

**THE CONSTITUTION OF THE STUDENT CONGRESS OF  
SOUTHWESTERN ASSEMBLIES OF GOD UNIVERSITY  
(adopted by the Student Body on February 15, 2008)**

**PREAMBLE**

We the Students of Southwestern Assemblies of God University, in order to maintain good relationships among the students, the staff, the faculty, and the administration; to formulate and coordinate student activity; to assure and promote the rights of student expression and individual freedom within the framework of these provisions of the administration; do ordain this Constitution.

**ARTICLE I – NAME**

The name of this body shall be the Student Congress of Southwestern Assemblies of God University.

**ARTICLE II – REPRESENTATIVE NATURE**

The representative voice of the Student Body of Southwestern Assemblies of God University, within the jurisdiction delegated by this constitution, shall be vested in the Student Congress. The weekly meetings of the Student Congress shall be open to the general attendance of the Student Body.

**ARTICLE III – PURPOSE**

There shall be four purposes of Student Congress in line with its representative nature:

- A. Spiritual Growth
- B. Scholastic Achievement
- C. Social Connection
- D. School Pride

**ARTICLE IV – TERMS**

Section 1. The Student Congress of Southwestern Assemblies of God University

- A. This body includes the following adherents:
  - 1. Members of the Student Congress
  - 2. Faculty/Staff Advisors of the Executive Committee, Board of Representatives, Activities Board, and Student Organizations
  - 3. Any established Student Congress departments
- B. The Student Congress of Southwestern Assemblies of God University shall hereto be referred to as the Student Congress.

Section 2. Executive Committee

This committee is the primary administrative body of the Student Congress and includes the Executive Officers and two advisors (as listed in Article VII Section 1).

Section 3. Executive Officers

These officers are the student officers of the Executive Committee (as listed in Article VIII, Section 1).

Section 4. Classes

Classes are the respective groups of students based on academic credit completion:

- A. Freshmen
- B. Sophomore
- C. Junior
- D. Senior

Section 5. Board of Representatives

The Board of Representatives acts as the representative body of Student Congress in the initiation and implementation of University policy and includes the following members:

- A. Vice President (chair)
- B. Twelve class representatives (three representatives elected from each class)
- C. President (ex-officio)
- D. Faculty advisor (non-voting)
- E. Staff advisor (non-voting)

**Section 6. Activities Board**

The Activities Board plans and executes all Student Congress sponsored activities and includes the following members:

- A. Executive Treasurer
- B. Twelve members selected by application
- C. President (ex-officio)
- D. Faculty/Staff advisor

**Section 7. Student Organizations**

Those organizations having been approved by Student Congress and operate according to its enumerated procedures.

- A. Member Organizations
- B. Affiliated Organizations

**ARTICLE V—ORGANIZATIONAL RELATIONSHIPS**

**Section 1** The decisions of the Student Congress shall at all times be amenable to the administrative direction of Southwestern Assemblies of God University and shall follow the guidelines and directives set forth by the Administration.

**Section 2.** In order to promote full-campus cooperation and involvement, the Student Congress extends a standing invitation to its sister organization, the Southwestern Missions Association, granting its President (or his/her chosen delegate from the Executive Committee) non-voting membership.

**Section 3.** The Board of Representatives and the Activities Board shall work in full cooperation with the Student Congress and shall be directly accountable to that body.

**Section 4.** Student Organizations shall be responsible to and directly accountable to the Student Congress and should receive guidance from the Executive Officers.

**ARTICLE VI – MEMBERSHIP**

*For specific member qualifications, see Article III, Section 3; Article IV, Section 3; and Article V, Section 6 of the By-Laws.*

**Section 1.** The Student Congress shall have an exclusive voting membership, enjoying the full right of representation consisting of:

- A. President, Vice President, Executive Director of Student Organizations, Executive Treasurer, and Executive Secretary
- B. Members of the Board of Representatives
- C. Member Student Organization presidents and vice presidents

**Section 2.** The Student Congress shall also have a non-voting membership, enjoying the right of full Student Congress meeting discussion participation, consisting of:

- A. Such officers of the Student Congress Student Organizations having a standing constitution of their own as may exist other than the president and vice president (i.e. treasurer, secretary, historian, etc.)

- B. Members of the Activities Board
- C. The President or his/her chosen delegate from the Executive Committee of the Southwestern Missions Association (SMA)
  - 1. If the President chooses to appoint a delegate from the Executive Committee of SMA, that member shall be in consistent attendance throughout the fall and spring semesters.
  - 2. If a delegate is chosen, an official letter must be sent from the SMA President to the Student Congress Executive Secretary as notice of the decision no later than the first Friday of classes in the fall semester.

Section 3. The personal conduct of the Student Congress members shall remain in accordance with the standards of the University.

Section 4. All members of the Student Congress shall be initially accountable to the Student Congress Executive Committee.

Section 5 The Student Congress shall have as advisors:

- A. Vice President for Student Services who shall act as an ex-officio member of the Executive Committee and the Student Congress.
- B. Faculty/Staff member who has a working knowledge of the policies and operating procedures of the Student Congress and is selected by the Vice President for Student Services. He/She shall:
  - 1. Be a voting member of the Executive Committee
  - 2. Be a non-voting member of the Student Congress
  - 3. Advise the Student Congress on issues and procedures
  - 4. Act as the chairperson of the Commission on Election
  - 5. Act as a mentor to the members of the Student Congress

#### **ARTICLE VII – EXECUTIVE COMMITTEE**

Section 1. Membership

- A. President
- B. Vice President
- C. Executive Director of Student Organizations
- D. Executive Treasurer
- E. Executive Secretary
- F. Faculty/Staff Advisor
- G. Vice President of Student Services (ex-officio)

Section 2. Functions

- A. Oversee the actions of the Board of Representatives, Activities Board, Student Organizations, and any other body operating in affiliation with Student Congress
- B. Appoint any committees deemed necessary
- C. Make any decision outside the jurisdiction of the Board of Representatives and/or Activities Board with the oversight of the Vice President for Student Services
- D. Make any decision on behalf of the Student Congress in the absence of that body
- E. Create and revise a handbook for standard operating procedures concerning the functions of the Student Congress
- F. Establish and approve an annual budget for the Student Congress in accordance with the guidelines set forth by the Student Congress
- G. Review applications of prospective Activities Board members and recommend qualified applicants to the Student Congress
- H. Establish and maintain necessary departments of Student Congress as needs of such arise (i.e. Hospitality Department, Technical Department, etc.)

#### **ARTICLE VIII – EXECUTIVE OFFICERS**

Section 1. Membership

- A. President
- B. Vice President
- C. Executive Director of Student Organizations

- D. Executive Treasurer
- E. Executive Secretary

#### Section 2. Qualifications for Candidacy

- A. Full time student carrying at least 12 hours
- B. Two consecutive semesters complete by that day he/she takes office on June 1 (unless he/she is fulfilling an unexpired term in which one semester is required by the time he/she takes office)
- C. Cumulative grade point average (GPA) of at least 2.75 through semester of candidacy (special permission may be granted by Vice President for Student Services if GPA is slightly under 2.75 and improvement is shown)
- D. Member of the Student Congress since his/her enrollment at Southwestern Assemblies of God University or pass a qualification examination established by the Student Congress. (This test may be approved by the Student Life Committee for use.)
- E. Strong spiritual character confirmed by a letter from each of the following:
  - 1. Southwestern Assemblies of God University faculty member, staff member, or administrator
  - 2. Current Student Congress member
- F. Free from any probation as set forth by the administration

#### Section 3. Procedures for Candidacy

- A. The candidate shall register by February 15 (unless that day does not fall on a working business day in which the candidate should register the Friday prior to February 15).
- B. The candidate, once all qualifications are verified and completed shall file a petition by February 28 (unless that day does not fall on a working business day in which the candidate should register the Friday prior to February 28). The petition shall bear the candidate's name, desired office, and the signatures of ten percent (10%) of the Student Body.

#### Section 4. Executive Officer Duties

*Along with these enumerated duties, a more detailed job description can be found in the updated copy of the standard operating procedures.*

- A. President
  - 1. Act as chairperson in meetings of the Student Congress Executive Committee and the Student Congress
  - 2. Shall vote according to the latest edition *Robert's Rules of Order*
  - 3. Determine the agenda, with the assistance of the Executive Committee for any meeting of the Student Congress
  - 4. Present a committee report to the Board of Representatives at the first Board of Representatives meeting of each month stating the activities and plans of the Executive Committee
  - 5. Be a non-voting ex officio member of all Student Congress committees
  - 6. Be a voting member of any University committees he/she has been appointed by the Administration
  - 7. Mentor and assist the Executive Officers
  - 8. Observe the standard operating procedures handbook of the Student Congress and be responsible for its upkeep
- B. Vice President
  - 1. Act as an aide to the President
  - 2. Advise the Student Congress President
  - 3. Act as chairperson of the Board of Representatives in which he or she shall:
    - a. Prepare an agenda before each Board of Representatives meeting
    - b. Upon consultation of the President, call special sessions of the Board of Representatives
    - c. Shall vote according to the latest edition of *Robert's Rules of Order*
  - 4. Succeed to the Presidency should it be vacated

5. Conduct elections with the Commission on Election for the Freshman representatives according to Article II, Section 4 of the By-Laws
6. Fulfill the duties of the President in case of a temporary absence of the President
7. Act as a mentor to each member of the Board of Representatives
8. Be a voting member of the Executive Committee
9. Communicate information from the Board the Representatives to the Executive Committee and the Student Congress
10. In the event of a vacancy of a Board of Representatives position, appoint, in consultation with the Board of Representatives and the Executive Committee, a qualified individual to fill the position for the remainder of the unfulfilled term

#### C. Executive Director of Student Organizations

1. Maintain regular dialogue and mentorship with all organizational officers
2. Advise the Student Congress President
3. Be a voting member of the Executive Committee
4. Act as a parliamentarian to the Student Congress
5. Oversee the elections of the officers of each Student Organization
6. Ensure the observance of the constitution of each Student Organization
7. Actively seek out and assist students interested in establishing new Student Organizations
8. Oversee the process for formation of a Student Organization (*refer to Article V, Sections 1 and 5 of the By-Laws*)
9. Provide a monthly report to the Executive Committee and each semester to the Student Congress of the attendance, quality, and progress of the Student Organizations

#### D. Executive Treasurer

1. Be a voting member of the Executive Committee
2. Advise the Student Congress President
3. Keep a current record of all funds transactions under the supervision of the Vice President for Student Services
4. Oversee a responsible expenditure of Student Congress funds
5. Present a financial report to the Executive Committee monthly and to the Student Congress at the end of each semester
6. Shall act as chair of the Activities Board
  - a. Prepare an agenda before each Activities Board meeting
  - b. Upon consultation of the President, call special sessions of the Activities Board
  - c. Shall vote according to the latest edition of *Robert's Rules of Order*
7. Present applications of prospective Activities Board members to the Executive Committee
8. Mentor and assist the members of the Activities Board
9. In the event of a vacancy of the Activities Board, appoint, in consultation with the Activities Board and the Executive Committee, a qualified individual to fill the position for the remainder of the unfulfilled term

#### E. Executive Secretary

1. Advise the Student Congress President
2. Be a voting member of the Executive Committee
3. Oversee the official presentation of minutes and all official Student Congress documents
4. Keep the minutes of all meetings of the Student Congress and the Executive Committee
5. Be responsible for all correspondence, reports, and records originated or approved by the Student Congress or the Executive Officers

6. Maintain the filing system of minutes of past years and other pertinent information concerning the history of Student Congress

Section 5. Executive Officer Vacancy

Should an Executive Office be vacated, the replacing officer:

- A. Shall be voted into office from within the Student Congress by a 2/3 vote
- B. Shall have been a Student Congress member for at least one semester prior to taking office
- C. Shall meet all the qualifications set forth by Article VIII, Section 2, A-F

**ARTICLE IX—BOARD OF REPRESENTATIVES**

*For specific member qualifications, see Article III, Section 3 of the By-Laws.*

Section 1. Membership

- A. Vice President (chair)
- B. Three representatives elected from each class
- C. President (non-voting)
- D. Faculty advisor (non-voting)
- E. Staff advisor (non-voting)

Section 2. Functions

- A. Represent the student body in the initiation and implementation of University policy
- B. Fiscally initiate and sponsor programs which meet tangible student needs
- C. Oversee a responsible expenditure of the allotted Student Congress funds
- D. Expedite communication among all facets of Southwestern Assemblies of God University

**ARTICLE X—ACTIVITIES BOARD**

*For specific member qualifications, see Article IV, Section 3 of the By-Laws.*

Section 1. Membership

- A. Executive Treasurer (chair)
- B. 12 members selected by application (*refer to Article IV, Section 4 of the By-Laws*)
- C. Student Congress President (non-voting)
- D. Faculty/Staff Advisor (non-voting)

Section 2. Functions:

- A. Create, Coordinate, and execute student activities of an edifying nature
- B. Expend allotted funds from Student Congress according to each activity need

**ARTICLE XI—STUDENT ORGANIZATIONS**

Section 1. Any student or group of students desiring to create an organization with membership/affiliation in Student Congress shall obtain all requirements set forth in the By-Laws and shall act in accordance with its enumerated processes.

Section 2. All Student Congress sponsored organizations shall be responsible to and overseen directly by the Executive Director of Student Organizations.

- Section 3. The purpose of a Student Organization shall be in cooperation with the four purposes of Student Congress and shall work to promote unity amongst the Southwestern Assemblies of God University population.
- Section 4. There shall be two types of Student Organizations: Member Organizations and Affiliated Organizations.
- A. Member Organizations having a standing constitution
  - B. Affiliated Organizations whose purpose and interest scope does not require a standing constitution

*Further enumeration of the rights and privileges of each type of Student Organization is listed in Article V, Section 1A and Section 5A of the By-Laws.*

#### **ARTICLE XII—AMENDMENTS AND REVISIONS**

- Section 1. In the event that an amendment to this constitution be deemed necessary, proper procedure shall be followed:
- A. A typed resolution shall be presented to the Student Congress Executive Committee in proper form, clearly stating the reasons for amendment, with the signatures of ten percent of the members of the Student Body or by two-thirds of the total membership of the Student Congress.
  - B. The Student Congress Executive Committee shall present the resolution with its recommendations for amendment to the Student Congress for discussion and vote by a two-thirds majority.
  - C. The resolution once approved by vote of the Student Congress, shall be presented to the Student Life Committee for approval.
  - D. Upon approval by the Student Life Committee, the resolution shall go before the Administrative Committee.
  - E. Upon approval by the Administrative Committee, the resolution shall go before the Student Body for ratification.
  - F. Non-approval at any point in the process shall bring the resolution before the Student Congress again, along with the recommendations of the non-approving body, to be re-discussed and voted upon. Once voted upon, the resolution shall be presented again to the non-approving body for its approval and the resolution shall pass on to the subsequent approving body.
- Section 2. The proposed amendment shall be made public and accessible to the Student Body within thirty days after approval by the Administration and for at least 2 weeks prior to the special election for adoption. This election shall be conducted as prescribed by the Student Congress.
- Section 3. Adoption of the proposed amendment shall be by a two-thirds majority of votes cast in a special all-school election.

#### **ARTICLE XIII—ADOPTION OF THE CONSTITUTION**

This Constitution shall become the governing document of the Student Body and the Student Congress of Southwestern Assemblies of God University upon approval by the Administration and ratification by the Student Body in a special all-school election conducted in accordance with Article II, Section 2 of the By-laws.

*Any editorial markings listed in italics may be updated without having to follow the procedures for Amendment as listed in Article XIII.*

## BY-LAWS

### ARTICLE I—PARLIMENTARY ORDER

The Student Congress shall conduct itself in accordance with the parliamentary procedures established in the latest edition of *Robert's Rules of Order*.

### ARTICLE II—ELECTIONS

- Section 1. There shall exist a standing commission to oversee campus elections by the name of the Commission on Election.
- A. Membership shall include:
    1. Faculty/Staff Advisor of the Student Congress (chair)
    2. Four (4) representatives from the Student Body as appointed by the chair
  - B. The Commission on Election shall have the following responsibilities:
    1. Conducting Student Congress Executive Officer, Board of Representative member, constitutional amendment, Homecoming, and Mr./Ms. Southwestern elections
    2. Appointing as many tellers as necessary for the conducting of elections in accordance with Article II, Section 2
- Section 2. The Student Congress Executive Committee Officer, Board of Representative member, and constitutional amendment elections shall be conducted according to the following guidelines:
- A. Election shall be by secret ballot of the Student Body
  - B. No provision shall be made for absentee balloting
  - C. A simple majority of votes cast shall constitute an election
- Section 3. The Student Congress Executive Officer elections shall be conducted in accordance with the guidelines of Section 2 with certain specifications:
- A. The election shall be conducted the first Wednesday and Thursday of March.
  - B. Should a simple majority not be attainable for any one candidate, there shall be a run-off election that Friday between the two candidates possessing the most votes.
- Section 4. The Board of Representatives elections shall be conducted in accordance with Section 2 with certain specifications:
- A. Freshman candidates shall be given opportunity to candidate for a seat on the Board of Representatives during New Student Orientation in the Fall Semester.
  - B. The Vice President shall chair a meeting with the freshman class in which the class will vote by secret ballot. This meeting shall be held no later than 2 weeks from the first day of classes of the Fall Semester.

### ARTICLE III—BOARD OF REPRESENTATIVES

- Section 1. Membership
- Refer to Article IX, Section 1 of the Constitution*
- Section 2. Duties
- A. Seek to attain the expressed desires of the Student Body
  - B. Receive and act upon petitions from the Student Body
  - C. Enact policies, improve campus life, meet tangible student needs, protect student rights, and advocate student concerns
  - D. Be responsible for directly communicating with its constituents (classes, residence halls, etc.) on a monthly basis
  - E. Approve the annual budget of the Board of Representatives
  - F. Attend meetings of the Board of Representatives and the Student Congress
  - G. Appoint for itself a Treasurer, Secretary, and PR Director
  - H. Be responsible for administering surveys approved by the Executive Committee



- I. Appoint for itself ad-hoc committees to carry out the expressed desires of the Board of Representatives with the approval of the Vice President

Section 3. Qualifications for candidacy

- A. GPA of 2.25 or higher
- B. Shall be free from any probation set forth by the Administration

Section 4. Meetings

- A. The Board of Representatives shall meet together weekly, at a time and place established by the Vice President, unless suspended by a two-thirds majority vote at the previous weekly meeting.
- B. Any member of the Board of Representatives who is absent from three consecutive meetings without written excuse shall be placed on probation until three consecutive meetings are attended. Any unexcused absence after probation suspension shall result in probation renewal. Probation shall result in the revocation of the member's voting rights.
- C. The agenda of each weekly meeting shall be established by the Vice President. Any member of the Board of Representatives desiring to place an item on the agenda should communicate their request to the Vice President in advance.
- D. Official meeting minutes shall be properly recorded.

Section 5. Vacancy

*Refer to Article VIII, Section 4, B.10 of the Constitution*

Section 6. Faculty/Staff Advisors

- A. Qualifications
  1. Must be available to attend the weekly meetings of the Board of Representatives
  2. Must be aware of and agree to act in accordance with the Student Congress Constitution and its policies and procedures
- B. Duties
  3. Meet weekly with the Board of Representatives
  4. Act as a mentor to the members of the Board of Representatives
  5. Advise the members of the Board of Representatives on proper University procedure

**ARTICLE IV—ACTIVITIES BOARD**

Section 1. Membership

*Refer to Article X, Section 1 of the Constitution*

Section 2. Duties

- A. Finance, promote, regulate, and implement social events
- B. Approve the annual budget of the Activities Board
- C. Meet weekly to prepare for upcoming activities
- D. Appoint for itself a Treasurer, Secretary, and PR Director
- E. Attend weekly meetings of the Student Congress
- F. Plan and execute at least 3 major events/activities per semester

Section 3. Qualifications for acceptance:

- A. GPA of 2.25 or higher
- B. Free from any probation set forth by the Administration

Section 4. Procedure for acceptance:

- A. There shall be nine (9) seats available for returning students. Any returning student desiring to hold a seat on the Activities Board shall:
  - 1. Pick up an application from the Student Congress Office no later than the last Friday in March
  - 2. Return application to the Student Congress Office no later than the first Friday in April.
- B. There shall be three (3) seats reserved for new students. Any new student desiring to hold a seat on the Activities Board shall:
  - 1. Pick up an application from the Student Congress Office no later than the first day of classes in the Fall Semester
  - 2. Return application to the Student Congress Office no later than the second Tuesday of classes in the Fall Semester

Section 5. Applications shall be reviewed by the Executive Committee. Upon approval of the Executive Committee, qualified applicants shall be recommended to the Student Congress for a vote.

Section 6. Meetings

- A. The Activities Board shall meet together weekly, at a time and place established by the Executive Treasurer, unless suspended by a two-thirds majority vote at the previous weekly meeting.
- B. Any member of the Activities Board who is absent from three consecutive meetings without written excuse shall be placed on probation until three consecutive meetings are attended. Any unexcused absence after probation suspension shall result in probation renewal. Probation shall result in the revocation of the member's voting rights.
- C. The agenda of the weekly meetings shall be set by the Executive Treasurer. Any member of the Activities Board wishing to place an item on the agenda should communicate their request to the Executive Treasurer in advance.
- D. Official meeting minutes shall be properly recorded.

Section 7. Vacancy

*Refer to Article VIII, Section 4, D.10 of the Constitution*

Section 8. Faculty/Staff Advisor

- A. Qualifications
  - 1. Must be available to attend the weekly meetings of the Activities Board
  - 2. Must be aware of and agree to act in accordance with the Student Congress Constitution and its policies and procedures
- B. Duties
  - 1. Meet weekly with the Activities Board
  - 2. Act as a mentor to the members of the Activities Board
  - 3. Advise the members of the Activities Board on proper University procedure

## **ARTICLE V—STUDENT ORGANIZATIONS**

Section 1. Member Student Organizations Formation

- A. Minimums for Member existence:
  - 1. Proposed constitution
  - 2. Names of 20 possible organization members
  - 3. Names of possible faculty/staff advisors
  - 4. Demonstration of need, purpose, and its contribution to the Student Congress and the Student Body

B. Procedure for acceptance

1. The proposed Student Organization shall present the Executive Committee with the minimums for Member Organization existence.
2. Once approved by the Executive Committee, a representative of the proposed Student Organization shall present it before the Student Congress.
3. The Student Congress shall vote to recommend the organization by simple majority.
4. The proposed Student Organization shall go before the Student Life Committee for final approval.
5. Upon acceptance by the Student Life Committee, the new Student Organization shall become a member of the Student Congress, having all the rights and privileges of a Member Organization.

Section 2. Member Student Organizations shall work in cooperation with the Student Congress.

- A. The Student Congress has the right to request any document (i.e. meeting minutes, constitution, etc)
- B. All activities, fund-raisers, and projects which extend beyond the membership of the Student Organization shall be coordinated with Executive Director of Student Organizations to secure a place on the Student Congress Calendar.
- C. A membership list shall be given to the Executive Director of Student Organizations no later than three weeks after the first meeting of the organization.
- D. Any amendments made to a constitution of a Student Organization must be presented to the Executive Committee to determine if further action is needed.

Section 3. Member Student Organization funding

The Student Congress shall allot a set amount of funding for each new member Student Organization as set forth by the Student Congress.

Section 4. Member Student Organization Officer Qualifications

- A. GPA of 2.0 or higher
- B. Shall be free of any probation set forth by the Administration

Section 5. Affiliated Student Organizations Formation

- A. Minimums for existence:
  1. Proposed structure of organizational leadership
  2. Names of 20 possible organization members
  3. Names of possible Faculty or staff advisors
  4. Demonstration of need, purpose, and contribution to the Student Congress and the Student Body
- B. Procedure for acceptance
  1. The proposed Student Organization shall present the Executive Committee with the minimums for Affiliated Organization existence.
  2. Once approved by the Executive Committee, a representative of the proposed Student Organization shall present it before the Student Congress.
  3. The Student Congress shall vote to recommend the organization by a simple majority.
  4. The proposed Student Organization shall go before the Student Life Committee for final approval.
  5. Upon acceptance by the Student Life Committee, the new Student Organization shall be recognized by Student Congress having limited rights.
  6. Additional Stipulations of Affiliated Organizations:
    - i. Shall not be in competition with any Member Organization
    - ii. Shall not obtain voting or non-voting rights of the Student Congress

Section 6. Affiliated Student Organization Status Change

If an affiliated Student Organization wishes to become a Member Organization:

- A. The Affiliated Student Organization shall present the Executive Committee with a standing constitution for Member Organization existence.
- B. Once approved by the Executive Committee, a representative of the proposed Student Organization shall present the standing constitution before the Student Congress.
- C. The Student Congress shall vote to recommend the standing constitution by simple majority.
- D. The Affiliated Student Organization shall go before the Student Life Committee for final approval.
- E. Upon acceptance by the Student Life Committee, the Affiliated Student Organization shall retain Membership status in the Student Congress, having all the rights and privileges of a Member Organization.

Section 7. Faculty/Staff Advisors of Member/Affiliated Student Organizations

- A. Qualifications
  - 1. Must have an interest in the Student Organization
  - 2. Must be available for regular consultation with the officers/student leaders
  - 3. Must be aware of and agree to act in accordance with the Student Congress Constitution and its policies and procedures
  - 4. Must be aware of and agree to act in accordance with the constitution/structure of the organization and act in accordance with its policies and procedures
- B. Duties
  - 1. Meet regularly with the officers/student leaders of the organization
  - 2. Act as a mentor to the officers/student leaders of the organization
  - 3. Advise the officers/student leaders of proper University procedure

Section 8. Probationary Period

- A. In the case that a Student Organization averages below ten members each meeting for one semester, the Student Organization shall receive a written warning of probation from the Executive Director of Student Organizations.
- B. In the case that a Student Organization averages below ten members each meeting for two consecutive semesters, the Student Organization will be placed in a probationary period.
- C. During the probationary period, the voting rights of the president and vice president of the Student Organization shall be suspended.
- D. The Student Organization shall be free from probation after averaging above ten members each meeting over the period of one semester.
- E. The Student Organization shall be considered dormant after two consecutive semesters of probation.

Section 9. Dormancy Procedures

- A. If the attendance of a Student Organization on probation fails to average at least ten members each meeting over two consecutive semesters, the Student Organization shall be considered dormant. The constitution of the Student Organization shall be kept on file with the Executive Director of Student Organizations as well as the Executive Secretary (for Member Organizations).
- B. In the case that all officer positions of a Student Organization are vacant:
  - 1. The Executive Director of Organizations shall examine the standing constitution of the Student Organization and determine the actions deemed necessary as set forth in its procedures (for Member Organizations).
  - 2. The Executive Director of Organizations shall meet with the Advisor for the Student Organization to determine possible student interest in any officer position from within its membership.
  - 3. If the officer positions are not filled within the semester of its current operation, the Student Organization shall be considered dormant.

Section 10. Termination Procedures

- A. After two consecutive semesters of dormancy, the organization shall be considered terminated, and the membership/affiliation of the organization with the Student Congress shall be dismissed.
- B. The Executive Director of Student Organizations shall compose a resolution to terminate Student Congress recognition of the organization. The resolution shall be voted upon by the Student Congress.
- C. The constitution or record of existence of the Student Organization shall be filed with the Executive Secretary.
- D. Upon official termination determined by the Student Congress, any funds remaining in the account of the organization shall be transferred to the Student Congress account for use in funding new Member Student Organizations.

Section 11. Reviving a Terminated Student Congress Organization

If there is considerable interest in reviving a terminated Student Organization, the procedure described in Article V, Section 1 shall be followed.

**ARTICLE VI—ADVISORS AND SPONSORS**

Section 1. All advisors/sponsors of Student Organizations, the Board of Representatives, the Activities Board, and the Executive Committee shall be appointed annually by the Vice President of Student Services.

Section 2. In the event of a vacancy of an advisor/sponsor position, notice shall be given immediately to the Vice President for Student Services who shall appoint a new advisor/sponsor meeting all the qualifications. *(Refer to Article XI, Section 5 of the Constitution, Article III, Section 6; Article IV, Section 8; and Article V, Section 7 of the By-Laws for qualifications.)*

**ARTICLE VII—STUDENT CONGRESS MEETINGS**

Section 1. Student Congress Weekly Meetings

The Student Congress shall meet together weekly at a time and place established by the Executive Committee, unless suspended by a two-thirds majority vote at the previous weekly meeting.

Section 2. Absences

Any member of the Student Congress who is absent from three Student Congress meetings without written excuse shall be placed on probation until three consecutive meetings are attended. Any unexcused absence after probation suspension shall result in probation renewal. Probation shall be in accordance with a member's voting status.

- A. A voting member shall have his/her voting privileges revoked
- B. A non-voting member shall have his/her meeting discussion abilities revoked

Section 3. In accordance with the representative nature of the Student Congress, students are encouraged to be directly involved in weekly meetings. Any student who is not a member of the Student Congress and wishes to address that body may do so, provided he/she follows proper procedure.

- A. The student shall present his/her proposal or announcement in writing to a Student Congress member.
- B. The Student Congress member shall present the written proposal or announcement to the Executive Committee.
- C. Upon approval, the Executive Committee shall place the item on the agenda for the weekly meeting deemed best.
- D. The student, being informed of his/her inclusion on the agenda, shall attend that weekly meeting, personally making the proposal or announcement.
- E. Official meeting minutes shall be properly recorded.

**ARTICLE VIII—QUORUM**

The Student Congress shall reach a quorum with full ability to act when the simple majority of its voting membership is present. Votes cast shall represent the totality of the Student Congress.

**ARTICLE IX—AMENDMENTS TO THE BY-LAWS**

In the event that these By-Laws, by reason of present on-going circumstance or inapplicability, are deemed necessary of amendment, the process for such amendment shall be as follows:

- A. A typed resolution, written in proper form and stating clearly the reasons for amendment, shall be presented to the Executive Committee for recommendation.
- B. Upon recommendation the Executive Committee shall place the resolution for amendment on the agenda of the next meeting of the Student Congress.
- C. The amendment shall be approved by a simple majority vote of the Student Congress.
- D. The amendment shall be ratified by the Student Life Committee.

*Any editorial markings listed in italics may be updated without having to follow the procedures for Amendment as listed in Article IX.*

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Recommended by the Student Congress on January 31, 2008.  
Recommended by the Student Life Committee on February 2, 2008  
Recommended by the Administrative Committee on February 12, 2008  
Proposed to the Student Body on February 13, 2008  
Adopted by the Student Body on February 15, 2008