceedings, as long as they do not conflict with provisions of this constitution, or any subordinate guiding documents of the SGA;

Section 4. Qualifications of Executive Board Members.

All Executive Board members shall meet the following qualifications:

- A. Demonstrate a strong commitment to the Christian faith, and a desire to grow both personally and professionally;
- B. Be a member of the student body per ARTICLE III of this constitution for the full duration of their term of office. This qualification may be petitioned by submitting a formal request to the appointed staff advisor;
- C. Must not be on disciplinary probation at the time of election or during their term of office;
- D. Maintain a minimum cumulative grade point average of 3.0 on a four-point scale, and have the approval of the appointed staff advisor;
- E. Be enrolled in no more than nineteen (19) units at one time for the full duration of their term of office. This qualification may be petitioned by submitting a formal petition to the appointed staff advisor;
- F. Must not be obligated to devote more than ten (10) total hours a week to any job or extra-curricular activities, aside from being an SGA member. This qualification may be petitioned by submitting a formal petition to the appointed staff advisor;
- G. Must have been enrolled at Vanguard University as a full-time student at least two (2) semesters prior to the term of office;

- H. The SGA President must have served in the SGA for a minimum of one (1) full term over the course of two (2) consecutive semesters, or two (2) full years of Vanguard University Student Affairs leadership in a formal leadership role;
  - i. This will be defined in the bylaws.
- I. The SGA President and Executive Vice President must be at least a junior during the term of office.

Section 5. The SGA President.

The SGA President shall:

- A. Serve as the Chief Executive Officer of the SGA;
- B. Be the official representative of the student body;
- C. Give a formal address to the student body at least once during the academic year to communicate to the student body the vision, goals, and accomplishments of the SGA;
- D. Have the power of one (1) vote in the SGA meetings;
- E. Sign and execute legislation passed by the SGA; or
- F. Have veto power, within a period of five (5) academic days, over any legislation passed by the SGA;
- G. Periodically present information to the SGA that concerns student interests, and recommend for consideration such measures as he or she deems necessary and expedient;
- H. Coordinate and appoint SGA members to SGA committees, University committees, and Ad hoc committees;
- I. Appoint and remove all SGA committee chairs;
- J. Create Ad hoc committees;
- K. Chair the Executive Board;
- L. Chair the SGA meetings;
- M. Call special meetings of the SGA as deemed necessary and expedient;
- N. Conduct the Faculty and Staff of the Year Awards in conjunction with the Office of the Provost;
- O. Ultimately be responsible for the general vision and welfare of the SGA;
- P. Attend all SGA meetings as a voting member;
- Q. Fulfill required office hours.

Section 6. The Executive Vice President.

The Executive Vice President shall:

- A. Have the power of one (1) vote in the SGA meetings;
- B. Prepare the SGA meeting agenda in cooperation with the SGA President and the Executive Board;
- C. Chair the Elections Committee, unless he or she is a candidate in the election at hand. In this case, the SGA will appoint a chair;
- D. Provide direct oversight for all the Directors;
- E. Provide direct oversight for all SGA committees;
- F. Be responsible for reviewing and making recommendations for updates to the Bylaws, Elections Manual, and Constitution to keep the documents relevant and consistent;
- G. Oversee functions of SGA policies;
- H. Assume the duties and responsibilities of the SGA President in his or her absence, or when so directed by the SGA President;

- I. Assume the Office of the SGA President, should the Office be vacated;
- J. Attend all SGA meetings as a voting member;
- K. When deemed necessary, override the veto of the SGA President with a two-thirds (2/3) majority vote within five (5) academic days after the SGA President's veto;
- L. Fulfill required office hours.

Section 7. The Vice President of Financial Affairs.

The Vice President of Financial Affairs shall:

- A. Oversee all strategic funding of the SGA budget;
  - i. All fund allocations shall be approved by a two-thirds (2/3) majority vote of the SGA with the approval of the appointed staff advisor.
- B. Have direct oversight for all Inter-Club Board fund allocations;
  - i. Final ICC fund allocations shall be approved by a two-thirds (2/3) majority vote of the SGA with the approval of the appointed staff advisor.
- C. Oversee the processes and policies of ICC funding and all other funding requests;
- D. Be responsible for tracking all SGA finances;
- E. Be appointed to office by the SGA President-elect;
- F. Attend all SGA meetings as a voting member;
- I. Submit a monthly update to the SGA and the appointed staff advisor in regards to SGA's financial standing;
- J. When deemed necessary, override the veto of the SGA President with a two-thirds (2/3) majority vote within five (5) academic days after the SGA President's veto;
- K. Fulfill required office hours.

Section 8. The Vice President of Communication.

The Vice President of Communication shall:

- A. Utilize various mediums to creatively and effectively inform the traditional undergraduate student body of the affairs of the SGA and other initiatives;
- B. Convey the inner workings of the SGA to the traditional undergraduate student body;
- C. Oversee all representations of SGA including all forms of social media, the SGA website, and all SGA related marketing distributed campus wide;
- D. Be responsible for taking minutes of SGA meetings;
- E. Be responsible for posting SGA meetings minutes publicly;
- F. Be appointed to office by the SGA President-elect;
- G. Attend all SGA meetings as a voting member;
- H. When deemed necessary, override the veto of the SGA President with a two-thirds (2/3) majority vote within five (5) academic days after the SGA President's veto;
- I. Fulfill required office hours.

Section 9. The Directors.

There shall be two (2) Directors in the Executive Board.

Each Director shall be held to the following responsibilities:

- A. Represent each member of the student body;
- B. Identify current issues that concern the student body, propose proper resolutions, and provide the means for these issues to be addressed, with the intention of positively impacting the Vanguard University community;
- C. Continually evaluate the opinions of the Vanguard student body;
- D. Carry out the directives of the SGA;
- E. Take active membership in appointed SGA committees;
- F. Have the power of one (1) vote in the SGA meetings;
- G. Produce legislation to advocate for student concerns and present it to pertinent parties;
- H. When deemed necessary, override the veto of the SGA President with a two-thirds (2/3) majority vote within five (5) academic days after the SGA President's veto;
- I. Introduce legislation to the SGA;
- J. Inform the student body of the affairs of the SGA;
- K. Be appointed to office by the SGA President-elect;
- L. Fulfill required office hours.

**ARTICLE VII. SGA Committees**

Section 1. SGA Committees.

The SGA committees shall oversee specific areas that concern the student body. A two-thirds (2/3) majority of appointed members must be present before any SGA committee may conduct business.

All SGA committees shall abide by the following rules:

- A. The SGA President shall be responsible for assigning SGA members to committees and appoint chairs for each committee;
- B. Function under the oversight of the Executive Vice President;
- C. Any member of the traditional undergraduate student body may serve as a member of a committee, unless otherwise noted;
- D. Determine their own rules of procedure as long as they do not conflict with provisions of this constitution, or any subordinate guiding documents of the SGA;
- E. Keep and take minutes of each meeting;
- F. Meetings shall be called by the chair of each SGA committee, or by a majority of committee members;
- G. Meetings shall be called by the chair no less than three (3) days in advance, unless approved by the SGA President;
- H. The chair of each SGA committee shall be responsible for reporting committee business to the SGA.

Section 2. Elections Committee

The Elections Committee shall be responsible for the oversight, preparation, and implementation of the election process. This committee shall ensure that candidates adhere to all election procedures and guidelines.

Section 3. Ad Hoc Committees.

Ad Hoc committees shall be created by the SGA President, as deemed necessary to serve the interests of the student body. They shall exist until the issue at hand has been resolved. Each Ad Hoc Committee shall consist of three (3), five (5) or seven (7) members according to the need and magnitude of the issue at hand.

Section 4. Initiative and Reconsider.

- A. Any member of the student body can initiate legislation through an SGA member to the SGA;
- B. The student body may require the SGA to review and reconsider any passed legislation.

**ARTICLE VIII. Terms of Office**

All rules and procedures regarding SGA elections and appointments shall be found in the SGA Election Manual, modified by the Elections Committee and voted on by two-thirds (2/3) majority vote of the SGA.

Section 1. Normal Terms.

All SGA members shall serve for one (1) academic year. The term shall begin on Commencement Day of the spring semester they are elected, and terminate on Commencement Day of the following spring semester.

Section 2. Exceptions.

All SGA members who are elected, hired, or appointed after the academic year has already begun, shall serve for the remainder of the academic year. Their term shall terminate on the following Commencement Day.

Section 3. Unfit for service.

Any SGA member will be immediately removed from office by the appointed staff advisor if a member no longer meets the qualifications of service outlined by this constitution, including, but not limited to, committing a violation of university community standards that result in placing the student on disciplinary probation or failing to maintain the minimum required cumulative grade point average.

**ARTICLE IX. Impeachment**

Section 1. Impeachment Conditions.

All SGA members are subject to impeachment under the following conditions:

- A. Failure or refusal to complete responsibilities as outlined by this constitution or as assigned by the SGA President;
- B. Continued gross or willful neglect of the responsibilities of their position;
- C. Misrepresentation of the organization and its members to outside persons;
- D. Failure or refusal to disclose necessary information on matters of organizational funds;
- E. Under investigation and/or conviction of any type of illegal activity.
- F. Upon review of the SGA President and approved by the appointed staff advisor if deemed necessary for removal.

Section 2. Impeachment Proceedings.

- A. Impeachment proceedings shall be declared by a two-third (2/3) majority vote of the SGA;
- B. A special Ad Hoc committee, consisting of three (3) members, appointed by the highest-ranking Executive Board member not in question shall conduct all investigations concerning the member in question with an advisor present. Investigation findings shall not be submitted to the Executive Board until enough information is collected to merit a decision. The committee is required to consult with the member in question and make recommendations to him or her;
- C. If the Ad Hoc committee decides by two-thirds (2/3) majority vote that the member in question does not merit impeachment, then the member is exonerated. If the committee finds sufficient cause for impeachment, the committee shall declare that a state of impeachment exists for the member in question;
- D. The impeached member shall receive an official copy of the charges and specifications against him or her and be notified in writing of the date, time, and place of the impeachment proceedings one (1) week in advance by the highest-ranking Executive Board member not in question.

**ARTICLE X. Parliamentary Rules**

Except where otherwise stipulated, all meetings of this organization shall be conducted according to parliamentary law as prescribed in the most current free form edition of Robert's Rules of Order.

**ARTICLE XI. Amendments**

Section 1. This constitution may be amended by a two-thirds (2/3) majority vote of the student body at a called election, providing that:

- A. The proposed amendments have been approved by the appointed staff advisor;
- B. The proposed amendments have been processed through and approved by the SGA;
- C. The proposed amendments have been posted publicly for at least one (1) week prior to the vote on such amendments;
- D. At least fifteen percent (15%) of the student body's total membership vote at said election;
- E. Approval is attained by University administration.

Section 2. The SGA may amend this constitution for non-substantive purposes such as removing inconsistencies and ambiguity, or to maintain the relevance of this document provided that:

- A. The proposed amendments have been approved by the appointed staff advisor;
- B. The proposed amendments have been made available to the SGA for at least one (1) week prior to the vote on such amendments;
- C. The SGA approves of these changes by a two-thirds (2/3) majority vote.

Section 3.

The SGA may amend any or all Bylaws provided that:

- A. The proposed amendments have been approved by the appointed staff advisor;
- B. The proposed amendments have been made available to the SGA for at least one (1) week prior to the vote on such amendments;
- C. The SGA approves of these changes by a two-thirds (2/3) majority vote.

**ARTICLE XV.            Ratification**

Section 1.

This constitution shall be ratified by a two-thirds (2/3) majority vote of at least fifteen percent (15%) of the traditional undergraduate student body's total membership.