



**KING'S  
COLLEGE**  
TRANSFORMATION. COMMUNITY. HOLY CROSS.

# **CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION**

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## ARTICLE I PURPOSE

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**Section 1. Student Government Association.** The King's College Student Government Association (SGA) shall be empowered to fulfill all provisions and necessary implications of this Constitution, making such regulations as it considers necessary to achieve this end.

**Section 2. Mission Statement.** The King's College Student Government Association (SGA) serves as the representative body for the undergraduate student population at King's College. The SGA works proactively to engage students, faculty, staff, administration, and alumni in conversations that further intellectual, spiritual, and emotional growth within the King's College community. The SGA strives to be a voice that promotes equality among students with different ideas, beliefs, ethnicities, races, genders, creeds, and sexual orientations. The SGA strives to accomplish these goals through informed debate, workable proposals, and decisive action while serving as members of both the Student Government General Board and various college committees.

**Section 3. Duties of the Student Government Association.** It shall be the duty of the SGA to:

- a) Foster unity among students, faculty, staff, and the administration.
- b) Consider proposals raised by any student or authorized student organizations and submit such proposals to the administration, utilizing student government members.
- c) Promote projects and initiatives in support of the student body.
- d) Provide organized services to the college in the interest of the student body.
- e) Maintain and administer a system of elections to ensure the orderly transition of authority.
- f) To recognize qualified student organizations and distribute funds equitably among these organizations to ensure that funds are spent in the student body's best interests.

**Section 4. Office.** All members of the General Board shall be responsible for ensuring the office receives proper care and management.

## ARTICLE II THE GENERAL BOARD

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**Section 1. Structure.** The SGA General Board shall consist of an Executive Board, an Executive Cabinet, Liaisons, and four (4) Class Boards.

**Section 2. Advisors.** The Advisors to the General Board shall consist of all the Executive and Class Board Advisors. The Executive Board shall be advised by two (2) chosen members of the current staff and faculty of King's College. Individual classes shall select one (1) advisor from the current staff and faculty of King's College. However, individuals chosen as advisors shall not hold more than one advisory position within the SGA.

**Section 3. Meetings.** The SGA shall meet on a bi-weekly basis for General Board Meetings. General Board Meetings are open to the public, and the time, date, and location of said meetings shall be announced and posted through e-mail and any other media outlets.

**Section 4. Special Meetings.** The Executive Board President shall convene Special Meetings of the General Board either on its initiative or at the request of a number of members representing at least 15 percent (15%) of the General Board members.

**Section 5. Meeting Agendas and Minutes.** The Executive Board shall set an agenda for the meetings of the General Board. The Secretary shall deliver the agenda to all General Board members at least twenty-four (24) hours before the board meeting, except when the session is deemed a special or emergency meeting.

**Section 6. Duties and Responsibilities of the General Board.** The General Board shall have the following powers, duties, and responsibilities:

- a) Knowing the Reports presented by the Executive and Class Boards, the reports from Committees and the Executive Cabinet, as well as the financial statements presented by the Executive Board Treasurer.
- b) Appoint the members to the Executive Cabinet, and the members of the Executive Board in case of vacancy.
- c) Approving the Student Government Budget presented by the Executive Board Treasurer at the first General Board meeting of each academic year.
- d) Approving, modifying, or failing the bills, resolutions and recommendations brought forward by the members of the General Board.
- e) Reviewing and approving the regulations and decisions issued by the Executive Board, when requested by this Board.
- f) Executing disciplinary action in regard to violations of the Constitution.
- g) Discussing any matter that is proposed by any SGA member, as long as it does not imply the amendment of this Constitution, which shall be a matter of a Special General Board Meeting.

**Section 7. Voting Board.** The members of the Executive and Class Boards who are elected to office or appointed into an elected position due to a vacancy, except for the Executive Board President, who should only vote in the event of a tie, shall be considered members of the Voting Board, and shall be entitled to vote on all motions. Only Voting Board members are eligible to vote in General Board Meetings.

**Section 8. Quorum.** At the start of each General Board meeting, the Executive Board Secretary shall determine if a quorum of the voting members is present at the meeting. If a quorum is not met, the Executive Board President may proceed with the meeting, but may not introduce any motions to the floor until a quorum is met.

**Section 9. Academic Requirement.** All members of the Student Government must have and maintain a 2.5 cumulative GPA.

- a) Members whose GPA drops below 2.5 following election/appointment in the Spring or after the Fall Semester will continue serving on the SGA with probationary status.
- b) Should a member not attain a 2.5 cumulative GPA after a semester on probation, the member will forfeit their position.
- c) Members on probation may run for or apply for a position for the following academic year; however, should their GPA not reach the 2.5 at the conclusion of the Spring semester, they will forfeit their position.

### ARTICLE III THE EXECUTIVE BOARD

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**Section 1. The Executive Board.** The Executive Board shall consist of the President, Vice President, Secretary, and Treasurer.

**Section 2. Meetings.** The Executive Board shall meet with their advisors the week prior to a General Board meeting. These meetings will be closed to the public.

**Section 3. Election.** The student body shall elect the Executive Board in the spring semester. To be a candidate for an Executive Board position, the candidate must have served in Student Government for at least one full academic year.

**Section 4. Duties and Responsibilities of the Executive Board.** The Executive Board shall have the following duties and responsibilities:

- a) Having the authority to revise any provisions of this Constitution as the need arises with the approval of the Executive Board Advisors and to interpret the SGA Constitution.
- b) Ensuring the proper administration of the Student Government budget.
- c) Approving the Executive Cabinet nominations to General Board by the Executive Board President.
- d) Presenting to the General Board the Student Government Budget for their respective academic year for approval.
- e) Presenting to the General Board the plans, goals, and calendar of events, activities, projects, and initiatives during the first regular meeting for their respective academic year, as well as providing on a regular basis any updates to the General Board.
- f) Delegating special duties and powers to the Executive Cabinet when the situation allows it.
- g) Establishing a date and time for the Finance Review of all Classes, Clubs, and Organizations who receive student government funding for fiscally sound operations.

**Section 5. Executive Board President.** The Executive Board President shall have the following powers, duties, and responsibilities:

- a) Upholding the Student Government Constitution and all regulations, procedures, and actions enacted by Student Government.
- b) Acting as the official representative of Student Government and as an official representative of the student body of King's College to the College administration.
- c) Calling and presiding over all Executive Board and General Boards meetings provided a quorum can be met.
- d) Serving as Co-Chair of the Executive Cabinet.
- e) Nominating members to the Executive Cabinet with the approval of the Executive Board.
- f) Seeing to the general administration and Organization of Student Government on a day-to-day basis.
- g) Presenting the Bills, Resolutions and Recommendations submitted by General Board members at the next General Board meeting.

- h) Preparing and presenting the Student Government budget with the assistance of the Executive Board Treasurer.
- i) Appointing members to Student Government Committees.
- j) Nominating or appointing other such officials that they deem necessary for the expeditious conduct of Student Government business with the advice of the Executive Board Members.
- k) Introducing legislation, such as bills, resolutions, or recommendations to the General Board.
- l) Holding at least one office hour per week in the Student Government office.
- m) Any other duties, powers, or responsibilities granted in the Student Government Constitution.

**Section 6. Executive Board Vice President.** The Executive Board Vice President shall have the following powers, duties, and responsibilities:

- a) Upholding the Student Government Constitution, all regulations, procedures, and actions enacted by Student Government.
- b) Aiding the Executive Board President in the general administration and Organization of Student Government on a day-to-day basis.
- c) Serving as Acting President in the event of the absence of the President.
- d) Introducing legislation, such as bills, resolutions, or recommendations to the General Board.
- e) Holding at least one office hour per week in the Student Government office.
- f) Any other duties, powers, or responsibilities granted in the Student Government Constitution.

**Section 7. Executive Board Secretary.** The Executive Board Secretary shall have the following powers, duties, and responsibilities:

- a) Upholding the Student Government Constitution, all regulations, procedures, and actions enacted by Student Government.
- b) Aiding the Executive Board President in the general administration and Organization of Student Government on a day-to-day basis.
- c) Notifying the appropriate parties of the Executive Board and General Board meetings.
- d) Working with the Executive Board President to compile meeting agendas and distribute them to the appropriate parties 24 hours prior to each meeting.
- e) Keeping meeting minutes of Executive Board and General Board meetings and distributing them to the appropriate parties within two weeks.
- f) Making the General Board meeting minutes available to the student body.
- g) Maintaining a file of all Student Government documents, including, but not limited to, legislation, bills, resolutions, recommendations, meeting agendas, and meeting minutes.
- h) Taking roll at the beginning of each General Board meeting, ensuring that a quorum of the voting board has been met, noting the late arrivals or early departures of members during a meeting of the General Board, and maintaining an accurate docket of absences.
- i) Collecting meeting minutes from Class Board meetings, advising appropriately, and communicating advancements with the Executive Board.

- j) Reviewing the Office Hour Book in conjunction with the Chief of Student Government Affairs keeps track of the completion of hours and gives written warnings to members who are not completing them.
- k) Introducing legislation, such as bills, resolutions, or recommendations to the General Board.
- l) Holding at least one office hour per week in the Student Government office.
- m) Any other duties, powers, or responsibilities granted in the Student Government Constitution

**Section 8. Executive Board Treasurer.** The Executive Board Treasurer shall have the following powers, duties, and responsibilities:

- a) Upholding the Student Government Constitution, all regulations, procedures, and actions enacted by Student Government.
- b) Aiding the Executive Board President in the general administration and Organization of Student Government on a day-to-day basis.
- c) Recording all receipts, expenditures, and appropriations of funds from the Student Government budget. These records shall be made public and are subject to a Finance Review as the General Board may provide.
- d) Receiving all the "Post-Fundraising" forms from Classes, clubs, and organizations after completing each fundraiser; and making sure that the Business Office has signed each form prior to submission.
- e) Having access to all financial records of any recognized student organization, including but not limited to approving and recording receipts and expenses of all funds, which is eligible to receive funds from Student Government, and be empowered to enforce College and Student Government regulations pertaining to these funds.
- f) Preparing and presenting the Student Government budget with the assistance of the Executive Board President.
- g) Working with the Coordinator of Clubs and Organizations and the Budget and Finance Committee to collect and review all grant paperwork and overseeing the SGA Grant Allocation Program.
- h) Introducing legislation, such as bills, resolutions, or recommendations to the General Board.
- i) Holding at least one office hour per week in the Student Government office.
- j) Any other duties, powers, or responsibilities granted in the Student Government Constitution.

**Section 9. Advisement.** The Executive Board shall choose two (2) members of the College faculty or staff to advise them on Student Government matters.

**Section 10. Advisor's Duties and Responsibilities.** The duties and responsibilities of the Executive Board Advisors include:

- a) Upholding the SGA Constitution and serving as the Parliamentarian for official matters of the Student Government Executive and General Boards.
- b) Advising the Executive Board when making decisions at Executive Board meetings and the General Board at General Board meetings.
- c) Advising and assisting the Executive Board in the spending of funds.

- d) Serving as Advisors to the Constitution and Budget and Finance Committee.

**Section 11. Conflict of Interest.** Executive Board Advisors should recuse themselves in the event of a conflict of interest as determined by the Executive Board and Executive Board Co-Advisor.

**Section 12. Removal of an Advisor.** In the event that an Executive Board Advisor does not uphold the previously stated duties and responsibilities, their position can be reviewed, and the Executive Board has the right to dismiss an advisor upon review.

## **ARTICLE IV THE EXECUTIVE CABINET**

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**Section 1. The Executive Cabinet.** The Executive Cabinet shall consist of the Executive Board President, the Chief of Student Government Affairs, the Coordinator of Clubs and Organizations, the Coordinator of Student Life and Public Relations, and up to two (2) General Student Representatives.

**Section 2. Co-Chairs.** The Executive Board President, along with the Chief of Student Government Affairs, shall oversee the Executive Cabinet as co-chairs.

**Section 3. Duties and Responsibilities of the Executive Cabinet.** The Executive Cabinet shall have the following duties and responsibilities:

- a) Aiding the Executive Board in pursuing their strategic plans and objectives.
- b) Managing all Student Government internal affairs.
- c) Supervising all committees and reviewing their reports.
- d) Coordinating and working on development initiatives for General Board members.
- e) Any other duties and powers designated by the Executive Board.

**Section 4. Meetings.** The Executive Cabinet shall meet at the discretion of the Executive Board President and/or the Chief of Student Government Affairs. The Executive Board President shall have the authority to call for Executive Cabinet meetings in place of Executive Board meetings with the advice and consent of the Executive Board. These meetings should focus on planning, organizing, and developing Student Government projects and initiatives, as well as for any other matter determined by the Executive Board President and/or the Chief of Student Government Affairs.

**Section 5. Chief of Student Government Affairs.** The Executive Board President shall nominate a Chief of Student Government Affairs with shall be confirmed by the General Board. The duties of the Chief of Student Government Affairs shall include but are not limited to:

- a) Upholding the Student Government Constitution, all regulations, procedures, and actions enacted by Student Government.
- b) Aiding the Executive Board President in the general administration and Organization of Student Government on a day-to-day basis.
- c) Overseeing with the Executive Board President, all Executive Cabinet meetings.
- d) Managing all Student Government internal affairs, as well as any internal and external communication to and from the Executive Board and advising the Executive Board on issues, policies, projects, and initiatives.
- e) Coordinating with the class boards and General Board committees on financial issues, projects, initiatives.



- f) Reviewing the "Office Hour" book, in conjunction with the Executive Board Secretary.
- g) Receiving Class Board and Liaison Reports on a biweekly basis.
- h) Receiving all Committee reports.
- i) Working with the Executive Board and advisors when internal Student Government issues arise.
- j) Addressing concerns brought forth by members of the General Board against other members of the General Board.
- k) Presiding over Impeachment Trials as they arise.
- l) Serving as a voting member and Vice-Chair of the Constitution Committee
- m) Holding at least one office hour per week in the Student Government office.
- n) Attending All Executive Cabinet and General Board Meetings.

**Section 6. Eligibility to be a Chief of Student Government Affairs.** It is preferred but not required to be a full-time undergraduate student with prior Student Government experience.

**Section 7. Coordinator of Clubs and Organizations.** The Executive Board President shall nominate a Coordinator of Clubs and Organizations with shall be confirmed by the General Board. The duties of the Coordinator of Clubs and Organizations shall include, but are not limited to:

- a) Upholding the Student Government Constitution and all regulations, procedures, and actions enacted by Student Government.
- b) Coordinating with all clubs and organizations.
- c) Working with the Executive Board Treasurer to administer the SGA Grant Allocation Program.
- d) Approving or rejecting club/organization fundraisers, events, and service projects.
- e) Acting as an intermediary between the Office of Campus Activities and Student Government Executive Board.
- f) Scheduling meetings throughout the semester with Class/Club/Organization Presidents and Treasurers to discuss the state of the clubs, fundraisers, and service projects.
- g) Serving as a voting member and Vice-Chair of the Budget and Finance Committee.
- h) Holding at least one office hour per week in the Student Government office.
- i) Attending All Executive Cabinet and General Board Meetings.

**Section 8. Eligibility to be a Coordinator of Clubs and Organizations.** It is preferred but not required to be a full-time undergraduate student with prior Student Government experience.

**Section 9. Coordinator of Student Life and Public Relations.** The Executive Board President shall nominate a Coordinator of Student Life and Public Relations with shall be confirmed by the General Board. The duties of the Coordinator of Student Life and Public Relations shall include, but are not limited to:

- a) Upholding the Student Government Constitution and all regulations, procedures, and actions enacted by Student Government.

- b) Serving as the Representative for the Liaisons at Executive Cabinet meetings.
- c) Serving as the Chair of the SGA Student Life and Public Relations Committee.
- d) Encouraging students' participation in Student Government events, committees, and elections.
- e) Assisting the Executive Board in the planning, organizing and coordination of events hosted by Student Government.
- f) Promoting the King's College Student Government Association.
- g) Working with the Executive Board and the Elections Commissioner to make information about Student Government available to students.
- h) Coordinating and overseeing the creation of all official Student Government publications.
- i) Serving on other committees as designated by the Executive Board.
- j) Promoting Student Government projects and initiatives through external communications.
- k) Getting in contact with all campus media providing them and making them aware of Student Government updates, events, and ideas.
- l) To accompany, when requested, the Student Government President in meetings with college administrators about any concerns about the Student Body brought forth by the General Board.
- m) Surveying the student body about issues brought to student government.
- n) Encouraging awareness of College services available to students and maintaining open communication with Office of Student Affairs and its departments.
- o) Holding at least one office hour per week in the Student Government office.
- p) Attending all Executive Cabinet and General Board Meetings.

**Section 10. Eligibility to be a Coordinator of Student Life and Public Relations.** It is preferred but not required to be a full-time undergraduate student with prior Student Government experience.

**Section 11. General Board Student Representatives.** The Executive Board shall appoint up to two (2) first-year or sophomore students to serve as General Board Student Representatives (GSR) in the Executive Cabinet. The General Student Representatives shall serve as a vital bridge of communication between the college and students, while representing, communicating, and giving feedback on college and student matters.

**Section 12. Duties of the General Student Representative.** The General Student Representative shall have the following duties and responsibilities:

- 1) Presenting the general concerns of the student body to the General Board.
- 2) Maintaining frequent contact with the Executive Board, Class Boards, Directors, and Liaisons.
- 3) Assisting in the making, planning and development of all Fundraising, Public Relations and other events in general sponsored by Student Government.
- 4) Attending all General Board and Executive Cabinet meetings.
- 5) Serving as replacement for the Coordinators in case of vacancy.

- 6) Holding at least one office hour per week in the Student Government office.

**Section 13. Appointment Process.** All Executive Cabinet members shall be nominated by the Executive Board President and confirmed by the General Board, unless stated otherwise.

**Section 14. Removal of an Executive Cabinet member.** Executive Cabinet members may be removed from their position by the Executive Board President at any time or via impeachment by the General Board.

## **ARTICLE V LIAISONS**

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**Section 1. Liaisons.** Liaisons will serve as the office's SGA representative and coordinating finding an answer to issues, concerns, and questions. Liaisons are tasked with meeting with the head of the office the student represents prior to each General Board meeting and updating on relevant activities.

- a) **Athletics Liaison.** Reports to the Associate Vice President and Executive Director of Intercollegiate Athletics and Recreation.
- b) **Campus Activities Liaison.** Reports to the Director of Campus Activities.
- c) **Crown Liaison.** Reports to the Crown Faculty Advisors.
- d) **Campus Ministry Liaison.** Reports to the Director and Associate Director of Campus Ministry.
- e) **Campus Safety & Environmental Affairs Liaison.** Reports to the Executive Director of Campus Safety and Security.
- f) **Community Engagement Liaison.** Reports to the Director of the Shoal Center.
- g) **Commuter Life Liaison.** Reports to the Coordinator of Commuter Life.
- h) **Dining Services Liaison.** Reports to the Senior Director of Dining Services.
- i) **Diversity Liaison.** Reports to the Director of Multicultural and International Student Programs.
- j) **Health and Wellness Liaison.** Reports to the Director of the Health Center.
- k) **Hispanic Outreach and Student Services Liaison.** Reports to the Director of the Hispanic Outreach and Student Services.
- l) **HOPE Peer Educator Liaison.** Reports to the Director of the Counseling Center.
- m) **Informational and Instructional Technology Services (IITS) Liaison.** Reports to the Associate Vice President for Informational and Instructional Technology Services.
- n) **International Student Liaison.** Reports to the Director of International Student Services.
- o) **Residence Life Liaison.** Reports to the Associate Dean of Students for Residence Life.
- p) **WRKC Liaison.** Reports to the WRKC General Manager.
- q) Additional liaisons may be appointed by the Executive Board President.

**Section 2. Liaison's Appointment.** Each department shall appoint a Liaison to represent them on the General Board. However, the Executive Board President shall have the authority to nominate a liaison with the approval of the Executive Board, if deemed necessary.

**Section 3. Transitory Provision.** This article shall be eliminated if it conflicts with the new structure made by the Office of Campus Activities.

## **ARTICLE VI THE CLASS BOARDS**

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**Section 1. The Class Boards.** The Class Boards shall consist of the President, Vice President, Secretary, Treasurer, and four (4) Representatives.

**Section 2. Meetings.** Class Boards shall meet with their Advisor on a bi-weekly basis on the weeks prior to the next General Board meeting.

**Section 3. Class Boards Duties and Responsibilities.** Class Boards shall have the following duties and responsibilities:

- a) Representing their fellow classmates in the Student Government Association.
- b) Completing a Fundraiser and a Service Project each semester and submitting the appropriate documentation to the Executive Board and the Executive Cabinet.
- c) Promoting events and activities to foster engagement among their classmates.
- d) Introducing legislation on behalf of their Class to the General Board.
- e) Approving, modifying, or rejecting the Class Budget presented by the Class Treasurer.
- f) Setting agendas and minutes for Class meetings that shall be sent to the Executive Board Secretary.

**Section 4. Class Board President.** The Class Board President shall have the following duties and responsibilities:

- a) Acting as the official representative of the Class to Student Government.
- b) Calling and presiding over all regular meetings of the Class Board.
- c) Having the power to call and preside over special sessions of the Class Board, provided that a quorum can be met.
- d) Seeing to the general administration and organization of the Class on a day-to-day basis.
- e) With the assistance of the Class Treasurer, providing the preparation and presentation of the class budget.
- f) Attending all General Board meetings and delivering a prepared report concerning the activities of the Class.
- g) Introducing legislation, such as bills, resolutions, or recommendations to the General Board.
- h) Holding at least one office hour per week in the Student Government office

**Section 5. Class Board Vice President.** The Class Board Vice President shall be the following duties and responsibilities:

- a) Aiding the Class Board President in the general administration and organization of the Class on a day-to-day basis.
- b) Attending all Class and General Board meetings.

- c) Presiding over all meetings of the Class Board and delivering a prepared report to the General Board concerning the activities of the Class in the absence of the President.
- d) Working with Representatives to foster unity among class members.
- e) Introducing legislation, such as bills, resolutions, or recommendations to the General Board.
- f) Holding at least one office hour per week in the Student Government office.

**Section 6. Class Board Secretary.** The Class Board Secretary shall have the following duties and responsibilities:

- a) Working with the Class Board President to compile meeting agendas and distribute them to the appropriate parties prior to each meeting.
- b) Keeping meeting minutes of Class Board meetings and distributing them to the appropriate parties within two weeks, including the Executive Board Secretary and the Chief of Student Government Affairs.
- c) Calling the roll at the beginning of each Class Board meeting, noting the late arrivals or early departures of representatives during a meeting of the Class Board, and maintaining an accurate docket of absences.
- d) Assisting the Class Board President in preparing a report concerning the activities of the Class to be provided to the General Board.
- e) Introducing legislation, such as bills, resolutions, or recommendations to the General Board.
- f) Attending all Class and General Board meetings.
- g) Holding at least one office hour per week in the Student Government office.

**Section 7. Class Board Treasurer.** The Class Board Treasurer shall have the following duties and responsibilities:

- a) Recording all receipts and expenditures of class funds.
- b) Completing all required financial forms, including, but not limited to, deposit forms, check requests, petty cash slips, requests for College purchase card use, purchase orders, and the completion of grant requests.
- c) Obtaining signatures of approval as defined in this Constitution.
- d) Delivering a prepared financial report at all Class Board meetings.
- e) Introducing legislation, such as bills, resolutions, or recommendations to the General Board.
- f) Attending all Class and General Board meetings.
- g) Holding at least one office hour per week in the Student Government office.

**Section 8. Class Board Representatives (4).** The Class Board Representatives shall have the following duties and responsibilities:

- a) Presenting the concerns of their respective Class.
- b) Maintaining frequent contact with their fellow Class Board Members.
- c) Assisting in all Fundraising and Public Relations efforts.
- d) Contributing to the welfare of the Class.

- e) Introducing legislation, such as bills, resolutions, or recommendations to the General Board.
- f) Attending all Class and General Board meetings.
- g) Holding at least one office hour per week in the Student Government office.

**Section 9. Advisement.** Each Class Board shall choose one (1) member of the College faculty or staff to advise them on Class Board matters. The Advisor shall attend Class Boards meetings.

## ARTICLE VII VACANCIES

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**Section 1. Executive Board President.** Should the President be unable to fulfill their duties, resign, or be impeached, the Executive Board Vice President shall become the Executive Board President for the remainder of the academic year.

In the event that neither the President nor the Vice President can no longer fulfill their duties as Executive Board President, the Executive Board Secretary shall assume the presidency temporarily until a new President is confirmed by a majority of the Voting Board members.

**Section 2. Executive Board Vice President.** Should the Vice President be required to serve as President due to vacancy, be unable to fulfill their duties, resign, or be impeached, the Executive Board Secretary shall become the Executive Board Vice President for the remainder of the academic year.

**Section 3. Executive Board Secretary, and Treasurer.** Should any member other than the President or Vice President be unable to fulfill their duties, resign, or be impeached, the Executive Board President shall nominate a new Secretary, or Treasurer confirmed by a majority vote of the General Board.

**Section 4. Class Boards.** When a vacancy in Class Boards occurs:

- a) **Class Board President.** Should any Class Board President be unable to fulfill their duties due to resignation, impeachment, or being appointed to the Executive Board, the Class Vice President shall become the Class President for the remainder of the academic year.

In the event that neither the President nor the Vice President can no longer fulfill their duties as Class Board President, the Class Board Secretary shall assume the presidency temporarily until a new President is confirmed by a special election.

- b) **Class Board Vice President.** Should any Class Board Vice President be unable to fulfill their duties due to resignation, impeachment, or being appointed to the Executive Board, the Class Board Secretary shall become the Class Vice President for the remainder of the academic year.
- c) **Class Board Secretary, and Treasurer.** Should any Class Board Secretary or Treasurer be unable fulfill their duties due to injury, removal, resignation, succession, or other cause, the successor shall be elected from within the members of the Class Board.
- d) **Class Board Representatives.** Should a Class Board Representative be no longer able to fulfill their duties due to injury, removal, resignation, succession, or other cause, the remaining Class Board Members shall either nominate candidates to be approved by the Class Board or request the help of the Executive Board and the Elections Commissioner to find candidates.
- e) **Vacancy Selection Process.** Should the Class Board nominate candidates to be approved by the Class Board or request the help of the Executive Board or the Elections Commissioner to

find candidates, the candidates for a vacancy must submit a complete application to their respective Class to its remaining Class Board Members.

- i. The Elections Commissioner and the Executive Board President shall review the submitted candidates in consultation with the Executive Board Advisors and then pass the eligible candidates on to the Class Board for interview and appointment.
- ii. Class Boards must notify the Elections Commissioner and the Executive Board President of their selection no later than five (5) business days after their appointment.

**Section 5. Executive Cabinet.** Should a member of the Executive Cabinet be no longer able to assume the duties of their office due to removal, resignation, or other cause, the vacancy shall be filled in the same manner in which it was initially filled. Coordinator positions can be filled by the General Student Representatives if approved by the Executive Board.

## **ARTICLE VIII**

### **BILLS, RESOLUTIONS AND RECOMMENDATIONS**

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**Section 1. Bills.** The General Board shall have the power to enact Bills to amend this Constitution, address constitutional questions, call for a referendum on a particular issue, establish and promote official student government projects and initiatives, rule internal SGA affairs policies, and for funding requests as defined by this Constitution.

- a) No bills shall be adopted until it has been read one time and approved by a majority of the voting members present in the General Board, signed by the Executive Board President.
- b) The General Board may pass a motion to send a bill to either a Standing or Special Committee for evaluation, if deemed necessary.
- c) The General Board shall have the power to override a veto of a bill by the Executive Board President by a two-thirds (2/3) of the Voting Board present in the General Board.
- d) The style of all the bills shall be: "Be it enacted by the Student Government General Board of King's College here assembled that."
- e) A bill calling for a referendum on either a particular issue or an amendment to this Constitution shall require a two-thirds (2/3) vote of the Voting Board present in the General Board.

**Section 2. Resolutions.** The General Board shall have the power to make resolutions to express the opinion of the General Board on a particular issue; commemorate some achievement, occurrence, or other cause; or to declare the undertaking or completion of a project or initiative by the General Board.

- a) No resolutions shall be adopted until it has been read one time and approved by a majority of the Voting Board present in the General Board, signed by the Executive Board President.
- b) The General Board may pass a motion to send a resolution to either a Standing or Special Committee for evaluation, if deemed necessary.
- c) The Executive Board President shall exercise no power of veto and shall submit the resolution to the College's Senior Staff.
- d) The style of all resolutions shall be: "Be it resolved by the Student Government General Board of King's College here assembled that."

**Section 3. Recommendations.** The General Board shall have the power to make recommendations to express the desire of the General Board directly or indirectly to an individual or separate body.

- a) No recommendations shall be adopted until it has been read one time and approved by a majority of the Voting Board present in the General Board, signed by the Executive Board President.
- b) The General Board may pass a motion to send a recommendation to either a Standing or Special Committee for evaluation, if deemed necessary.
- c) The Executive Board President shall exercise no power of veto and shall submit the recommendation to the College's Senior Staff.
- d) The style of all recommendations shall be: "Be it recommended by the Student Government General Board of King's College here assembled that."

## **ARTICLE IX ATTENDANCE**

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**Section 1. Office Hours.** Office hours allow Student Government Board Members the opportunity to interact with fellow constituents, answer questions, and promote activities occurring at the College and give proper care to the Student Government Office.

- a) Each elected member of the Student Government Executive and General Boards and those appointed into an elected position due to a vacancy shall complete one office hour per week, which shall be logged in the "Office Hour Book" found in the Student Government Office.
- b) Members are encouraged to work inside the SGA office to complete work for their respective classes.
- c) Members may attend campus events to count as an office hour. These events must be approved by a member of the Executive Board.
- d) Members who miss an office hour will have the ability to make up that office hour the following week, and the missed hour will not be counted against the member.
- e) After two (2) missed consecutive office hours, a member will receive a written alert from the Executive Board Secretary or their designee.
- f) After the third (3) missed consecutive office hour, the member will receive a warning letter and be placed on probation for the rest of the academic semester. The following members shall be notified of the warning:
  - i. The Executive Board President or in their inability the Vice President (for both Class Board and Executive Board).
  - ii. The Class President or in their inability the Vice President (for Class Board).
  - iii. The Chief of Student Government Affairs
  - iv. The Board Advisor.
- g) Suppose the member incurs a fourth (4) additional missed office hour while on probation. In that case, the member shall be asked to resign, or the member will forfeit their position. The vacant office(s) shall be filled by the process outlined in Article VII of this Constitution.



**Section 2. General Board Meetings.** General Board Meetings allow Student Government Board Members to learn what fellow Class Boards, Liaisons, Directors, and Executive Board have been completing. Members must make their best effort to attend all regularly scheduled meetings of the Student Government General Board.

- a) Members are allowed three (3) unexcused absences during a semester. Only members with scheduled course conflicts, in-season sports practice/competition, acute illnesses, or any other reason determined by the Executive Board will be excused from meetings.
- b) Any member of the General Board who needs to be excused from a meeting must advise either the Executive Board President or the Executive Board Secretary preferably before noon on the day of the meeting via email. In the event of an emergency, contact by phone or text message is acceptable.
- c) The Executive Board President and Secretary reserve the right to determine the validity of any other circumstances that prevent a member from attending a General Board meeting.
- h) After the third (3) consecutive unexcused absence, the member will receive a warning letter from the Executive Board Secretary, or their designee, and be placed on probation for the rest of the academic semester. The following members shall be notified of the warning:
  - i. The Executive Board President or in their inability the Vice President (for both Class Board and Executive Board).
  - ii. The Class Board President or in their inability the Vice President (for Class Board).
  - iii. The Chief of Student Government Affairs.
  - iv. The Board Advisor.
- d) Suppose the member incurs one fourth (4) additional unexcused absence to a General Board meeting while on probation. In that case, the member shall be asked to resign, or the member will forfeit their position. The vacant office(s) shall be filled by the process outlined in Article VII of this Constitution.

**Section 3. Class Board Meetings.** Class Board Meetings allow Class Board members to learn what fellow members have been completing, and to plan, coordinate and manage their Board's events and activities.

- a) Members are allowed three (3) unexcused absences during a semester. Only members with scheduled course conflicts, in-season sports practice/competition, acute illnesses, or any other reason determined by the Executive Board will be excused from meetings.
- b) Any member of the Class Board who needs to be excused from a meeting must advise either the Class Board President or the Class Board Secretary.
- c) The Class Board President and Secretary reserve the right to determine the validity of any other circumstances that prevent a member from attending a Class Board meeting.
- d) After the second (2) consecutive unexcused absence to a Class Board meeting, the member will receive a written warning from the Executive Board Secretary, or their designee.
- e) Suppose the member incurs a third (3) consecutive missed Class Board meeting. In that case, the member will forfeit their position. The vacant office(s) shall be filled by the process outlined in Article VII of this Constitution.

**Section 4. Dismissed Members.** Any person removed from office due to attendance violations shall be ineligible to hold any office in Student Government in the future. The vacant office(s) shall be filled by the process outlined in Article VII of this Constitution.

**Section 5. Appeal.** Members removed due to attendance violations may appeal their removal by providing a reasoning, excuse or making a case no later than five (5) business days after the official removal from office. The appeal process shall as follows:

- a) If a Class Board or Executive Cabinet member is removed for violating the attendance policy, the member may appeal to the Executive Board. A  $\frac{3}{4}$  majority of the Executive Board shall vote to reinstate the member into SGA and shall establish the guidelines for re-entry.
- b) If an Executive Board member is removed for violating the attendance policy, the member may appeal to the General Board. A majority of the General Board shall vote to reinstate the member into SGA and shall establish the guidelines for re-entry.

## **ARTICLE X VOTING BOARD**

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**Section 1. Structure.** The thirty-six (36) members of the Executive and Class Boards who are elected into office or appointed into an elected position due to a vacancy, except for the Executive Board President, who should only vote in the event of a tie, shall be considered members of the Voting Board and shall be entitled to vote on all motions.

**Section 2. Vote Count.** All votes shall be conducted through same-day voting or an online ballot which shall be determined by the Executive Board President, which entails final approval by a majority or two-thirds vote by the voting board.

**Section 3. Vote by acclamation.** A vote by acclamation is an overwhelming affirmative expression of approval, praise, or assent used in place of a ballot. When a motion or nomination is made, the Voting Board shall make a vote by acclamation for confirmation. If an objection is made by a voting member, a vote count shall be made.

**Section 4. Tiebreaker.** In the event, there is a tie vote of the Voting Board, the Executive Board President shall vote upon the motion. On certain motions, as defined by this Constitution, the Executive Board President shall retain the right to veto the motion.

## **ARTICLE XI COMMITTEES**

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**Section 1. Purpose.** The committees of the General Board shall exist for the purpose of, but not limited to:

- a) Considering legislation.
- b) Working on projects and initiative.
- c) Performing research and acting as a reference on topics falling within their jurisdiction.

**Section 2. Standing Committees.** All the members of the Student Government General Board shall serve on committees. The Standing Committees of the General Board shall be:

- a) **Constitution Committee.** Shall be responsible for reviewing and evaluating any proposed amendments made to this Constitution.

- i. The Executive Board President shall serve as the Chairperson, the Chief of Student Government Affairs shall serve as the Vice-Chair, and all the Class Board Presidents shall serve as members of this Committee.
  - ii. This Committee shall be advised by one of the Executive Board Advisors.
- b) **Budget and Finance Committee.** Shall be responsible for the execution of the Student Government budget once approved by the General Board. The Committee shall be responsible for the approval of expenditures as outlined in the Student Government Constitution and shall administer and oversee the Grant Allocation Program.
  - i. This Committee shall be advised by one of the Executive Board Advisors.
- c) **Student Life and Public Relations Committee.** Shall be responsible for encouraging awareness of College and Student Government services available to students, maintaining open communication with Office of Student Affairs and its departments. Additionally, this committee shall serve to increase community awareness of SGA, maintain relations with King's students, SGA recognized student organizations, the College's faculty, staff, and administration, as well as outside groups.
  - i. The Coordinator of Student Life and Public Relations shall serve as the Chairperson of this Committee.
  - ii. This Committee shall be advised by two of the Class Board Advisors.
- d) **Faith and Service Committee.** Shall be responsible for encouraging awareness of matters related to campus ministry and community engagement amongst students, maintaining open communication with the Campus Ministry office and the Shoal Center for Community Engagement and Learning. The Committee shall be charged with organizing Community Service activities for the entire General Board and working with the Executive Board, the Elections Commission and Campus Ministry in the Organization of the Installation Mass and Reception.
  - i. It is recommended that the Chair and the Vice Chair of this Committee serve as the student representatives in the college's Catholic Identity and Mission Committee, and any other committee related to this matter.
  - ii. This Committee shall be advised by one of the Class Board Advisors.
- e) **Diversity and Inclusion Committee.** Shall be responsible for encouraging awareness of campus diversity among students.
  - i. It is recommended that the Chair and the Vice-Chair of this Committee serve as the student representatives in the college's Diversity, Equity, and Inclusion Committee, and any other committee related to this matter.
  - ii. This Committee shall be advised by one of the Class Board Advisors.

**Section 3. Special Committees.** The Executive Board President may create any special committees to address a particular, specific issue, or work on a project or initiative; as well as appointing its chair, vice-chair, and members.

**Section 4. Committee Membership.** The Executive Board President shall appoint the General Board members to at least one Committee no later than the second regular General Board meeting

following the first-year Class Board elections of each academic year, or as needed when vacancies occur.

- a) Following the initial appointment of members to committees, any General Board member may request to be added to or removed from a committee, which shall require approval of the Executive Board President.
- b) If the Executive Board President refuses to make the change, the member may motion during a regular meeting to be added to or removed from a committee, which shall require a majority vote by a quorum of Voting Board members, or a vote by acclamation.
- c) No committee may contain less than four (4) members at any time.
- d) All committees must contain at least one member of each Class Board.
- e) If deemed necessary, the Executive Board President may nominate non-General Board members to serve in any Student Government Committees, with the exception of the Constitution and the Budget and Finance Committee. These members must be confirmed by the General Board.

**Section 5. Committee Membership Obligations.** General Board members appointed to serve as committee members shall be required to fulfill the following obligations:

- a) Regularly attending and participating in the meetings of their Committee.
- b) Regularly discussing and voting on matters referred to their Committee.
- c) Assisting with projects, initiatives, and research conducted by their Committee; and
- d) Maintaining communication with the chair and vice-chair of their Committee.

**Section 6. Committee Chairperson.** A committee chairperson, whom the Executive Board President shall appoint shall lead each Committee, unless the Committee has a chairperson designated by this Constitution. The Committee chairpersons shall be required to fulfill the following obligations:

- a) Organizing and administering their respective Committee, which includes calling meetings when deemed necessary, or at the request of the Executive Board President.
- b) Providing notice of all committee meeting times and conducting all committee meetings openly.
- c) Providing a report to the General Board of the activity of their Committee.
- d) Receiving from the Executive Board Secretary all matters and nominations that have been referred to their Committee.
- e) Leading their Committee in the review of all matters and nominations that have been referred to their Committee.
- f) Returning to the Executive Board Secretary, a report on all matters and nominations referred to their Committee
- g) Maintaining open communications with the Executive Board and the Executive Cabinet.

**Section 7. Vice-Chair.** Each Committee shall elect its own vice-chair at the beginning of each academic year, or as needed when vacancies occur, unless the vice-chair has been appointed by this Constitution, or by the Executive Board President in case of this being a special committee. The election of the vice-chair of each Committee shall occur through a roll call vote during the committee

meeting. The candidate receiving the most votes shall be elected. In the event of a tie, a new roll call vote shall be taken involving only the candidates tied for the most votes. Members elected to serve as committee vice-chairs shall be required to fulfill the following obligations:

- a) Recording the minutes for each meeting of their Committee and submitting those minutes to the Executive Board.
- b) Assisting the Chair of their Committee in the Organization and administration of the Committee.
- c) Presiding over their Committee in the absence of the committee chair. Should the Chair become permanently vacated, they shall assume the role of the committee chair, and a new vice-chair shall be elected within the Committee.

**Section 8. Advisement.** All the Committees shall be advised by one Class Board Advisor, except for the Constitution and the Budget and Finance Committee, which shall each be advised by one of the Executive Board Advisors; and the Student Life and Public Relations Committee which shall be advised by two Class Board advisors. The Executive Board President shall appoint the advisors to each committee after consultation with the advisors and the Executive Board.

## **ARTICLE XII ELECTIONS**

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**Section 1. Elections Commission.** The Elections Commission shall exist as a service to the student body for the purpose of conducting the Student Government elections. The Elections Commission shall consist of an Elections Commissioner and up to three (3) Deputy Elections Commissioner, who shall be nominated by the Executive Board President and shall be confirmed by a majority approval of the Voting Board present in a General Board meeting at the beginning of each academic year or when a vacancy occurs.

**Section 2. Autonomy.** The Elections Commission shall act as an independent body.

**Section 3. Advisement.** The Elections Commission shall be advised by both of the Executive Board Advisors.

**Section 4. Elections Commissioner.** The duties of the Elections Commissioner shall include, but are not limited to:

- a) Managing all general, executive, and special elections of Student Government.
- b) Implementing, in good faith, these Student Government Election Rules.
- c) Working with Executive Board or Class Boards to fill vacancies should they arise through processes defined in the Student Government Constitution.
- d) Reviewing the Student Government Constitution with all members of the Elections Commission and ensuring awareness of their responsibilities.
- e) Providing an official candidates' packet to eligible students by the deadlines designated within the packet.
- f) Procuring all materials necessary to conduct student body elections.
- g) Training the deputy elections commissioners.
- h) Selecting and training any poll workers deemed necessary.

- i) Overseeing the publicity and marketing surrounding all student body elections.
- j) Overseeing the planning and holding of any violation hearings and the announcement of election results.
- k) Overseeing the tabulation of results of all student body elections.

**Section 5. Eligibility to be an Elections Commissioner and Deputy Elections Commissioners.**

It is required that these persons be a full-time undergraduate student who are seniors that anticipate graduating at the end of the academic year of their term. These persons may be selected either from among seniors serving in the General Board or from the student body in general. Preferably, these students should have prior Student Government experience.

**Section 6. General Qualifications.** Any student running for election must meet the following qualifications:

- a) Be a full-time undergraduate student.
- b) Have a cumulative grade point average of at least 2.5.
  - i. The cumulative grade point average is the student's official cumulative grade point average based on classes completed for the prior semester. Midterm grades and work in progress are not considered. All elected members, or members appointed into an elected position due to a vacancy, must maintain a 2.5 cumulative grade point average (GPA).
  - ii. The Executive Board Advisors will be responsible for checking and certifying that students have met and maintained a 2.5 cumulative grade point average.
  - iii. This requirement is exempt for first-year students applying to the first-year Class Board.
- c) Obtain at least twenty (20) signatures in support of their candidacy from full-time undergraduate students of their class year to serve on their Class Board; or from first-year, sophomore, and junior full-time students to serve on the Executive Board.

**Section 7. Special Qualification for the Executive Board.** To be a candidate for an Executive Board position, the candidate must have served on Student Government for at least one full academic year.

**Section 8. Election of the Executive Board.** The full-time undergraduate first-year, sophomore, and junior students of the student body, based on their anticipated graduation year of the current academic year, shall elect the Student Government Executive Board in the spring semester of each academic year.

**Section 9. Election of Class Boards.** Class Board elections shall be made as follows:

- a) The full-time undergraduate junior student shall elect the incoming Senior Class Board in the spring semester of each academic year.
- b) The full-time undergraduate sophomore student shall elect the incoming Junior Class Board in the spring semester of each academic year.
- c) The full-time undergraduate first year shall elect the incoming Sophomore Class Board in the spring semester of each academic year.

- d) The full-time undergraduate first-year student shall elect the new First-year Class Board in the fall semester of each academic year.

**Section 10. Terms of Office.** The terms of office of the Executive Board, and the incoming Senior, Junior, and Sophomore Boards, shall be one year, beginning upon the inauguration of the new board and ending upon the inauguration of the Board Members elected for the following year.

- a) First-year elections shall be made no later than the seventh week of classes during the Fall semester. Its members shall be inaugurated at the next General Board meeting following their election, or at the date designated by the Executive Board in consultation with the Elections Commissioner. Their term shall end upon the inauguration of the Board Members elected for the following year.

**Section 11. Elections Rules.** An election violation shall be defined as any willful act, deed, or conspiracy that occurs. An election violation may occur on any date during or before the campaign period.

- a) **General Rules and Regulations.** In all instances, candidates and members of a candidate's campaign shall, in addition to this Constitution, observe and abide by the following general rules and regulations:
  - i. All campaign materials should be approved for posting by the Student Government office. Please bring the original and then make copies, as necessary.
  - ii. No campaign materials are to be posted on any trees on campus
  - iii. No posters are allowed on any emergency and/or exterior doors on campus
  - iv. No sheets or posters can be hung from residence hall windows
  - v. No campaign materials are allowed on any public exterior window
  - vi. No campaign materials are allowed on windows adjacent to outside doors
  - vii. Campaign materials may not be distributed on any vehicle (i.e., windshield, etc.) in any parking lot.
  - viii. Candidates may not go door to door in any residence hall campaigning, nor can they slip campaign material under any residence hall door, per college policy.
  - ix. Candidates and/or their representatives must not deface, remove, or destroy any campaign material of another candidate.
- b) The Election Commission reserves the right to monitor all posting of materials. If the Elections Commission deems a posting inappropriate, they reserve the right to remove it without notifying the candidate.
- c) Candidates are responsible for removing all campaign materials after the election is over. Candidates are responsible for disposing of materials properly per any College environmental sustainability initiatives.
- d) In keeping with the tradition of King's College, honesty and integrity are a crucial part of holding a student government position; therefore, the slandering of any candidate will not be tolerated. This includes any social media outlet.

e) **Electronic Communication.**

- i. Phone calls or text messaging may only be directed at individuals who have a pre-existing relationship with the candidate or the campaign member performing the contact.
- ii. No candidate may campaign through any listserv or webpage operated by the College.

f) **Oral Communication.**

- i. Candidates wishing to reserve tables for their campaign shall do so through the Elections Commission. Tables may only be booked on the election days and one day during the campaign period prior to the election.
- ii. Candidates or members of a candidate's campaign may not solicit student organizations to set up speaking times until that candidate has filed for office.
- iii. Candidates or members of a candidate's campaign are prohibited from soliciting off-campus residences, including private homes, condominiums, or apartment complexes.

**Section 12. Election Fraud.** An Election fraud shall be defined as any willful act, deed, or conspiracy that violates the integrity of the electoral process during the voting period. Election fraud shall include the following acts committed by the candidate or members of their campaigns:

- a) Attempting to vote or voting in place of another.
- b) Attempting to procure or procuring – by the payment, delivery, or promise of money or another article of value – another to vote for or against any particular candidate or ballot measure.
- c) Attempting to procure or procuring – by the use of threats or intimidation – another to vote for or against any specific candidate or ballot measure.
- d) Attempting to make disparaging assertions with the intent to defame by slander, libel, or another injurious process against other candidates or campaigns.
- e) Attempting to influence or influencing a voter who is in the process of voting Attempting to monitor or monitoring a voter who is in the process of voting.

Election fraud shall include any acts of the Elections Commissioner that deviate from the election's procedures defined in the Student Government Constitution.

**Section 13. Complaints and Hearings.**

- a) **Filing.** Any student, faculty member, or staff member can file a complaint of an alleged election violation or election fraud.
- b) Any complaint of an alleged election violation must be filed with the Elections Commission at any time up until two (2) business days following the conclusion of the final voting period for the particular race in question.
- c) Any complaint of alleged election fraud must be filed with the Elections Commission during regular business hours and within two (2) business days of the incident in question.
- d) The person filing the complaint must:
  - i. State in that complaint who was involved, what was done, where the act occurred, and any other known, relevant information.



- ii. Be informed that they may be asked to testify before the Elections Commission or at any other level of the appeals process.
  - iii. Be informed that their names could be made publicly available per governmental regulations at the time of filing the complaint.
- e) **Response.** The Elections Commission shall, in a timely manner, inform the person filing a complaint of an alleged election violation or election fraud that the report has been received. The Elections Commission must send an email to all candidates by 9:00 P.M. each business day during which campaigning is allowed, detailing any complaints received and the date and time at which the Elections Commission will convene to consider the complaint.
- f) **Hearing.** The Elections Commission shall convene to consider a complaint no later than two (2) business days after the complaint is filed, not including days in which the College is closed.
  - i. During the hearing of a complaint, the candidate against whom the complaint was filed has the right to be present at all times during which the complaint is being considered and to witness all documentation against themselves, except for any period reserved solely for deliberation by the Elections Commission or Office of Student Affairs, which shall not include any candidates or campaign members.
- g) **Decision.** The Elections Commission shall announce its decision in response to a complaint immediately following the hearing of the complaint. As a result:
  - i. The Elections Commission may disqualify any candidate who does not comply with the rules and regulations. Written notifications of disqualification must be filed with the Chief of Student Government Affairs as they are forwarded to the candidates.
  - ii. The Elections Commission shall refer violations of College policy concerning general student conduct to the Office of Student Affairs. In the event that a person found to have committed an election violation or election fraud is not a member of a campaign, the candidate will be referred to the Office of Student Affairs.
  - iii. The Elections Commission shall conduct a new election for each race significantly affected if it is determined that election fraud has occurred and has had a significant impact on the election result.
- h) **Appeal.** A candidate may appeal any decision of the Elections Commission but must do so within one (1) business day of the Elections Commission's decision. Any appeal of a decision by the Elections Commission, if determined to have sufficient merit to warrant consideration, shall be heard by the Chief of Student Government Affairs.
  - i. The Elections Commission may, by a majority vote of its total membership, forward responsibility to rule on any decision directly to the Chief of Student Government Affairs without making an initial ruling.
  - ii. A candidate may appeal any decision of the Chief of Student Government Affairs but must do so within one (1) business day of the Chief's decision.
  - iii. Any appeal of a decision by the Chief of Student Government Affairs, if determined to have sufficient merit to warrant consideration, shall be heard by the Associate Vice President for Student Affairs and Dean of Students.
  - iv. The outcome of any decision by the Elections Commission or the Chief of Student Government Affairs shall be postponed until the appeals process is complete.

## ARTICLE XIII

### TRANSITION PROCESS & INAUGURATION

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**Section 1. Transition.** All the outgoing members must ensure the orderly and peaceful transition of authority between Student Government members.

**Section 2. Transition Process.** The Student Government transition process shall be made as follows:

- a) **Executive Board Transition Meeting.** If deemed necessary, following the Executive Board elections, the outgoing Executive Board members shall convene with the incoming members at the next schedule Executive Board meeting. If for any reason, they are unable to meet at the next schedule meeting, the Executive Board President shall call for an Executive Board Transition Meeting prior to the Inauguration Day.
- b) **Class Boards Transition Meetings.** If deemed necessary, following the Class Board elections, the outgoing Class Board members shall convene with the incoming Class Board members at the next schedule Class Board meeting. If for any reason, they are unable to meet at the next schedule meeting, the Class Board President shall call for a Class Board Transition Meeting prior to the Inauguration Day, or no later than a week after Inauguration.

**Section 3. Date.** The inauguration of the new Student Government Board Members shall occur after the Executive and Class Board Elections. In conjunction with the Executive Board, the Elections Commission shall determine the date and time of inauguration.

**Section 4. Oath of Office for the Executive Board.** An outgoing Executive Board member shall administer the oath of office to the incoming Executive Board Members. If no outgoing Executive Board member is available, the Chief of Student Government Affairs may administer the oath.

The Student Government oath of office for each of the incoming Executive Board members shall be as follows:

“I, [name], do solemnly pledge to faithfully execute the office of [position name], to abide by the Student Government Constitution, and to uphold the mission of King's College.”

**Section 5. Oath of Office for Class Boards.** Following the inauguration of the Executive Board, the incoming Executive Board President shall administer the oath of office to the incoming Class Board members. If the incoming Executive Board President is not available, one incoming Executive Board member may administer the oath.

The Student Government oath of office for the incoming Class Board members shall be as follows:

“I solemnly pledge to faithfully execute the position of a Class Board member, to abide by the Student Government Constitution, and to uphold the mission of King's College.”

## ARTICLE XIV

### IMPEACHMENT

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**Section 1. Eligibility.** All Student Government members appointed or elected, irrespective of their position or branch of service, are eligible for impeachment.

**Section 2. Motion to Impeach.** Any elected member of the Student Government may motion Articles of Impeachment.

- a) Any Student Government member who brings up the motion to impeach at a General Board Meeting shall present a formal written statement of the charges to the Chief of Student

Government Affairs, which shall be read before the General Board upon bringing up the motion. The written statement shall consist of:

- i. Name of the accused and office held.
  - ii. Specific reasons for impeachment (charges).
  - iii. Five signatures of current Student Government elected members.
- b) Following the reading of the Articles of Impeachment, there will be a question-and-answer period directed towards the member presenting the motion concerning the written statement. Once the period has ended, the body will move into a period of debate.
- c) Upon the closure of the debate, the General Board will move into voting. A two-thirds (2/3) majority is required to pass the motion to impeach. If the motion is passed, a special meeting of the General Board will be called for the impeachment trial no earlier than one (1) week and no later than two (2) weeks after the motion to impeach has been passed.

**Section 3. Order of the Impeachment Trial.** The Chief of Student Government Affairs will preside over the Impeachment Trial. The Impeachment Trial will run as follows:

- a) The member who motioned for the impeachment trial will have ten (10) minutes to re-read the letter of formal charges and then speak on the letter. After that, the accusing member is allowed to yield their remaining time to other witnesses.
- b) Once time has expired, the General Board will move into a period of question and answer with the accuser(s) and witnesses until there is a passing motion to end the question and answer. Question and answer will begin with the defendant(s) and then move to the General Board at large.
- c) After the completion of the question and answer of the accusing member(s) and witnesses, the defendant(s) will have fifteen (15) minutes to present their case. After that, the defendant(s) is allowed to yield their remaining time to other witnesses.
- d) Once time has expired, the General Board will move into a period of question and answer with the defendant(s) and witnesses until there is a passing motion to end the question and answer. Question and answer will begin with the accuser(s) then move to the General Board at large.
- e) After completing the question and answer, there will then be a period of pro/con debate. Once the pro/con debate has ended (by the passing motion of a member), an immediate public roll call vote on the motion to impeach.
- f) The accusing member(s), the defendant(s), and witness(es) will pledge the oath: "I affirm that I will tell the entire truth to the best of my knowledge."
- g) Any person testifying who commits perjury will be subject to disciplinary sanctions under the Student Handbook.

**Section 4. Sanctions.** Any person convicted by a two-thirds majority vote shall be immediately removed from office and be ineligible to hold any office in Student Government in the future. The vacant office(s) shall be filled by the process outlined in Article VII of this Constitution.

## ARTICLE XV

### FUNDRAISING AND SERVICE PROJECT POLICIES

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**Section 1. Fundraising Policy.** Each Club, Organization, and Student Government Board must complete one (1) fundraiser a semester in order to qualify for a grant.

- a) Permit Forms can be found in the Student Government Office. They may be submitted no more than 30 days prior to the fundraiser, with exceptions made by Campus Activities and Student Government.
- b) All proposed projects must be consistent with the mission of King's College as a Catholic college in the Holy Cross tradition and must adhere to all College policies and regulations as noted in the Student Handbook. Student Government reserves the right to refuse any proposed project that fails to meet these guidelines at any time in the process.
- c) If a proposed project will solicit assistance or gifts from any group outside of King's College, please complete and turn in the "Solicitation Form" (also located in the SGA Office) with your "Permit Form."
- d) If an item is being imprinted and sold with design elements. All copies must be attached to the proposed artwork. The College's Marketing office must approve all items.
- e) Once the Permit Form is both complete and in compliance with the policy. It should be submitted to the Student Government Office for approval by an Executive Board member, the Coordinator of Clubs and Organizations and Campus Activities. It is not the signing board member's responsibility to determine whether the "Permit Form" is complete, nor is the signature an indication that the form is complete/approved.
- f) Once both SGA has reviewed the proposed project, the contact person on the submitted form will be informed via email about whether the proposed project has been approved or why it was not. The approved or unapproved "Permit Form" will then be placed in the Organization's folder located in the Student Government Office.
- g) Approved and signed Permit Forms can then be taken to the Conference and Events office to request setup needs and reserve event space.

**Section 2. Service Policy.** Each Club, Organization, and Student Government Board must complete one (1) service project a semester in order to qualify for a grant.

- a) Boards must consult the professional staff at the Shoval Center when planning and organizing service projects. Boards should complete the Pre-Service Form and seek approval from the Shoval Center for Community Engagement and Learning prior to completing a service project. After obtaining the Shoval Center's signature of approval on the Pre-Service Form, it must be submitted to the Student Government Office.
- b) After completing the service project, boards must complete the Post-Service Form and submit it to the Student Government Office. For the board to be credited with completing a service project, a good portion of its members should be involved; this judgment is at the discretion of the Student Government Coordinator of Clubs and Organizations, the Executive Board President or the Shoval.
- c) The Shoval Center will be able to provide all the necessary paperwork and resources available to prepare the board to participate in community service.

## ARTICLE XVI

### RECOGNITION OF STUDENT ORGANIZATIONS

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**Section 1. Definitions.** A Student Organization shall be defined as any club or Organization registered as an official College club or Organization with the Office of Campus Activities and Student Government.

**Section 2. Recognition Process.** Once approved by the Student Affairs Team, every newly formed Student Organization shall request recognition from the Student Government Association for funding purposes.

- a) The Organization's founder and/or officer must present their new Organization at the next General Board meeting following approval from the Student Affairs Team. The presentation must include the Organization's purpose and Constitution.
- b) Following the Organization's presentation, the General Board will move into a period of question and answer with the presenter until there is a passing motion to end the question and answer.
- c) After completing the question and answer, an immediate public roll call vote on the motion to recognize the Student Organization.
- d) The Student Organization shall be officially recognized by a majority of the voting members present in the General Board.
- e) A Bill may be introduced by any member of the General Board to request an initial amount to fund the student organization.
- f) If a majority of the voting members present in the General Board fails to recognize a Student Organization, the Organization may request another vote to the General Board no earlier than the second General Board meeting following the initial vote. If a majority of the voting members present in the General Board fails to recognize the Student Organization for a second time, the Organization may request another vote the next academic year.

**Section 3. Guidelines for Recognition.** All the newly formed Student Organizations shall meet the following guidelines for Student Government recognition.

- a) The Student Organization must be consistent with the mission of King's College as a Catholic college in the Holy Cross tradition and must adhere to all College policies and regulations as noted in the Student Handbook.
- b) The Organization shall not discriminate on the basis of race, color, religion (creed), gender, gender identity, age, national origin, disability, marital status, sexual orientation, or military status, in any of its activities, operations, or membership criteria. Any organization formed to exclusively serve one gender must have another organization recognized as its counterpart by King's College to be considered eligible to receive grants from the Student Government Association.
- c) The Organization must be registered with the Office of Campus Activities.
- d) The Organization must adhere to all policies, regulations, guidelines, and procedures of King's College and this policy.
- e) The Organization must have elected officers.

- f) The club/Organization must have and adhere to an up-to-date Constitution, approved by its members. The constitution should include the Organization's name, statement of purpose, criteria for membership, and the Organization's procedures. This constitution contains the procedures and guidelines that allow an organization to function effectively.
- g) The Organization must have an Advisor chosen from College faculty, staff, or administration.
- h) The Organization may not require any initiation rite that is contrary to College policy.
- i) Hazing is strictly prohibited.

## ARTICLE XVII

### STUDENT GOVERNMENT FUNDING

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**Section 1. Determination of Funds Available to Student Government.** The Office of Student Affairs shall project the amount of funds available for allocation to Student Government. This amount shall be known as the Student Government Budget.

**Section 2. Time Period.** The General Board shall vote on all funds, budgets, and allocations during the current school year.

**Section 3. Budget and Finance Committee.** The Budget and Finance shall oversee and be responsible for the execution of the Student Government budget once approved by the General Board.

- a) **Membership.** The Committee is chaired by the Executive Board Treasurer and vice-chaired by the Coordinator of Clubs and Organizations. Its members consist of all four (4) Class Treasurers, and four (4) additional General Board members appointed by the Executive Board President.
- b) **Advisement.** An Executive Board Advisor shall advise the committee members. The advisor shall be appointed by the Executive Board President after consultation with the advisor and the Chair of the Budget and Finance Committee.
- c) **Conflict of Interest.** The Chair of the Budget and Finance Committee shall reserve the right to call for recusal of voting rights for members whom the Committee has deemed to have a conflict of interest on certain motions.
- d) **Quorum.** The Budget and Finance Committee shall not conduct grant hearings, interviews, consider the favorability of legislation or evaluate the favorability of referrals unless (4) committee members are present.
  - i. The Chair of the Budget and Finance Committee shall reserve the right to take appropriate action to remove members who are deemed to have a conflict of interest for the motions at hand. If this causes quorum not to stand, the Committee shall proceed as the quorum requirement for the Committee to meet has been met.
- e) **Responsibilities.** The Budget and Finance Committee shall be responsible for:
  - ii. The execution of the Student Government budget once approved by the General Board.
  - iii. The Committee shall have jurisdiction over legislation related to financial matters and nominations made by the Executive Board Treasurer. In addition, it shall have jurisdiction over projects, initiatives, events, and research related to financial matters.

- f) **Voting.** A majority vote of committee members present, and voting shall determine the decision on all requests. Should the voting members reach a tie, the Chair shall make the final decision.

#### **Section 4. Student Government Budget.**

- a) **Budgeting of Student Government Funds.** With the advice and consent of their fellow Executive Board Members, the Executive Board President and Treasurer shall evaluate the funds made available to the Student Government Association from the Office of Student Affairs at the beginning of each semester.
- i. These funds shall be budgeted for Student Government projects and initiatives at the beginning of each semester.
  - ii. A minimum of one-third (1/3) of the funds allocated to the Student Government should be budgeted for the Student Government Grant Allocation Program.
- b) **Approval of Budget.** The prepared budget should be presented at the first regular meeting of the General Board each year. It shall require a majority of the voting members present and voting. The budget will be voted upon at the first General Board Meeting of the year. It may be revised as the Executive Board Treasurer deems fit and will then be voted on for approval.
- c) **Administration of Budget.** The Executive Board President, Treasurer, and the Budget and Finance Committee shall be responsible for executing the Student Government budget once approved by the General Board.
- d) **Expenditure of Funds on Non-Budgeted Items.** The Executive Board President, with the advice and consent of the Executive Board Treasurer, and the Executive Board Advisor, shall have the autonomy to approve expenditures up to five hundred (500) dollars on items that were not previously approved in the Student Government budget provided that the expenditure does not violate any policies of the Student Government Constitution or King's College.

For expenditures not previously approved in the Student Government budget, which are greater than five hundred (500) dollars, the Executive Board shall have the ability to file a vote at the next General Board meeting.

### **ARTICLE XVIII GRANT ALLOCATION PROGRAM**

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**Section 1. Jurisdiction and Authority.** Student Government shall equitably distribute funds from its annual fiscal budget through a Grant Allocation Program to recognized and qualified student groups. It is the responsibility of the SGA to ensure that such funds are spent in the best interest of the student body.

- a) **Grant Amount Limit.** At the beginning of each semester, the SGA Budget and Finance Committee shall evaluate its funds and determine the maximum amount an organization may request through the Grant Allocation Program each semester based on available funds.

**Section 2. Eligibility to Apply.** Class Boards and Student Organizations that meet all of the "criteria for compliance" for Student Government recognition may apply for a grant at any time by submitting the SGA Grant Allocation Program Form. To be eligible to receive a grant through the SGA Grant Allocation Program, the Organization must have:

- a) Completed all necessary grant request forms.
- b) Completed a service project in the previous semester of the grant request time and submitted both a "Pre-Service Form" and "Post-Service Form." This requirement is exempt for the first-year class board and new Student Organizations during their first semester.
- c) Completed a fundraising project in the previous semester of the grant request time and submitted both a "Pre-Fundraising Form" and "Post-Fundraising Form." This requirement is exempt for the first-year class board and new Student Organizations during their first semester.
- d) Demonstrated compliance with all policies, regulations, guidelines, and procedures of King's College.
- e) Grants shall and will not be given to organizations if financial need is not adequately described on the grant request form and/or during a dialogue between Student Government and the Class, Club, or Organization.
  - i. It will be up to the discretion of the Budget/Financial Committee to determine if a financial need exists based on the Organization's balance, the funds requested, and the use of those funds.
- f) If an organization has not completed and delivered all necessary forms to the appropriate person/location, the Budget and Finance Committee Chair reserves the right to withhold the organization's funds.
- g) **Grant Limit per Semester.** Organizations may only receive one (1) grant per semester. Student Organizations shall only receive a second grant or more for the semester with a two-thirds majority approval from the General Board, regardless of the amount.

**Section 3. Approval/Rejection of Grant Requests Process.** All Grants submitted to Student Government shall go through the following process:

- a) **Budget/Finance Committee.** All Grant requests no greater than \$299 must be presented directly to a quorum of the Budget and Finance Committee. The Student Organization requesting the grant shall provide a brief presentation concerning the funds requested to the Budget and Finance Committee. A majority vote by the Budget and Finance Committee shall suffice for approval of the grant request. The Committee shall vote to either approve or reject the grant request.
- b) **General Board.** If a grant is requested for \$300 or greater, should the grant request be passed by a vote of the Budget and Finance Committee, the request shall also be subject to the approval of the Student Government General Board. If requested by the Budget and Finance Committee Chair or the Executive Board President, the Student Organization requesting the grant shall provide a brief presentation concerning the funds requested to the General Board.
- c) All grant requests shall obtain signatures from the Executive Board President and one of the Executive Board Advisors acting as the Budget and Finance Committee Advisor. These signatures shall serve to indicate that a fair process was followed for Grant approval.
- d) The Associate Vice President for Student Affairs and Dean of Students reserves the right to suspend a Grant Request when deemed necessary.



**Section 4. Disbursement of Grant Funds.** Following all necessary approvals for the allocation of grant funds, the funds will be disbursed into the Organization's College business office account.

**Section 5. Finance Review.** All Student Organizations that receive funding from Student Government shall be subject to a Finance Review each semester at a date and time set by the Executive Board Treasurer.

## **ARTICLE XIX USE OF STUDENT ORGANIZATION FUNDS**

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**Section 1. Funds and Assets of Student Organizations.** All student organizations shall have a College business office agency account. An organization's account is the official record for all income and expenses. Under all circumstances, all funds collected by student organizations are to be deposited into the College business office account, and all expenses are to be charged out of the account.

- a) Under no circumstances are funds to be collected and used for any other expenses.
- b) The Organization must be able to present a clear record of all income and expenses to Student Government during Finance Reviews and grant processes.
- c) All funds allocated to an organization or deposited into a College account of a student organization are subject to the rules and procedures stated in the Student Government Constitution and the policies and procedures of King's College.

**Section 2. Property of Organizations.** All items purchased with College money by a student organization are seen as an investment and, therefore, become King's College's property and may be used for official College use only.

- a) Property will not be removed from College premises except by written formal authorization from the college official designated for the item.
- b) All use of and transactions involving property shall be done under college policy. The staff advisor shall monitor the official use of college equipment and property. All use must be per college policy and the Organization's Constitution.

**Section 3. Source of Funding.** Any Student Organization that receives funds from Student Government shall not receive funding from any other governing body that allocates the College Fee's disbursements.

- a) Any student organization determined by the Budget and Finance Committee and the Division of Student Affairs to be receiving both Student Government funds and funds from another student fee shall have their remaining Student Government allocation suspended. This money shall be placed back into the Student Government Grant Allocation budget.

**Section 4. Penalties for Violations.** Any student organization that uses funds allocated by Student Government for any reason other than the purpose approved during the allocation, unless given specific written approval by the Budget and Finance Committee or Executive Board Treasurer, shall have their remaining Student Government allocation suspended. This money shall be placed back into the Student Government Grant Allocation budget.

- a) Student organizations that use funds allocated by Student Government for purposes that violate college policy and/or federal, state, or local law shall have their remaining Student Government allocation suspended. This money shall be placed back into the Student Government Grant Allocation budget.

- b) Any organization's account may also be frozen during any period when an organization or its Board Member(s) fails to meet the standards necessary to remain in good standing as a registered student organization.
- c) Any organization that violates these Student Government policies shall be ineligible to receive grant funds from Student Government for a period of one (1) year and at the discretion of the Executive Board Treasurer, with the advice and consent of the Budget and Finance Committee and their advisors, may be required to reimburse misused funds to the appropriate account.

**Section 5. No Expenditures from Frozen Accounts.** If an organization's funds are frozen, it is not permitted to spend money from its account. If an organization spends money while its account is frozen, its expenditures will not be reimbursed.

**Section 6. Misuse of Funds.** Any student organization which repeatedly misuses funds may also be subject to suspension and/or loss of privileges at the discretion of the Budget and Finance Committee in consultation with the Executive Board Advisor, Director of Campus Activities, and Associate Vice President for Student Affairs and Dean of Students

**Section 7. Restrictions on the Uses of Student Funds.** The following restrictions should be considered concerning Student Government funds:

- a) Food and expenses for regularly scheduled meetings shall not be funded.
- b) Clothing purchases shall not be funded.
- c) In the event that a tip is warranted or necessary, a maximum of twenty percent of the total bill may be spent by the college organization. The money for the tip must be available in their budget. If the tip exceeds the twenty percent maximum, the student organization shall be responsible for the excess.

**Section 8. Prohibited Uses of Student Funds.** Student organizations may not use funding for any of the following:

- a) To purchase alcoholic beverages, except for the Senior Class Board, who must follow college policy regarding alcoholic beverages at college events.
- b) To fund academic journals.
- c) For any type of donations.
- d) As cash rewards, not including Gift Cards.
- e) By an organization for investment purposes.
- f) To pay for individual memberships or private lessons.
- g) As contributions to charitable organizations in any form or manner, an organization may sponsor a fundraising event to raise money for contributions. It must be clearly understood that only net profits may be used for contributions. Net profits are the funds left after all direct expenses involved with the fundraising event have been paid.
- h) For hooding or graduation ceremonies.

**Section 9. Signature Authority for Student Organizations.** All transactions for student organizations involving King's College or its funds (receipts and expenditures), equipment, facilities, inventory, either directly or indirectly, must be signed by:

- a) The Organization's treasurer or, in the absence of the treasurer, and a officer of the Organization.
- b) The Organization's approved Advisor.
- c) The College Business Office, through the Post-Fundraising form.
- d) After all forms have been signed, student organizations must submit the documents to the Executive Board Treasurer.

**Section 10. Action in the Absence of Student Leadership.** The Executive Board Advisor, or their designee, has the authority to act on behalf of the Budget and Finance Committee or the Executive Board Treasurer during periods when student leadership is unavailable.

- a) This may only apply to matters of budget allocations.
- b) Any action taken will be emailed the day of the action and recorded in writing for the Executive Board Treasurer upon returning to the office.
- c) Before any decision may be made, the Executive Board Treasurer, the Executive Board President, and the Budget and Finance Committee must be emailed at their given College email account or otherwise notified and given twenty-four (24) hours to respond or comment.

## **ARTICLE XX**

### **RATIFICATIONS AND AMENDMENTS TO THE SGA CONSTITUTION**

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**Section 1. Amending the Constitution.** Any Student Government member who brings up the motion to amend the Constitution at a General Board Meeting shall present a Bill to the Executive Board President, which shall be read before the General Board upon bringing up the motion. The amendment process shall be as follows:

- a) The Bill shall point out the Articles and/or Sections subject to be amended and shall be accompanied with the signature of five additional current Student Government elected members.
- b) Following the reading of the Bill, there will be a question-and-answer period directed towards the member presenting the motion concerning the Bill to amend the Constitution.
- c) Once the period has ended, the General Board will move into voting. A majority is required to pass the motion to evaluate such amendment. If the motion is passed, the Executive Board President shall call the Constitution Committee to evaluate such amendment.
- d) Upon evaluation from the Constitution Committee, the Executive Board President shall call for a Special General Board Meeting to discuss such evaluation and vote on the Constitution no later than thirty (30) days from when the General Board voted to evaluate the amendment.
- e) The Constitution may be amended or added by a two-thirds majority vote of the voting General Board members present and voting at the Special General Board Meeting.

**Section 2. Ratifying the Constitution.** This Constitution of the King's College Student Government Association will become effective when a two-thirds majority of the General Board has accepted it.

**Section 3. Effective.** This Constitution shall be enforced immediately after passage by the General Board.