



MILLIGAN

STUDENT GOVERNMENT
ASSOCIATION

By-Laws



Mission Statement

The purpose of the Milligan University student government association is to build strong community by encouraging and uplifting the student body. Through communication, campus involvement, and community outreach, the student government seeks to serve God and build Milligan University into a spiritual powerhouse, so we leave behind a lasting legacy.



PREAMBLE

We, the students of Milligan University:

Recognize in full the responsibilities bestowed upon us by the President of the University under the authority of the Board of Trustees;

Formulate and execute a student government whose duties and liberties shall be determined by the above parties who entrust in this student organization the authority to perform their necessary actions;

Represent our constituents, to whom this body shall regularly report, in order to stimulate communication and to participate in the determination of University procedures;

Create and maintain attitudes conducive to academic advancement, to create and maintain a spiritual environment, to promote a well-balanced campus social life, and to develop a greater spirit of active citizenship;

do hereby set forth these *By-Laws and Handbook* of the Student Government Association.



ARTICLE I

SUFFRAGE AND MEMBERSHIP

- Section 1.** Every student of Milligan University shall be a member of the student body and shall enjoy equal rights of suffrage under this government;
- Section 2.** The Student Government Association (hereinafter SGA) shall consist of an Executive Cabinet, Student Senate, Faculty Adviser, Staff Adviser, and all committees provided for in these *By-Laws*;
- Section 3.** All members of the SGA should be of high moral standards, be respectable among the student body, and live within the guidelines of the “Expectations & Responsibilities for Student Lifestyle” and “Student Conduct Guidelines” in the *Student Handbook*;
- Section 4.** Membership in SGA shall be open to all undergraduate students;
- Section 5.** All members of SGA are to be full-time students of good academic standing at the time of their election or appointment and during their term of office;
- Section 6.** The voting members of SGA shall consist of students elected by the student body as its representatives who are designated as follows: President, Vice President, Secretary, Treasurer, president of each class, two male representatives from each class, and two female representatives from each class;
- Section 7.** The non-voting membership of SGA shall consist of students or employees of the University as its representatives who are appointed by the President and approved by the voting officers of the executive cabinet and designated as follows: Parliamentarian, Faculty Adviser, Staff Adviser, and any other positions defined by SGA.



ARTICLE II

ORGANIZATION

- Section 1.** Student Government at Milligan University is structured as follows:
- A. SGA consists of four categories: The Executive Cabinet, the Student Senate, Committees, and two Advisers;
 - B. The Executive Cabinet shall consist of five members, as described below:
 1. The four voting members, elected by the student body, are the President, Executive Vice President, Vice-President of Finance, and Secretary;
 2. The one non-voting member is the Parliamentarian;
 - C. The Student Senate shall consist of a minimum of eighteen members, including the president of each class and two male and two female representatives from each class. All members listed in this sub-section are senators and voting members of SGA;
 - D. The membership shall be divided into four standing committees: Student Life, Student Concerns, Student Relations, and Events;
 - E. SGA will have one faculty and one staff advisor.



ARTICLE III

EXECUTIVE CABINET

Section 1. Membership of the Executive Cabinet is defined in article II.

Section 2. All executive power herein granted shall be vested in the President, Executive Vice President, Secretary, and Vice-President of Finance of the student body, who shall be elected by the student body concurrently with the Student Senate.

Section 3. The Executive Cabinet shall:

- A. Organize, advise, oversee, and otherwise lead SGA, as directed by the President;
- B. Coordinate communication and cooperation among the various student organizations of Milligan University as well as between students and the administration, faculty, and staff;
- C. Oversee activities undertaken by SGA or by any of its committees;
- D. Review the SGA budget for submission to the Student Senate, the Campus Activities Director, and the Vice President for Student Development. The budget must be approved by all members of the Executive Cabinet before it is submitted.

Section 4. The President of SGA

- A. Powers and Duties, The President of the student body shall:
 1. Represent the interests, concerns, and needs of the student body;
 2. Preside over meetings of the Student Senate;
 3. Appoint chairpersons to all standing committees, with approval of the Executive Cabinet;
 4. Appoint two student members to the Disciplinary Committee, Faculty Adviser, Parliamentarian and Staff Adviser, and remove any of these officers who fail to uphold the responsibilities and purposes of SGA, all of which is subject to the approval of a majority of the Student Senate;
 5. Appoint assistants to the President or to the Executive Cabinet as he/she deems necessary, and to remove any of these assistants whose reason for appointment expires or who fail to uphold the responsibilities and purposes of SGA, all of which is subject to the approval of the Executive Cabinet;
 6. Delegate tasks and responsibilities within the Executive Cabinet; and
 7. Oversee all publications and other communications of SGA.
- B. Qualifications: Any candidate for the office of President of SGA shall:
 1. Be a rising junior or senior, according to years of enrollment at Milligan;
 2. Have a minimum 2.50 cumulative grade-point average and a minimum 2.50 grade-point average for the preceding semester at this University;
 3. Have at least one year of Executive Cabinet experience and/or two years of Senate experience;
 4. Hold no other SGA office while serving as President of the student body; and
 5. Shall hold no other presidency of an organized on-campus club.

Section 5. The Executive Vice President of SGA

- A. Duties and Powers: The Vice President of the student body shall
 1. Make reports to and assist the President; and
 2. Organize and coordinate functions that fall under SGA, as directed by the President.
- B. Qualifications: Any candidate for the office of Vice President of SGA shall:
 1. Be a rising junior or senior, according to years of enrollment at Milligan;
 2. Have a minimum 2.50 cumulative grade-point average and a minimum 2.50 grade-point average for the preceding semester at this University;

3. Have at least one year of Executive Cabinet experience and/or two years of senate experience;
4. Hold no other SGA office while serving as Vice President of the student body.

Section 6. The Secretary of SGA

- A. Powers and Duties: The Secretary of SGA shall:
 1. Be responsible for maintaining minutes and taking attendance for all Senate meetings and publishing them, both electronically and in paper form;
 2. Be responsible for a yearly compilation of minutes, achieved goals, and other accomplishments;
 3. Produce and distribute all printed works for SGA, including but not limited to an agenda for Senate meetings.
- B. Qualifications: Any candidate for the office of Secretary of SGA shall:
 1. Be a rising sophomore, junior, or senior, according to credit hours;
 2. Have a minimum 2.00 cumulative grade-point average and a minimum 2.00 grade-point average for the preceding semester at this University;
 3. Have a minimum of one year's experience in SGA, and hold no other SGA office while serving as Secretary of SGA

Section 7. The Vice-President of Finance of SGA

- A. Powers and Duties: The Treasurer of SGA shall:
 1. Prepare and preserve financial summaries at the beginning and ending of each fiscal year;
 2. Be responsible for SGA budget;
 3. Keep permanent record of all receipts and expenditures;
 4. Give monthly budget reports to SGA, file check request forms with the Campus Activities Director, obtaining proper signatures and presenting them to the Business Office; and
 5. Advise SGA if it is in the best interest of the budget to pass certain bills.
 6. Organize and coordinate functions that fall under SGA, as directed by the President.
- B. Qualifications: Any candidate for the office of Treasurer of SGA shall:
 1. Be a rising sophomore, junior, or senior according to credit hours;
 2. Have a minimum 2.5 cumulative grade-point average and a minimum 2.5 grade-point average for the preceding semester at this University; and
 3. Have a minimum of one year's experience in SGA and hold no other SGA office while serving as Vice President of Finance for SGA.

Section 8. The Parliamentarian of SGA

- A. Powers and Duties: The Parliamentarian of SGA shall:
 1. See to the order and maintenance of all Student Senate and Executive Cabinet meetings.
 2. Govern all Senate and Executive Cabinet meetings according to the current edition of *Robert's Rules of Order Newly Revised* if desired; and
 3. All votes that take place in the Student Senate will be performed closed-ballot and will be performed and coordinated by the Parliamentarian, unless an alternative method is voted on by the Executive Cabinet.
- B. Qualifications: The Parliamentarian of SGA shall:
 1. Be a rising sophomore, junior, or senior, according to credit hours;
 2. Be appointed by the President of SGA with the approval of the Executive Cabinet;
 3. Have a minimum 2.00 cumulative grade-point average and a minimum 2.00 grade-point average for the preceding semester at this University; and
 4. Hold no other SGA office while serving as Parliamentarian of SGA.



ARTICLE IV STUDENT SENATE

Section 1. Membership of the Student Senate is defined above in Article I.

Section 2. The Student Senate shall participate in the establishment of politics and regulations regarding areas of primary interest to the student body. These politics and regulations include but not limited to the regulation of student conduct, student housing, food services, student activities and organizations, non-academic student facilities, spiritual affairs, and the establishing of disciplinary and appeal procedures.



ARTICLE V COMMITTEES

Section 1. SGA includes members of both standing and special committees. Committees consist of committee chairpersons and committee members.

A. A standing committee is one whose duties are essential to the running of SGA, and whose duties carry on from year to year.

1. Student Relations:

- a. Increase Publicity;
- b. Advertising/branding SGA, which includes operating social media accounts;
- c. Maintain and weekly update the SGA website;
- d. Make/distribute all flyers;
- e. Work with PR/Stampede to develop stories;
- f. Liaison between the Vice President of Marketing and Enrollment Management and SGA members.

2. Student Life:

- a. Be a moral conscience for SGA;
- b. Organize community service projects;
- c. Coordinate and meet with the Campus Minister at least twice a semester;
- d. Chairman will delegate devotional responsibilities;
- e. Lead SGA in sending flowers, gifts, cards, etc. in the events of hardships and joyous occasions among the Milligan Community.

3. Student Concerns Committee:

- a. Write and submit proposals to appropriate persons;
- b. Respond to any student concerns within two weeks;
- c. Read questions in anonymous question box;
- d. Chairman will receive and delegate suggestions from the SGA website;
- e. Report to senate and executives each meeting.

4. Student Events Committee:

- a. Plan at least one academic campus event during the Fall semester;
- b. Plan one large event (ex. Buffs Got Talent) and Spring Formal;
- c. Coordinate sign-ups;
- d. Gather and purchase necessary supplies for events;
- e. Collaborate with other clubs on campus and their events.

5. The chairperson of each standing committee shall be appointed by the President of SGA with the approval of the Executive Cabinet.

6. The President of SGA may create or eliminate standing committees, subject to the approval of the executive cabinet.
 7. Committees must meet regularly so that they can report to the Senate and Executives what has been accomplished.
 8. An executive will be placed in each committee
- B. Special committees may be created to investigate an issue or complete a task as deemed necessary by the Executive Cabinet.
1. The chairperson of each special committee shall be appointed by the President of SGA with the approval of the Executive Cabinet;
 2. A report of the committee's progress shall be granted upon request;
 3. The committee may be dissolved by the President upon completion of the task or investigation;
 4. Committee chairpersons are required to attend at least one meeting per month; giving the Executive Vice President prior notice of their intention to attend.

Section 2. Each committee must present its budget to SGA by the conclusion of the spring semester for both the previous year and the upcoming year. This budget must contain estimated expenditures broken down by events.

ARTICLE VI ADVISERS

Section 1. Two Advisers will meet with and advise SGA.

- A. The President shall appoint, and the Executive Cabinet shall approve a Faculty Adviser who shall be a member of the Regular Ranked Faculty of the University, as defined by the "Faculty Handbook".
1. The Faculty Adviser shall assist the President, Executive Cabinet, and SGA as necessary;
 2. The Faculty Adviser shall facilitate communication and cooperation between SGA and the administration, faculty, and staff of the University.
- B. The President shall appoint, and the Executive Cabinet shall approve a Staff Adviser who shall be a member of the Regular Ranked Staff of the University, as defined by the "Staff Handbook".
1. The Staff Adviser shall assist the President, Executive Cabinet, and Student Senate as necessary;
 2. The Staff Adviser shall facilitate communication and cooperation between SGA and the administration, faculty, and staff of the University;
 3. The Staff Adviser shall serve as a liaison between SGA and the University's cabinet;
 4. The Staff Adviser shall work closely with the President and the Vice-President of Finance regarding SGA's finances.

ARTICLE VII MEETINGS

Section 1. The initial meeting of the newly elected members of SGA shall be held within two weeks of election day in the fall of the year prior to service.

Section 2. Meetings of SGA, other than regularly scheduled meetings, shall be announced to every member more than twenty-four hours before such a meeting is convened.

Section 3. A quorum shall consist of two-thirds of the voting members of SGA.

Section 4. All meetings of SGA are open to the Milligan University student body.

Section 5. *Robert's Rules of Order* shall be consulted for points of parliamentary procedure not covered by these By-Laws. A spirit of Christian cooperation, however, shall have precedence over these rules, as deemed appropriate by the President, the Vice President, the Parliamentarian, the Faculty Adviser, the Student Development Office Adviser, or the consensus of SGA—*In all things love.*

Section 6. Attendance is required at ALL regularly scheduled SGA meetings and ALL other meetings called by the President. Each Student Senate and non-voting member will be allowed three unexcused absences per year, whereupon any further absences will result in a dismissal procedure from SGA, preceded by a hearing of the Executive Cabinet. The President shall make all final decisions regarding the removing or retaining a member of the Student Senate.

Section 7. The President may close a meeting dealing with sensitive topics and enter into an executive session with only registered members of SGA present for further discussion.

ARTICLE VIII VACANCIES

Section 1. Should the office of President of the student body become vacant, the Vice President shall succeed to the presidency until the next general election.

Section 2. Should the office of Executive Vice President become vacant, the Vice President of Finance shall succeed the vice presidency until the next general election.

Section 3. Should the office Vice President of Finance become vacant, the President shall make a new appointment, subject to approval by the rest of the executives and senate members.

Section 4. Should the office of Parliamentarian, Spiritual Life Chairperson, Faculty Adviser or Staff Adviser become vacant, the President shall make a new appointment subject to approval by the Executive Cabinet.

Section 5. Should a class president position be vacated, the Executive Cabinet President shall select the representative that will fill the vacancy, subject to approval by the Executive Cabinet. Should a representative position become vacant, the class president shall choose an appropriate person to fill the vacancy, subject to approval by the Executive Cabinet.

Section 6. Should a representative position become vacant, the class president shall choose an appropriate person to fill the vacancy, subject to approval by the Executive Cabinet.

ARTICLE IX IMPEACHMENT

Section 1. Impeachment proceedings may be brought against the following.

- A. Any Executive Cabinet officer or Student Senate member with more than three absences in one year.
- B. Any SGA member who, by unanimous judgement of the Executive Cabinet, has become irresponsible and disinterested in the service of the student body.
- C. Any member of SGA for failing to perform her/his duties, for failure to meet the institutional requirements for office, or for failure to uphold the responsibilities and purposes of SGA.

- D. Any student living in conflict with the “Expectations & Responsibilities for Student Lifestyle” and “Student Conduct Guidelines” in the *Student Handbook*.

Section 2. Impeachment proceedings for a member of the Executive Cabinet shall be as follows.

- A. Proceedings for impeachment of the President of SGA shall be presided over by the Parliamentarian.
- B. A written request must be filed with the Faculty Adviser or the Staff Adviser by either of the following:
 - 1. Five members of the Student Senate;
 - 2. A petition signed by ten percent of the undergraduate student body population.
- C. A three-fourths vote of the voting members of SGA present at the next regularly scheduled meeting, provided a quorum is present, is necessary for conviction of impeachment;
- D. Appeals may be made before the Executive Cabinet, who by unanimous vote may appeal the Student Senate’s decision before the student body. A majority vote of the student body will affirm or deny the decision of the Student Senate.

Section 3. Impeachment proceedings for a Senator shall be as follows.

- A. Impeachment proceedings may be initiated by any student and confirmed by a majority vote of the voting members of SGA present at any regularly scheduled meeting at which a quorum is present;
- B. The results of this vote shall be published in the regular minutes of the meeting;
- C. Impeachment proceedings shall be tabled until the next regularly scheduled meeting;
- D. A three-fourths vote of the voting members of SGA present at the next regularly scheduled meeting, provided a quorum is present, is necessary for conviction of impeachment.



ARTICLE X AMENDMENTS

Section 1. The process of amending these By-Laws and Handbook may be initiated by a petition carrying the signatures of twenty-five percent of the student body or by a two-thirds vote of the SGA members present at any regularly scheduled meeting, provided a quorum is present. It may also be amended by the Executive Cabinet at the start of a new academic year.

Section 2. An amendment shall be tabled until the next regularly scheduled meeting. If at this time it is passed by two-thirds vote of the voting members present, provided a quorum is present, it shall be sent to the student body for approval. A two-thirds affirmative vote of those present at the meeting shall send the amendment to the President of the University for approval, who shall put the amendment into effect.

Section 3. A proposed amendment having failed to pass SGA may be referred to the student body for a vote. If passed by a two-thirds vote of the student body and approved by the President of the University, it shall then be put into effect.



ARTICLE XI CLUB FORMATION

Section 1. Club Formation Requirements

- A. Each prospective club must complete the petition consisting of a minimum of twenty signatures;
- B. Each prospective club must submit the petition to the Student Development Office for review. Upon approval from the Student Development staff the petition shall be submitted to SGA for consideration
- C. All club formation requests must be approved by the majority vote.



ARTICLE XII BUDGET AND FINANCE

Section 1. Financial Grant Guidelines

- A. All grant requests must specify the organization's interest to obtain either a grant or a loan;
- B. Each grant request shall be announced by campus email and posted in the Public Folders one week prior to the next regularly scheduled meeting, at which the letter's sponsor must present the request to SGA for a vote.

Section 2. No committee may sign any contract that exceeds currently available funds, without prior approval of SGA.

Section 3. Club and Organizational Assistance Fund Guidelines

- A. Eligibility;
 - 1. To be eligible for Club and Organizational Assistance Fund grants, the organization must be recognized by the Office of Student Development.
 - 2. All requirements for financial funds apply.
 - 3. The letter of intent must include the name of the organization's Faculty Adviser(s), the names of the student leader(s), the reason for the financial request.
- B. Funds may be issued to non-budgeted organizations only;
- C. Budgeted organizations may only obtain money by petitioning at the end of the Spring semester;
- D. Bill forms must be presented by the guidelines set forth by the Executive Cabinet;
- E. Ordinarily, each club or organization may only present one bill for no more than \$200.00 per semester;
- F. Clubs or organizations with significant or unique needs may make special appeal to the SGA President to exceed the \$200.00 limit mentioned above. The President shall present the special appeal during a regular scheduled meeting of SGA.

Section 4. Rules

- A. All grant proposals presented to SGA shall;
 - 1. Fit the pre-designed format.
 - 2. Be signed by two authors. Grant proposals shall only be authored by current Milligan University students. Faculty, staff, and the Parliamentarian of SGA shall not be authors of bills.
 - 3. Have the signature of at least twenty supporting non-senate members of Milligan University.
 - 4. Bills from organizations seeking money from the Organizational Assistance Fund shall be signed by the organization's faculty adviser.

- B. All bills must be presented to a member of the Executive Cabinet or be placed in the President's mailbox at least eight days before the next regularly scheduled SGA meeting.

Section 5. Debate

- A. In the case of controversy, all monetary bills may be tabled for one week, in order that Senators may receive feedback from the student body;
- B. After a bill has been lifted from the table, debate may ensue in the following order;
 - 1. Authors shall discuss the bill amongst SGA.
 - 2. To the extent possible, debate shall be by pro, con, pro, con, etc.
 - 3. Each person present shall have thirty seconds to respond to the bill, in addition to questions, points of order, etc.
 - 4. *Roberts Rules of Order, New Edition* shall govern debate.
 - 5. All voting shall be closed ballot and counted by the Parliamentarian.



ARTICLE XIII

ELECTION PROCEEDINGS

Section 1. The Staff Advisor and/or an Administrator of Elections shall initiate the election proceedings for President, Vice President, Secretary, and Vice President of Finance at least month prior to summer break.

Section 2. Nominations and Qualifications of Executive Cabinet candidates shall be as follows:

- A. All nominations shall be made by written petition carrying thirty signatures of the student body of Milligan University along with the submission of a video;
- B. These petitions shall be presented to a member of the Student Development staff;
- C. Petitions shall be due one week prior to the election;
- D. All candidates shall fulfill the qualifications set forth in these By-Laws and Handbook;
- E. The President of SGA shall notify each candidate of his/her fulfillment of qualifications for the position sought within forty-eight hours of turning in his/her petition, subject to approval of the nomination, the chairperson shall also send a copy of campaign regulations to each candidate;
- F. In the event of executive positions not filled by qualified students as per the above requirements, the Dean of Students shall permit exceptions on a case by case basis;
- G. No more than three Residence Assistants may preside on the executive team due to conflict of scheduling.

Section 3. Campaigns of Executive Cabinet Candidates

- A. Campaign activities may begin after written notification of fulfillment of all requirements for the position sought;
- B. Violation of the rules set forth herein or within these By-Laws and Handbook shall result in immediate withdrawal of a candidate for the office sought. All decisions of the President of SGA concerning violations of election proceedings are final.

Section 4. The elections of the Student Senate shall be as follows.

- A. The President of the student body shall initiate the election proceedings for rising senior, junior, and sophomore class presidents and male and female representatives at least one month prior to summer break.
- B. The President of the student body shall initiate the election proceedings for the freshman class president and male and female representatives during the first two weeks of the Fall semester.

Section 5. Nominations and Qualifications of Student Senate candidates shall be as follows;

- A. All nominations shall be made by written petition carrying thirty signatures of the constituents under the jurisdiction of the candidate;
- B. These petitions shall be presented to the President of the student body or the Student Development Office;
- C. All candidates shall fulfill the qualifications set forth in these By-Laws and Handbook;
- D. The President of the student body shall notify each candidate of her/his fulfillment of qualifications for the position sought within forty-eight hours of turning in his/her petition.

Section 6. Campaigns of Student Senate Candidates;

- A. Campaign activities may begin after the petition has been signed and turned in;
- B. No campaign materials shall be placed in classrooms, McCormick Dining Hall, the “Grill”, Seeger Chapel, or offices of the faculty or staff of this University;
- C. Violation of the rules set forth herein or within these By-Laws and Handbook shall result in immediate withdrawal of a candidate for the office sought. All decisions of the President of the student body concerning violations of election proceedings are final.

Section 7. Election results shall be posted at McMahan Student Center within twenty-four hours of poll closing. Vote totals shall be made public through the “SGA Minutes” posted under Public Folders.

Section 8. Student Senate and Executive Cabinet Positions

- A. The next year’s Executive and Senate SGA leadership must be elected and sworn into office by the last meeting of the school year. Freshman elections will be held two weeks after the first day of Fall semester classes;
- B. Former Senate and Executive Cabinet members’ terms do not end until the new senate and Executive Cabinet has been sworn in.

 **ARTICLE XIV**
THE BY-LAWS AND HANDBOOK

Section 1. These By-Laws and Handbook shall supersede all previous SGA documents, as of the approval of ratification of these by-laws, as indicated below.

Section 2. At the beginning of the Fall semester the Executive Cabinet shall review these By-Laws and Handbook and make any necessary revisions. All revisions must be approved by the Dean of Students.

Section 3. The President of the University, the Vice President for Student Development, the Dean of Students and the Executive Cabinet must unanimously approve any new SGA By-Laws.

 **RATIFICATION**

These Bylaws are approved and ratified on _____ Day of _____

SGA President

Date

SGA Vice-President

Date

SGA Treasurer

Date

SGA Secretary

Date

SGA Parliamentarian

Date