

# Geneva College Student Union Constitution

*(Revised April 2007)*

## **The Preamble**

We the students of Geneva College, in order to promote an environment that will contribute to the development of servant leaders in the Kingdom of Christ; to develop student's spiritual, mental, physical and social well-being; to genuinely empower their voice; and to foster a spirit of unity among them; we hereby establish this constitution for the student body of Geneva by the authority vested in us by the Board of Trustees and the Administration.

## **Article 1 – Name**

The name of the student government shall be the Geneva College Student Union, hereafter referred to as the GCSU.

## **Article 2 – Mission, Vision, Code of Ethics, and Actions**

### Section 1: Mission

The mission of the GCSU shall be to glorify God by serving the undergraduate student body, to mediate between students and the administration, and generally to promote the growth of the college. Toward these ends the GCSU shall represent the student body in the overall affairs of the College, oversee activities designated to it and agreed upon by the GCSU, exercise stewardship of student body funds, and control the allocation of student club and organization funds.

### Section 2: Vision

The GCSU will be a body that builds and sustains student leadership. It will equip its members for life by providing them with valuable skills and opportunities to grow. The executive staff must continue to look to the future. They will be responsible for sharing their vision with both students and the administration in the hope that the GCSU will have a greater impact on the campus as a whole.

### Section 3: Code of ethics

The GCSU will adhere to a code of ethics in pursuit of its mission by being committed to excellence, practicing good stewardship, proactively seeking results, conducting oneself professionally, and being respectful in character.

### Section 4: Actions

The GCSU will use teamwork to fulfill its mission.  
The GCSU will analyze and evaluate its progress.  
The GCSU will learn from its mistakes and celebrate its successes.

## **Article 3 – Organization**

### Section 1: Structure and Membership

The Geneva College Student Union shall consist of one head and three branches, totaling 31 regular members. Members of the GCSU shall serve for one academic year. GCSU candidates and members are required to maintain a 2.0 GPA. They shall also uphold a full-time student status upon election and throughout the entire term.

A. The Head: Executive Staff

- a. Election: The Executive Staff is elected by the student body at large, with the exception of the Executive Coordinator who is hired by the Student Activities Director.
- b. Consists of: The five executive officers make up the Executive Staff.
- c. Positions: The executive officers include the Student Body President, Executive Vice President, Executive Secretary, Executive Treasurer, and Executive Coordinator.
- d. Membership:
  - i. The Student Body President and Vice President shall be elected from the current sophomore, junior, or non-graduating senior class. Both offices require one year of previous GCSU experience.
  - ii. The Executive Staff Secretary and Treasurer are to come from the current freshman, sophomore, junior, or non-graduating senior class. The Executive Treasurer should have accounting experience.
- e. Voting: The Executive Staff shall have voting rights in both the Student Senate and the Residential Council. The moderator of the meeting shall vote only in case of a tie. In the case that a proposal comes before both the Student Senate and the Residential Council, the Executive Staff shall have voting rights only when the proposal is heard in the Student Senate.

#### B. Branch 1: Student Senate

- a. Election: The class senators are elected by the student body according to their individual class (freshman, sophomore, junior, and senior).
- b. Consists of: Each class has three senators who make up the Student Senate. They include the President, Secretary, and Treasurer.
- c. Voting: All elected members of the Student Senate are voting members.

#### C. Branch 2: The Residential Council (RC)

- a. Election: The residential counselors are appointed by the current and incoming Executive Staff.
- b. Consists of: The ten residential counselors make up the Residential Council.
- c. Positions: The residential counselors include one representative from each residence hall plus one commuter representative.
- d. Voting: All hired residential counselors are voting members of the Residential Council.
- e. The Executive Staff has the authority to change the number of residential counselors based on changes in college housing.

#### D. Branch 3: The Activities Coordinators

- a. Election: The Activities Coordinators are hired by the Student Activities Director.
- b. Consists of: The four Activities Coordinators and the Executive Coordinator make up Student Activities.
- c. Voting: The four Activities Coordinators are non-voting members.

#### E. Non-Elected Representatives

- a. The Cabinet
- b. The Student Activities Director

- c. Faculty Advisor
- d. Non-Elected Representatives are non-voting members.

## Section 2: Meetings

- A. The Student Senate and the Residential Council shall meet weekly and biweekly, respectively. It shall be the responsibility of the Executive Staff to determine the meeting times and location.
- B. The Student Senate and the Residential Council meetings shall be open to all students.
- C. The Executive Staff shall have authority to call a meeting of the entire GCSU if it deems necessary.
- D. The Student Activities Coordinators shall meet weekly. The director and executive student activities coordinator will determine the meeting time and location.
- E. All non-voting members have the privilege of the floor.

## Section 3: Vacancies

- A. If a GCSU position becomes vacant it shall be filled within one month.
- B. Executive Staff Vacancies:
  - a. In the case of an Executive Staff vacancy, the Elections Committee shall hold and election to fill the position.
  - b. If, for any reason, the office of the Student Body President becomes vacant the Vice President shall succeed him/her. All other Executive staff vacancies shall be filled by the senior class officers until the election winner fills the position (s).
- C. Student Senate Vacancies:
  - a. The class president shall be responsible for nominating to fill any vacancy among his/her class officers.
  - b. A majority vote by the Student Senate shall be required to elect a new candidate.
- D. Residential Council Vacancies:
  - a. The executive staff will interview and appoint new residential counselors with the support of the respective residential director.
- E. Activities Coordinators Vacancies:
  - a. The student activities director and executive student activities coordinator will interview and appoint new student activities coordinators.
- F. All sections including: Executive Staff, Student Senate, RC, and Student Activities shall inform the entire GCSU of vacancies and the appointment or selection of new members.

## Section 4: Finances and Budget

- A. The GCSU shall manage funds received from Geneva College for the purpose of accomplishing its mission. These funds shall be kept in a Geneva College account maintained by the Business Office.
- B. Funds in the GCSU account shall be allocated by the Student Senate.
- C. Programs organized by the Activities Coordinators shall be funded from the Geneva College Student Activities account.
- D. At the beginning of the academic year, the Executive Treasurer shall, working in cooperation with the Executive Staff, prepare a budget for the GCSU.
  - a. The Executive Treasurer shall maintain the budget of the GCSU while working with the Budget Committee during the academic year.
  - b. The budget shall specify an amount of money to be allocated to the Residential Council. These funds may be used by the Residential Council in order to accomplish its objectives.

## Article 4 – Power and Duties

### Section 1: General Powers and Duties

- A. The GCSU shall have authority to approve, disapprove, and coordinate any extracurricular or fund-raising activity not specifically delegated to a college department. The GCSU is not responsible for 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 have its account suspended until its book is balanced.
- C. Each spring, the GCSU's annual work report shall be submitted, by the Student Body 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.

### Section 2: Responsibilities of the Executive Staff

- A. General Responsibilities
  - a. The Executive Staff shall direct the GCSU, and oversee its mission and progress.
  - b. The Executive Staff shall meet once a week to discuss the progress of the GCSU.
  - c. Executive Staff members shall meet regularly with Student Union advisors.
  - d. The duties of the Executive Staff shall be to:
    - i. Allocate funds (not to exceed \$500 during a given academic year) for the good of the student body.
    - ii. Represent the students to the college administrators.
    - iii. Submit a report each September to the students concerning goals and policies it feels should be enacted by the GCSU.

- e. Each spring, the current Executive Staff shall inform the incoming Executive Staff of their responsibilities.

## B. Individual Responsibilities

### a. Student Body President

- i. Presides over the meetings of the Executive Staff.
- ii. Presides over the meetings of the Student Senate.
- iii. Serves on the Judicial Committee.
- iv. Shall establish and maintain relationships with the members of faculty, administration, alumni, trustees, and students.
- v. Votes in the instance of a tie vote in the Student Senate.
- vi. May call meetings of the Executive Staff.
- vii. Meets regularly with the Dean of Students.
- viii. Appoints students to campus committees at the beginning of the academic year and whenever the need arises.
- ix. May form special committees or taskforces.
- x. Shall keep the GCSU informed of any Geneva students who have had a death in their immediate family and shall send flowers on behalf of the student body.
- xi. Makes a report of the actions of the previous year, including recommendations for the new GCSU at the conclusion of their term.
- xii. Has the power to call a closed meeting of the Student Senate.
- xiii. Shall be an ex-officio member of all committees and subcommittees.
- xiv. Ends his or her term at the last meeting of the school year. However, the new Student Body President shall begin his or her term at the same time; it is up to the former president to decide as to whom shall lead the last meeting.
- xv. The Student Body President shall preside over the Residential Council in the absence of the Executive Vice President.

### b. Executive Vice-President

- i. Presides over the Residential Council.
- ii. Serves on the Judicial Committee.
- iii. Maintains the GCSU Constitution.
- iv. May form special committees or taskforces for the Residential Council.
- v. Shall be directly responsible to the President.
- vi. Shall perform the duties of the Student Body President in his or her absence.
- vii. Shall assume the office of Student Body President if the office becomes vacant during the year.
- viii. Shall, in cooperation with the Student Body President, establish and maintain relationships with members of the faculty, administration, alumni, trustees, and students.
- ix. Shall be an ex-officio member of all committees and subcommittees.
- x. Votes in the instance of a tie in the Residential Council.

### c. Executive Secretary

- i. Keeps a record of attendance and proceedings of all meetings of the GCSU.
- ii. Serves on the Judicial Committee.
- iii. Shall properly display minutes of all GCSU meetings.
- iv. Carries on all necessary correspondence for the GCSU.
- v. Has charge of all books, documents, and papers other than those dealing with finances.
- vi. Shall be in charge of overseeing the maintenance of the Student Union bulletin board and may enlist the help of class secretaries.
- vii. Oversees the Student Union website.
- viii. Oversees the external communication from the Student Union.

d. Executive Treasurer

- i. Serves as the chair of the Budget Committee.
- ii. Shall be responsible for all financial records and transactions of the GCSU.
- iii. Gives weekly expenditures reports to the GCSU and makes itemized reports available to all students upon request.
- iv. Reminds all treasurers of organizations having accounts under GCSU control of their responsibilities. This shall include an initial letter to all the new treasurers at the beginning of the academic year.

e. Executive Coordinator

- i. Shall work in close cooperation with the Student Activities Director to lead the Activities Coordinators in the planning of all campus events.
- ii. Leads meetings of the Activities Coordinators.
- iii. Shall work to ensure collaboration among Activities Coordinators and the rest of the GCSU.
- iv. Shall hold Activities Coordinators accountable for various responsibilities and tasks.
- v. Shall, in addition to the above responsibilities, have all the powers and duties associated with the position of Activities Coordinator.

### Section 3: Member Removal Procedure

#### A. Impeachment Procedures

- a. If any executive staff member fails to fulfill his or her duties or no longer meets the requirements of their position, the member's name and a written charge shall be brought to the Senior Class President.
- b. The Senior Class President shall provide a copy of the written charge to the accused executive staff member and to the advisors of the GCSU.
- c. The Senior Class President shall bring together the other class presidents to investigate the written charge against the executive staff member in question and report their findings to the Student Senate.
- d. If the class presidents determine that the individual should be impeached, then they shall inform the individual and the GCSU in writing.

- e. The charges shall be brought in full before the Student Senate by the Senior Class President. The executive staff member in question shall be allowed to make a statement in defense. Following the charges and the defense, the Student Senate shall vote to impeach the individual. A two-thirds vote of the Student Senate is needed in order to remove the executive staff member. The executive staff member in question shall vote only if they are a voting member; no voting member shall be allowed to abstain in the vote.

#### Section 4: Amending the Constitution

- A. Amendments to the constitution must be submitted in writing at regular GCSS meetings. The GCSS shall review the proposal. It must be approved by a two-thirds vote.