

GENEVA COLLEGE STUDENT UNION CONSTITUTION

Revised Spring 2012

Article I. Name

The name of this student union shall be the Geneva College Student Union, hereafter referred to as the GCSU. The GCSU is comprised of two bodies: the Executive Staff and the Student Representatives.

Article II. Purpose, Vision, and Objective Statements

Section 1. Mission Statement

The mission of the GCSU: We are a group of students guided by biblical principles and rooted in Christ, who enhance the student experience by being the collective voice of the students to express their cares, concerns and desires about campus and the institution of Geneva College and act upon them.

Section 2. Vision Statement

The GCSU shall be dedicated to serving the Geneva College Student Body. The GCSU shall exercise the following values as ethical standards in the pursuit of its mission by being:

- Committed
- Good stewards
- Proactive
- Professional
- Respectful
- Friendly
- Hard working
- Understanding
- Consistent
- Honest

Section 3. Objective Statement

At the beginning of the academic year, the GCSU shall create two documents to aid in the execution of its mission and vision. The following will be reviewed and updated as needed:

- Annual and semester budgets
- Annual and semester goals

Article III. Organization

Section 1. Membership

- A. Members of the GCSU shall serve for one academic year, unless given permission for a shorter term, by the Director of Student Leadership Development.
- B. Members of the GCSU shall be either elected or hired. The Executive Staff and Class Presidents shall be elected by the student body. All other Student Representative Positions will be hired by the incoming Executive Staff, with input from the current Executive Staff, the GCSU GA, and Director of Student Leadership Development.
- C. GCSU Offices
 - 1. Executive Staff Members:
 - Executive President
 - Vice President of Clubs
 - Vice President of Finance
 - Vice President of Communication
 - 2. Student representatives:
 - Class Presidents
 - Student Representatives for Clubs
 - Student Representative for Finance
 - Graphic Designer
 - Social Media Manager
 - Visual Media Manager
 - 3. Advisors
 - Director of Student Leadership Development and Retention
 - Graduate Assistant for the GCSU
- D. Voting Members
 - 1. All members of the GCSU are voting members:
 - Executive Staff
 - Representatives
 - 2. The Executive President, or presiding officer shall cast the deciding vote in the case of a tie.
 - 3. Only Union members and advisors are allowed to be present during voting; non-Union members must leave the room during non-procedural voting.

Section 2. Requirements for GCSU members

- A. Candidates for each office shall:
 - 1. Maintain at least a 2.5 GPA
 - 2. Uphold a full-time student status upon election and throughout entire term
- B. Executive Staff Candidates:
 - 1. The Executive President and Vice President of Clubs must hold junior, senior, or non-graduating senior status in the fall semester of their term of service. The Executive President

Position requires one year of previous GCSU experience. A candidate for the Vice President of Clubs position can be eligible with one year of club leadership or one year of previous GCSU experience.

2. The Vice President of Communication and the Vice President of Finance must hold a sophomore, junior, or non-graduating senior class status in the fall semester of their term of service. The Vice President of Finance must have relevant accounting/finance experience. The Vice President of Communication should have relevant communication experience or a previous year of GCSU experience.
3. All applications for any position should be reviewed by current executive officers, the Director of Student Leadership Development and the Graduate Assistant for the Geneva College Student Union.

Section 3. Meetings of the GCSU

- A. The Geneva College Student Representatives shall meet on a bi-weekly basis. With the Executive President as the presiding officer. Should the Executive President not be present, the chain of command is as follows: Vice President of Clubs, Vice President of Finance. At no time should the Vice President of Communications be the presiding officer as it is his/her duty to record the minutes.
- B. On the off week, the Executives shall hold meetings with their respective Cabinet members.
- C. The Executive Staff shall have authority to call a meeting of the entire GCSU if it is necessary.
- D. There shall be at least two executive officers present in order for a Union meeting to be held.
- E. There shall be at least two thirds of Union members present to hold a meeting.

Section 4. Vacancies

- A. If a GCSU position becomes vacant it shall be filled within one month.
- B. Executive Staff Vacancies:
 1. In the case of an Executive Staff vacancy, the remaining Executive Staff members and the GA would organize an election to fill the position.
 2. If, for any reason, the office of the Executive Staff President becomes vacant the Vice President of Clubs shall succeed him/her. All other Executive staff vacancies shall be filled by the class presidents (in order of succession) until the election winner fills the position(s). A special election is to be held to fill these vacancies as well. This special election is to be conducted by the Communications cabinet.
- C. The Executive Staff and Representatives shall inform the entire GCSU of vacancies and the appointment or election of new members.

Article IV. Powers and Duties

Section 1: General Powers and Duties

- A. The GCSU shall have authority to approve, disapprove, and coordinate any extracurricular or fundraising activity not specifically delegated to a college department. The GCSU is not responsible for material losses incurred during a group activity.
- B. The GCSU or the Executive Staff shall have authority to audit any organization's treasury book at any time. The treasurers of all organizations shall keep their books in a uniform manner, as directed by the GCSU and the Business Office. Any organization whose book is found in disorder shall be suspended from college life until its book is balanced.
- C. Each spring, the GCSU annual work report shall be submitted, by the Executive Staff President to the college President who will present it to the Board of Trustees at the end of the term.
- D. The GCSU shall act as a liaison for the administration, faculty, and student body in order to promote communication in the interest of community development.
- E. The GCSU shall, once a year, hold a Town Hall meeting to provide a public forum for students, faculty and administration to voice concerns and opinions about important issues and problems facing the Geneva community. Attendance is mandatory for all Union members, unless special permission is granted by the GCSU GA.
- F. The GCSU shall, twice a year, hold a community service project called "Our Town" in which students are recruited and serve the community of Beaver Falls by being servant leaders to its residents. Attendance is mandatory for all Union members, unless special permission is granted by the GCSU GA.
- G. The GCSU shall organize The President's Dinner on designated days from the President throughout the semester. This event is an effort from the GCSU and the President to connect more with students, and to get to know what is happening on Geneva's campus.
- H. Members of the GCSU shall submit Leadership Development Plans to the GCSU CA and meet with the GCSU GA by Fall Break in order to discuss these plans.
- I. Mid-year evaluations and end-of-year evaluations should be conducted amongst all members of the GCSU. All Representatives will be required to meet with the Executive President, the GCSU GA and the Director of Student Leadership Development before the end of each semester.

Section 2. Responsibilities of the Executive Staff

- A. General Responsibilities
 - 1. The Executive Staff shall plan and run GCSU meetings bi-weekly.

2. The Executive Staff shall direct the GCSU, and oversee its mission and progress.
3. The Executive Staff shall meet once a week to discuss the progress of the GCSU, review any submitted proposals, develop an agenda for the week's Union meetings and discuss and plan upcoming events.
4. Each spring, the current Executive Staff shall inform the incoming Student Representatives and executives of their responsibilities, as well as train the incoming Representatives.
5. Executive Staff members shall meet regularly with the GCSU advisers, including one-on-one meetings.
6. The Executive Staff shall send out bi-monthly newsletters detailing the actions and plans of the GCSU.
7. It is the responsibility of each Executive Staff member to submit a list of offenses/negligent acts to the Executive President and the GCSU GA every two weeks.

B. Individual Responsibilities:

1. Executive President:

- a. Works in conjunction with other Executive staff members to ensure smooth operation of the entire GCSU.
- b. Serves as an ex-officio member of all committees and sub-committees.
- c. Strives to develop a meaningful relationship with the GCSU Advisor, and Director of Student Leadership Development; weekly one-on-one meetings; co-leads Executive Staff meetings.
- d. Holds Student Representatives accountable to communicate with the student body about the progress of the GCSU.
- e. Is accountable to the student body, the Graduate Assistant advisor, and the Director of Student Leadership Development.
- f. Works with college officials to meet the needs of the Geneva Student Body (Primarily the Dean of Students).
- g. Appoints students representatives to campus committees at the beginning of the school year and whenever the need arises.
- h. Makes a report of the actions of the previous year, including recommendations for the new GCSU at the conclusion of his/her term.

- i. Seeks to hear the concerns of the student body and address those concerns through programming, policy change, or campus improvement; serves as the primary spokesperson of the GCSU.

2. Vice President of Student Clubs:

- a. Works in conjunction with other Executive staff members to ensure smooth operation of the entire GCSU, specifically focusing on the direction and accountability of student clubs.
- b. Serves as an ex-officio member of all committees and sub-committees.
- c. Strives to develop a meaningful relationship with the GCSU Advisors, as well as with faculty and staff.
- d. Trains the new Vice President of in the spring semester.
- e. Keeps a report of actions taken throughout the year, in order to assist the new Vice President of Clubs.
- f. Is directly responsible to the Executive President and performs the duties of the President in his or her absence.
- g. Assumes the office of President if the office becomes vacant during the year.
- h. In cooperation with the President, establishes and maintains relationships and communication with members of the faculty, administration, alumni, trustees, and students. Addresses issues and concerns.
- i. Chairs the Club President's Round Table.

3. Vice President of Finance:

- a. Works in conjunction with other Executive staff members to ensure smooth operation of the entire GCSU, specifically focusing on maintaining the budget.
- b. Strives to develop meaningful relationships with fellow GCSU members, administration, advisors, and the Business and Purchasing Departments.
- c. Gives recommendations regarding funding decisions during GCSU meetings.
- d. Manages all books, documents, and papers dealing with finances.
- e. Provides training to club treasurers for proper handling of club funds.

- f. Works with club treasurers to solve budgeting issues and holds them accountable.
 - g. Responsible for all financial records and transactions of the GCSU.
 - h. Trains the new incoming Vice President of Finance in the spring to ensure a smooth transition.
4. Vice President of Communication:
- a. Works in conjunction with other Executive staff members to ensure smooth operation of the entire GCSU, specifically focusing on external communication.
 - b. Strives to develop a meaningful relationship with the GCSU Advisors as well as with the College Webmaster and the Director of Public Relations.
 - c. Trains the new Vice President of Communication in the spring semester to ensure smooth transition.
 - d. Keeps a report of actions taken throughout the year, in order to assist the new incoming Vice President of Communication.
 - e. Maintains and revises the GCSU Constitution as needed.
 - f. Fosters collaborative communication.
 - g. Keeps a record of attendance and proceedings of all meetings of the GCSU, properly displays minutes of all GCSU meetings, and distribute them to the appropriate faculty/ staff.
 - h. Has charge of all books, documents, and papers other than those dealing with finances.
 - i. Oversees the Student Union website with staff support and webmaster and external communication from the Student Union.

Section 3: Member Accountability and Removal Procedure

- A. It is within the discretion of the Executive Staff to withhold pay of any Cabinet representatives who are not adequately fulfilling his or her duties or acting negligently. These actions include, but are not limited to:
 - 1. Missing a Union meeting without prior notice and finding a replacement
 - 2. Skipping a Cabinet meeting/Committee without prior notice
 - 3. Unexcused Absence at GCSU event
 - 4. Insubordination
 - 5. Not fulfilling other GCSU obligations

- B. The Accountability Process to be followed by the Executive Staff is as follows:
1. After the first meeting missed without notification and replacement by a Representative he or she will receive a warning.
 2. After the second negligent act, the Executive Staff will make the formal decision to withhold the next week's pay of the Representative. He or she will be notified and will not receive the following week's paycheck.
 3. After the third act of negligence the Executive Staff will follow through with one or more of the following:
 - a. A second week of pay will be withheld from the individual.
 - b. Executive Staff begins the impeachment process.
 - c. Executive Staff recommends to the Union that they begin the impeachment process.
 4. Four or more acts of negligence will automatically result in the loss of a week's pay per act of negligence unless otherwise decided by the Executive Staff.
- C. If it is decided that the Impeachment process should begin, the following will occur:
- a. The individual will give his or her defense to the whole GCSU, then step out of the room.
 - b. The rest of the GCSU will review and discuss the case.
 - c. The GCSU will then vote, with a 2/3 vote required for the individual to be impeached.
- D. Money withheld from paychecks will be returned to the GCSU at the end of the year and entered into the following year's budget.

Article V. Union Procedures

Section I. Meeting Procedures

- A. Majority Rule: The minority has the right to be heard but once a decision has been reached by a majority of the members present and voting, the minority must then respect and abide by the decision. This applies to all votes on proposals and proposal amendments.
- B. Two-Thirds Rule: A two-thirds vote is necessary for changing constitutional amendments and calling the question.
- C. Motions must receive full debate: No one member, even the presiding officer, may end debate on the issue. This can only be done by calling to question, which, if seconded, must be supported by a two-thirds vote. If a motion to call the question is not passed on a two-thirds vote, the motion to call the question fails and discussion can continue until all debate is over or until another motion to call the question is made. Calling the question may ONLY be done if conversation about a certain issue has gone 10 minutes or longer, there is no progressive conversation about an issue or if an issue is extremely divisive and it is necessary to maintain order on the Union floor. Any voting member may call the question.

- D. Motions and Voting: Whenever an issue is brought forth, whether it be a proposal or passing the minutes, a motion is needed to proceed. This is done by the party bringing forth the proposal (I move to discuss...). A second is needed to open discussion on the Union floor. After full debate a motion must be made to pass, amend or table the proposal and a second is needed to begin voting. Members must then vote by raising their right hand. Members may either vote in favor, opposed, or abstaining (Only due to conflict of interest). A majority rule is used to decide the voting on a proposal. Abstention does not count in the tally of votes.
- E. Tabling Motions: Motions may be tabled until a further meeting date, which must be specified verbally and in the minutes, because of lack of information or other reasons. This motion must be supported by a majority rule vote. On the future date that the tabled proposal is to be discussed, a motion to discuss the proposal as normal is made and any new information presented. If enough information is available and all other reasons handled then the proposal may move forward as normal.
- F. Proposal Amendments: Amendments are used to change the wording of motions in order to make them clearer, enable stipulations, or change the previous motion. Amendments must be voted on before the original motion and require a majority rule to be enacted.
- G. Minutes: Each week the Union will review the typed minutes from the previous week's meeting. Reviewing these minutes gives the GCSU the opportunity to ensure that business was recorded as they remember it.
- H. At each Cabinet meeting a bi-weekly update must be prepared in order to report to the rest of the GCSU the progress each Cabinet is making.

Section II. Functional Cabinets

- A. The Executive President's Cabinet: Comprised of all the Class Presidents. All Representatives in this Cabinet would focus on implementing the mission through projects and events. This Cabinet would help the Executive President coordinate with the other Cabinets to execute the GCSU mission.
 - 1. Class President (Senior): Coordinate Senior Night and Senior Class Gift; serve as the Senior Class representative on the Upperclassman Committee and any other events/institution functions as needed.
 - 2. Class President (Junior): Serve as the Junior Class representative on the Chapel Committee and any other events/institution functions as needed.
 - 3. Class President (Sophomore): Serve as the Sophomore class representative on the Chapel Committee and any other events/institution functions as needed.
 - 4. Class President (Freshman): Serve as the Freshman Class representative on the First Year Experience Committee and any other events/institution functions as needed

- B. The VP of Clubs Cabinet: Comprised of the two Student Representatives for Clubs, this Cabinet would focus on developing the Club program on Geneva's campus with the VP of Clubs and the Graduate Assistant. They would each be responsible to co lead (with the VP of Clubs) one mandatory all club event; assist in promoting the club system; and assist in assessing the effectiveness and organization of the club system. Such responsibilities would include: assisting the clubs with advertising, retention and sustainability, fundraising, co-programming, insurance waivers, co-programming efforts, promoting club and any other needs the clubs may have.
- C. The VP of Finance Cabinet: This Representative would assist the VP of Finance with all financial matters for the GCSU and ensures faithful stewardship of the GCSU budget. He/she would serve as a representative on committees twice monthly. This Representative will also be in charge compiling and presenting proposals to the GCSU regarding budget issues and non-club related proposals.
- D. The VP of Communications Cabinet: Comprised of Visual Media Manager, Social Media Manager, and Graphic Designer. All Representatives in this Cabinet would focus on getting the GCSU message out to the campus community and gathering student opinion.
1. Graphic Designer: This person's job would include designing signs for GCSU events, working to increase student awareness of the GCSU with publications- such as the newsletter, mailbox stuffers. They would help to communicate the current happenings of the GCSU in the publications aspect of communicating.
 2. Social Media Manager: This person would manage GCSU accounts and use them to update the student body of events, use them as an avenue to hear the students' opinions, and use them as a location to encourage discussion between the GCSU and the student body.
 3. Video Manager: This person's job would be communicating the GCSU events and projects to the student body through video avenues. They would create short videos for Chapel, create online videos for the GCSU websites and social media sites, and record GCSU events.

**This version of the Constitution and its amendments was passed on
April 23, 2012 by a unanimous vote of 12-0-0.**

