

**Baptist College of Health Sciences
Student Government Association**

Constitution
PREAMBLE

We, the students at Baptist College of Health Sciences, by and with the consent of the faculty, in order to develop individual responsibility, promote worthy student activities that unify the students socially and educationally, and to advance the general welfare of the college, do ordain and establish this Constitution for the Student Government Association of the Baptist College of Health Sciences.

ARTICLE I
NAME OF THE ORGANIZATION

The name of this organization shall be the Baptist College of Health Sciences Student Government Association, hereafter, called SGA.

ARTICLE II
PURPOSE OF THE ORGANIZATION

- Section 1. The purpose of the SGA is to maintain the best ideals of the school and to maintain the highest standards of honor, virtue, and values in every phase of College Life.
- Section 2. The Mission of the SGA shall be: "To be the voice of representation serving the student body, leading and facilitating issues and concerns toward the enhancement of student life at the Baptist College of Health Sciences."

ARTICLE III
FUNCTION OF THE ORGANIZATION

- Section 1. The SGA's function is to address the concerns of the student body, and to promote a better relationship between the administration, faculty and students.
- Section 2. To promote the development of the understanding of individual responsibilities.
- Section 3. To train the students in the practice and principles of self-government.
- Section 4. To unify student participation in college sanctioned and SGA sponsored activities.

Section 5. To promote and encourage participation in community service activities within the Baptist College of Health Sciences and in the Community at large.

Section 6. To promote and encourage health awareness within the student body and develop accountability for each student regarding their own health and the health of others.

ARTICLE IV
MEMBERSHIP

Section 1. Upon enrollment in the college, each student becomes a member of the Student Government Association, and a participant in the obligations, benefits, and privileges conferred thereby.

Section 2. Baptist College of Health Sciences does not discriminate on the Basis of race, religion, gender, creed, color, national origin, or disability, in the administration of its admission or academic policies, financial aid program or other college-administered programs.

ARTICLE V
OFFICERS OF THE ORGANIZATION

The elected officers of the organization shall be:

1. President
2. Vice Presidents
 - a. Executive Vice President
 - b. Vice President of Communications
 - c. Vice President of Programming
 - d. Vice President of Finance
 - e. Vice President of Community Service

ARTICLE VI
STUDENT REPRESENTATIVES

The Student Representatives shall be composed of all elected or appointed student representatives. Problems related to individual or group welfare are to be brought before the SGA officers. The SGA officers shall consider all items brought before them, and the items/issues shall be held in confidence.

ARTICLE VII
MEETINGS

Meetings shall be held weekly or in the event that they are needed. Any officer shall have the opportunity to call a special meeting with a 24-hour notice given to all SGA Officers. An advisor must be present for all SGA meetings. All officers must attend **all** of the meetings to ensure a quorum. Only SGA officers will have the right to vote on items brought before them. Recommendations or discussions from a student body member are to be made through their representative. The Student Government Association reserves the right to close the proceedings to any non-officer as matters of confidentiality may warrant.

ARTICLE VIII
QUORUM

A quorum is defined as three-quarters of the SGA officers.

ARTICLE IX
AMENDMENTS

The constitution may be amended at any meeting by majority vote, if notices of the proposed amendments have posted for review for all SGA officers at least one (1) week prior to the meeting.

ARTICLE X
PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Revised, shall be the parliamentary authority, or point of reference, for all meetings.

BYLAWS OF THE STUDENT GOVERNMENT ASSOCIATION

ARTICLE I
MEMBERSHIP

- Section 1. Membership in the SGA is extended to any student enrolled in the Baptist College of Health Sciences. Membership in the organization is terminated when a member's enrollment ceases at the College.
- Section 2. No formal application procedure shall be required for membership, however members who wish to run for office shall be required to fill out an application of leadership that shall be attached to their copy of the Constitution. Candidates running for office must also attend an interview with the Dean of Student Services, Manager of Student Services and/or the Student Activities Specialist. Candidates must provide a copy of a work and school schedule, during this interview process.
- Section 3. Categories of Membership
- Members of the SGA shall be:
- A. Officers
 - B. Elected/Appointed Representatives
 - C. All Students enrolled in the College
 - D. Honorary Members:
 - a. Manager of Student Services
 - b. Student Activities Specialist
 - c. Dean of Student Services
 - E. Resource members:
 - a. Deans
 - b. Student Representatives to faculty committees and other organizations
 - c. All Faculty and Staff.

ARTICLE II
OFFICERS OF THE ORGANIZATION

- Section 1. The Elected officers of the Organization shall be:
- 1. President
 - 2. Vice Presidents
 - a. Executive Vice President
 - b. Vice President of Communications
 - c. Vice President of Finance
 - d. Vice President of Programming

- e. Vice President of Community Service
- Section 2. Representatives of the Student Body shall be:
1. Representative shall be elected or appointed for the nursing major for each graduating class year currently enrolled at the time of election.
 2. Representatives shall be elected or appointed from allied health majors for each graduating class year currently enrolled at the time of election.
- Section 3. It shall be the responsibility of the President to:
- a. Preside over all meetings of the SGA
 - b. Act as a representative of the SGA when deemed necessary
 - c. Appoint the chairperson/s of committees of the SGA
 - d. Act as an ex-officio member of all committees without the power to vote
 - e. Exercise general supervision over all interests under control of the SGA
 - f. Cast a deciding vote in the case of a tie
 - g. Call meetings of the SGA
 - h. Report proposed amendments of the constitution of the SGA and other business of the SGA to the Dean of Student Services
 - i. Attend all College sanctioned and SGA sponsored functions unless previously excused by the Manager of Student Services or the Student Activities Specialist
- Section 4. It shall be the responsibility of the Executive Vice President to:
- a. Communicate with, organize, as needed, provide leadership and direction to the student representatives
 - b. Preside over meetings in the absence of the President
 - c. Act as a representative of the SGA as deemed necessary
 - d. Work with the President in a leadership capacity and report on a weekly basis
 - e. Attend all College sanctioned and SGA sponsored functions unless previously excused by the Manager of Student Services or the Student Activities Specialist
 - f. Take over the duties of the President for the remainder of the elected term if his/her service ends for any reason
- Section 5. It shall be the responsibility of the VP of Finance to:
- a. Keep records of income and expenditures
 - b. Coordinate all fund raising activities of the SGA
 - c. Present a monthly financial report
 - d. Attend all College sanctioned and SGA sponsored functions unless previously excused by the Manager of Student Services or the Student Activities Specialist
- Section 6. It shall be the responsibility of the VP of Communications to:
- a. Be responsible for recording accurate and permanent minutes of the meetings

- b. Carry out the correspondence of the SGA
- c. Assist the VP of Programming in publicizing SGA sponsored events
- d. Send out all notices of meetings
- e. Attend all College sanctioned and SGA sponsored functions unless previously excused by the Manager of Student Services or the Student Activities Specialist

Section 7. It shall be the responsibility of the VP of Programming to:

- a. Coordinate all SGA activities and functions
- b. Create a committee for the set up and take down of events
- c. Coordinate all SGA publicity Along with the VP of Communications.
- d. Attend all College sanctioned and SGA sponsored functions unless previously excused by the Manager of Student Services or the Student Activities Specialist

Section 8. It shall be the responsibility of the VP of Community Service to:

- a. Plan and work with the director of the Hope Health Center
- b. Communicate with, and update the student body on upcoming community service activities
- c. Recruit and coordinate student volunteers for community service activities
- d. Attend all College sanctioned and SGA sponsored functions unless previously excused by the Manager of Student Services or the Student Activities Specialist

Section 9. It shall be the responsibility of the Elected Representatives to:

- a. Be the spokesperson and representative voice of the Student Body
- b. Follow under the leadership of the Executive Vice President
- c. Hold meetings with those that they represent at least twice a semester
- d. Interpret the SGA Constitution, bylaws, and any changes in them to the student body
- e. Attend all College sanctioned and SGA sponsored functions unless previously excused by the Manager of Student Services or the Student Activities Specialist

Section 10. It shall be the responsibility of all officers and representatives to:

- a. Maintain a cumulative grade point average of 2.0 on a 4.0 scale
- b. Show school pride and spirit at all times
- c. Serve as ambassadors of the school by being present at orientations, open houses and chapel.
- d. Attend all SGA sponsored events
- e. Assist the Faculty and Staff when needed
- f. Have a Zero tolerance for drugs and alcohol when related to our students
- g. Help with alumni functions and events
- h. Recommend safety and security to the student body
- i. Participate in student leadership training activities
- j. Help improve residence hall life
- k. All Officers must post and keep a minimum of two office hours per week.

- Section 11. Upon resignation or vacancy of any office, the SGA Officers shall appoint an interim officer to hold office until official student body elections, at which time the office shall be filled. If for any reason an officer has acted in any manner that does not uphold the standards of the SGA, then they may be removed from office
- Section 12. Each elected officer may select or assign students to serve as members of a committee to accomplish tasks.
- Section 13. Upon retirement from office, all records shall be given to the incoming officers.
- Section 14. Attendance is required of all SGA officers and encouraged of all representatives at all College sanctioned and SGA sponsored functions. Each officer is allowed to have 3 excused & 2 unexcused absences per semester before they will be terminated from office. If a student has a valid reason for not attending, they must inform the President, the Student Services Manager, or the Student Activities Specialist of the reason for not attending. The Manager of Student Services and the Student Activities Specialist will then review the reason and assign either an excused or unexcused absence on that person's record.

ARTICLE III
ELECTION PROCEDURES

- Section 1. General Rules
- a. The term of office will be one year, with elections being held in April.
 - b. Candidates running for officer positions are required to fill out an application for office and interview with the honorary members of the SGA, as defined in the SGA bylaws and constitutions, prior to running for office.
 - c. Candidates running for representative positions are required to fill out an application for office, get signatures of supporters, and interview with the honorary members of the SGA, as defined in the SGA bylaws and constitution, prior to running for office.

- d. Students who do not file their application and complete the interview process for the election prior to the posted deadlines will not be allowed to run for office. No write-in candidates will be accepted.
- e. Elections will be by secret ballot and will be administered by an election official. The election official shall be a faculty or staff member in no way connected with the Office of Student Services. Votes will be counted in the presence of the election official and two other faculty or staff members who are not affiliated with the Office of Student Services.
- f. Candidates must have and maintain a 2.0 GPA.
- g. Candidates may not elicit votes by distributing candy, pens, buttons, or any other material other than written flyers.
- h. Posters shall not be posted on any glass or painted surfaces.
- i. Anyone caught defacing another candidate's campaign material will be disqualified.
- j. The Office of Student Services shall address any disputes concerning the election procedures.
- k. Any candidate caught breaking any of these rules will be reprimanded by the Office of Student Services, up to and including disqualification from the election.
- l. Candidates may start campaigning after the interview deadline.

Section 2. Induction

- a. The officers shall be formally inducted into the SGA
- b. Installation services shall contain the following oath:
I, _____, do hereby promise to uphold and accept
responsibilities as an individual member of the Student Government
Association. I shall consider items brought before the SGA strictly
confidential and shall not discuss such matters with anyone except SGA
officers. It is with this feeling of responsibility and confidential service that I
take this office to serve to the best of my ability and to be loyal to our
association and student body

Section 3. Student Government Code of Conduct

As an officer of the Student Government, I pledge to uphold the values and principles of my school and its administration. I promise to be honest, fair, respectful, just, faithful, credible and truthful at all times. I will do my best to

follow the leadership example of Christ to the best of my ability, in everything that I do. For the students, I will give my all, and put my heart into all undertakings as an officer, so that I might be a true representative for those who trusted me to enough to give me the responsibility of being a link between themselves and the college. I promise to be committed to the SGA, and the work of being a student leader. I give myself and my time without regret.

Updated 03/23/10

Addendum A
Election Procedures and Rules

- a. The term of office will be 1 year, with elections held in April. The SGA will post application packets for officers and representative candidates on the SGA bulletin board (by the elevators).
- b. Candidates are required to fill out an application for the office and interview with the honorary members of the SGA, as defined in the SGA bylaws and constitution, prior to running for office.
- c. Students who do not file their application and complete the interview process for the election prior to the posted deadlines will not be allowed to run for office. No write-in candidates will be accepted.
- d. Elections will be by secret ballot and will be administered by an election official. The election official shall be a faculty or staff member in no way connected with the Office of Student Services. Votes will be counted in the presence of at least two other faculty or staff members who are also in no way affiliated with the Office of Student Services.
- e. Candidates must have and maintain a 2.0 GPA.
- f. Candidates may not elicit votes by distributing candy, pens, buttons, or any other material other than written flyers.
- g. Poster shall not be posted on any glass or painted surfaces.
- h. Anyone caught defacing another candidate's campaign material will be disqualified.
- i. The office of Student Services shall address any disputes concerning the election procedures.
- j. Any candidate caught breaking any of these rules will be reprimanded by the Office of Student Services, up to and including disqualification from the election.

- k. Candidates may start campaigning after the interview deadline.