

Briar Cliff UNIVERSITY

STUDENT GOVERNMENT

CONSTITUTION

Briar Cliff University
Sioux City, IA
April 2020

BRIAR CLIFF STUDENT GOVERNMENT CONSTITUTION

PREAMBLE

We, the students of Briar Cliff University, establish this Constitution of the Briar Cliff Student Government. Our goal is to provide means for responsible and effective student participation in planning and conducting university affairs and enhancing the quality of the student body. This Constitution serves to promote an enriched campus community focused on service, caring, and openness to all, to help students grow in self-awareness through respect for each individual person and their ideas, and to engage the community in collaborative decision making.

ARTICLE I

Name

- 1.1 The governing body of the Briar Cliff University student body will be known as the Briar Cliff Student Government hereinafter referred to as BCSG.

ARTICLE II

Membership

- 2.1 Voting membership in this organization shall consist of Executive Board members and Student Senators elected by the BCU student body.
- 2.2 All students enrolled at Briar Cliff University are eligible to receive all privileges and protections as set out in this Constitution and its by-laws, unless otherwise specified in other official Briar Cliff University documents including the Briar Cliff University Student Handbook and Academic Catalog.

ARTICLE III Executive Board

3.1 Executive Board Membership

The executive officers of BCSG shall be the President, Vice-President, Secretary, Treasurer, and Marketing Chair. Ex-officio members include BCSG advisor(s).

3.2 Description

The Executive Branch of the Briar Cliff Student Government will be known as the Executive Board. The Executive Board will administer the BCSG Constitution and by-laws, propose student committees for approval by BCSG, present proposals at BCSG meetings, and preside over the BCSG meetings.

3.3 Duties of the Office of Executive Board

- 3.3.1 All members of the Executive Board are expected to attend all BCSG meetings and BCSG sponsored functions.
- 3.3.2 The Executive Board shall uphold and preserve this Constitution and the By-Laws of BCSG.
- 3.3.3 The Executive Board shall act as positive and truthful representatives of the student body of Briar Cliff University in every endeavor.
- 3.3.4 Throughout summer break, from the day following graduation until the first official BCSG meeting of the semester, the newly elected Executive Board will handle the necessary business of BCSG. Necessary business including but not limited to immediate financial concerns and correspondence. Actions taken by the Executive Board during the summer will be presented at the first regular meeting of BCSG in the fall of each academic year.
- 3.3.5 The Executive Board shall make decisions on behalf of the Student Senate in cases of emergency.
 - 3.3.5.1 An event or situation will only be deemed an “emergency” if the Legislature cannot meet in time to resolve an urgent matter, and if the Executive Board unanimously deems the event or situation to be an emergency
- 3.3.6 Members of the Executive Board are representatives of Briar Cliff University, on and off campus, during their entire term on the Board.
- 3.3.7 Each outgoing Executive Board member will provide a written or oral end-of-term report to their successor as well as engage in a transition period to orient and initiate their successor.

3.4 Duties and Powers of the President

- 3.4.1 Act as a representative of Briar Cliff University and the Briar Cliff University student body at all official BCU sponsored events and activities.
- 3.4.2 Serve as the face of the overall student body populous

- 3.4.3 Assist in any and all situations in which called upon by University leadership, including but not limited to the needs of University Relations and similar leadership departments
- 3.4.4 Call and preside at all meetings of the Executive Board and all BCSG Student Senate meetings.
- 3.4.5 The President shall establish priorities and goals for the academic year in cooperation with the entire Student Senate during the first meeting of the year
- 3.4.6 Call special meetings of the Executive Board and BCSG Student Senate meetings as deemed necessary.
- 3.4.7 Prepare agenda to be sent to the secretary for BCSG senate meetings and special meetings by 9:00 p.m. three (3) days in advance of each BCSG senate meeting.
- 3.4.8 Vote on senate legislation in the event of a tie. The President may abstain from breaking a tie vote.
- 3.4.9 Shall prepare an itemized budget of proposed expenditures of the BCSG for the academic year in cooperation with the Treasurer. This budget shall be submitted to the Student Senate for approval by the end of the 2nd meeting of the academic year.
- 3.4.10 Serve as ex-officio non-voting member of all BCSG committees, standing and special.
- 3.4.11 Act as parliamentarian at all BCSG senate meetings.
- 3.4.12 Represent BCSG on the Academic Affairs, Student Development, and Enrollment Committee of the Briar Cliff University Board of Trustees meetings.
 - 3.4.12.1 Report to the committee the status of the student body, BCSG, and any specific items concerning the board.
 - 3.4.12.2 Report to the BCSG Senate results of said meetings.

3.5 Duties and Powers of the Vice-President

- 3.5.1 Assume presidential duties in the absence of the BCSG President.
- 3.5.2 Act as a representative of Briar Cliff University and the Briar Cliff University student body at all BCU sponsored events and activities.
- 3.5.3 The Vice-President shall lead the effort to attain new members to the Student Senate bi-annually who align with BCSG's mission to be the voice and political force for Briar Cliff's student body.
- 3.5.4 The Vice-President shall promote student engagement with BCSG and its events.
- 3.5.5 The Vice-President shall be in charge of all processes in regard to the election of the Executive Board and the Student Senate with the assistance of the BCSG advisor(s).
- 3.5.6 Cast one (1) vote regarding each piece of legislation presented at senate meetings.
- 3.5.7 Work with BCSG advisor(s) to coordinate student concerns forums bi-annually.
- 3.5.8 Serve as Speaker of the Senate.

3.6 Duties and Powers of the Secretary

- 3.6.1 Act as a representative of Briar Cliff University and the Briar Cliff University student body at all BCU sponsored events and activities.
- 3.6.2 Maintain the official minutes of the Executive Board and Student Senate meetings.
- 3.6.3 Transcribe meeting agenda to the Executive board, Student Senate, and its advisor(s) by 9:00 p.m. two (2) days in advance of each BCSG senate meeting.
- 3.6.4 Maintain all other BCSG files and records as necessary.
- 3.6.5 Responsible for BCSG correspondence.

- 3.6.6 Cast one (1) vote regarding each piece of legislation presented at senate meetings.
- 3.6.7 Email all official meeting minutes to the Executive Board, Student Senate, and its advisor(s) by 9:00 pm two (2) school days following each BCSG senate meeting.
- 3.6.8 Maintain accurate records of all excused and unexcused member absences at all senate and special meetings.

3.7 Duties and Powers of the Treasurer

- 3.7.1 Act as a representative of Briar Cliff University and the Briar Cliff University student body at all BCU sponsored events and activities.
- 3.7.2 Maintain current and accurate records of all BCSG receipts and disbursements.
- 3.7.3 Cast one (1) vote regarding each piece of legislation presented at senate meetings.
- 3.7.4 Prepare and present a statement of activity and balance of BCSG funds for senate and special meetings; these statements to be made available to any interested party upon request.
- 3.7.5 Prepare and co-sign all disbursement request forms, obtain advisor signature, and deliver to Briar Cliff University Business Office.
- 3.7.6 Approve, in writing, all financial transactions and expenditures regarding BCSG accounts prior to the expenditure.
- 3.7.7 Prepare all Executive Board stipend deposits for each semester in coordination with the advisor(s) and submit electronic time entry no later than the 4th week of the semester.
 - 3.7.7.1 Stipends are as follows-
 - 3.7.7.1.1 Presidential stipend: \$1,200 per term- \$600 per semester
 - 3.7.7.1.2 Vice President stipend: \$1,000 per term- \$500 per semester
 - 3.7.7.1.3 Secretary stipend: \$700 per term- \$350 per semester
 - 3.7.7.1.4 Treasurer stipend: \$600 per term- \$300 per semester
 - 3.7.7.1.5 Marketing Chair stipened: \$500 per term- \$250 per semester

3.8 Duties and Powers of the Marketing Chair

- 3.8.1 Act as a representative of Briar Cliff University and the Briar Cliff University student body at all BCU sponsored events and activities.
- 3.8.2 Cast one (1) vote regarding each piece of legislation presented at senate meetings.
- 3.8.3 Update and maintain the official BCSG bulletin board bi-annually with BCSG senators and any event information.
- 3.8.4 Transcribe and post senate meeting agendas to the Briar Cliff University student body via the official BCSG bulletin board by 9:00 p.m. two (2) days in advance of each BCSG senate meeting.
- 3.8.5 Post official meeting minutes to the official BCSG bulletin board for student body by 9:00 pm four (4) school days following each BCSG senate meeting.
- 3.8.6 At the discretion of the Executive Board and its advisor(s), The Marketing Chair shall provide official BCU student organizations with requested marketing and publicity assistance.
- 3.8.7 Professionally maintain all official BCSG social media platforms with the consultation of the Executive Board and its advisor(s).
- 3.8.8 Update and maintain BCSG's Heelan Atrium television weekly.

- 3.8.8.1 BCSG Heelan Atrium television is to be used as a communication board for primarily student government and requested use by official BCU student organizations.
- 3.8.8.2 All requests for slide postings must be submitted to the Marketing Chair allowing up to a week for review.
- 3.8.8.3 The slides are to be chosen and posted at the discretion of the Marketing Chair, the publicity senator, and if needed The Executive Board, and its advisor(s).

3.9 Election and Qualifications of the Executive Board

- 3.9.1 Candidates must be current, full-time, undergraduate Briar Cliff University students as defined by the Registrar.
- 3.9.2 Officers must maintain full-time academic status during their entire term in office.
- 3.9.3 No member of the Executive Board shall attend nor apply to attend a study-abroad program or other external program that would transpire during a semester of their term of office.
- 3.9.4 A student wishing to become a candidate must:
 - 3.9.4.1 Obtain an Executive Board Petition for Candidacy from the Office of Student Development or from the Advisor(s) or the publicly posted electronic file.
 - 3.9.4.2 Using the Petition for Candidacy, obtain a minimum of one-hundred (100) signatures from voting members of the student body.
 - 3.9.4.3 Submit the completed Petition for Candidacy and accompanying signatures to the BCSG advisor(s) by the due date posted.
- 3.9.5 Individual must be considered to be in “Good Standing” with BCSG as defined under this section.
 - 3.9.5.1 An individual is considered in “Good Standing” if they meet the following requirements:
 - 3.9.5.1.1 Attended 75% of regularly scheduled Student Senate meetings
 - 3.9.5.1.2 Fulfilled their prior duties as a senator or Executive Board member as outlined by the BCSG constitution and as determined by the BCSG advisor(s).
- 3.9.6 Under extraordinary circumstances, the outgoing Executive Board and its advisor(s) reserve the right adjust or change election qualifications in order to best serve the student body.
 - 3.9.6.1 The event of extraordinary circumstances is to be determined by the BCSG advisor(s) with the assistance of the outgoing Executive Board if necessary.
- 3.9.7 President and Vice-President run as a pair on the same election ticket.

3.10 Qualifications for the offices of President and Vice-President

- 3.10.1 Achieve at least a 2.5 cumulative GPA prior to nomination.
- 3.10.2 Maintain at least a 2.5 grade point average through the duration of their term in office.
- 3.10.3 Not be scheduled to graduate before the expiration date of their term in office
- 3.10.4 The office of President and Vice President require at least one academic year of previous service on the Student Senate

3.11 Qualifications for the offices of Secretary, Treasurer, and Marketing Chair

- 3.11.1 Achieved at least a 2.5 cumulative GPA prior to nomination.
- 3.11.2 Maintain at least a 2.5 grade point average through the duration of their term in office.
- 3.11.3 Not be scheduled to graduate before the expiration date of their term in office.

3.12 Election of the Executive Board

- 3.12.1 The members of the Executive Board are to be elected by the Student Body at an election during second semester. The election date should be set to allow for proper campaigning time at the discretion of BCSG advisor(s) with the assistance of the outgoing Vice-President.
- 3.12.2 The Advisor(s) will designate a time and place in which all candidates for office will be given an open forum opportunity to address the campus community on the issues of their candidacy. If speeches are given the speech order for the candidates will be: 1) Advisor(s); 2) Marketing Chair; 3) Secretary; 4) Treasurer; 5) Vice-President; 6) President
Speech order within each office will be determined by the date order that completed Petition for Candidacy forms/signatures were received in the Student Development Office.
- 3.12.3 Election of the Executive Board will be determined by a plurality vote of the Briar Cliff University student body.
- 3.12.4 Under extraordinary circumstances, the outgoing Executive Board and its advisor(s) reserve the right adjust or change election procedures in order to best serve the student body.
- 3.12.5 The event of extraordinary circumstances is to be determined by the BCSG advisor(s) with the assistance of the outgoing Executive Board if necessary.

3.13 Disclosure of Election Results

- 3.13.1 The BCSG Advisor(s) will disclose election results to the Executive Board candidates.
- 3.13.2 The BCSG Advisor(s) will post all election results electronically and to the official BCSG bulletin board only after all Executive Board candidates have been notified of the results.
- 3.13.3 The BCSG Advisor(s) will disclose election results including final vote tallies for each official candidate to all interested parties requesting such information.

3.14 Executive Board Term of Office

- 3.14.1 The term of office for newly elected members of the Executive Board begins on the day following graduation and ends the following academic year on the day after graduation.

3.15 Vacancies in the Executive Board

- 3.15.1 If a vacancy should occur in the Presidency, the Vice-President assumes the office.
- 3.15.2 If a vacancy should occur in the Executive Board other than in the presidency, the President may fill the vacancy by appointing a member of the Student Senate. This individual must meet the academic requirements for the position being filled. This appointment must be approved by a 2/3 vote of the entire Student Senate. If the Senate fails to approve the appointment, the Advisor will hold an election within the Board. If the nominated senate members decline the position a general election within the entire student body will be held.

ARTICLE IV LEGISLATIVE BRANCH

4.1 Description

The legislative branch of Briar Cliff University Student Government will be known as the Student Senate. Individual members will be referred to as Senator.

4.2 Legislative Branch Members

The legislative branch of Briar Cliff University Student Government shall consist of no more than fifty (50) BCSG Legislative Senators. This number may be adjusted at the discretion of the Executive Board and its advisors. Students will run for general appointments to the Legislative Branch. (Except for the office of Campus Ministry, which must approve the Religious Affairs candidate/representative)

4.2.1 Constituency Senators:

- Academic Affairs Senator (2)
- Publicity Senator (1)
- Senators-at-Large (as needed)
- Continuing Education Senator (1)
- Commuter Senator (1)
- Food Services Senator (1)
- Health and Wellness Senator (1)
- Religious Affairs Senator (1)
- Security and Information Technologies Senator (1)
- First Year Senators (1)
- Campus Organizations Senator (2)
- Toller Hall Senator (1)
- Alverno Hall Senator (1)
- Baxter-DiGiovanni Hall Senator (1)
- Noonan Hall Senator (1)
- Green and Sustainability Senator (1)
- Transfer Senator (1)
- International Senator (1)
- Equity Senator (1)
- Voter Registration Senator (1)

4.2.2 Numbers of Senators may change at the discretion of the Executive Board members and advisor(s) depending upon number of applicants.

4.3 Duties and Privileges of All Student Senators

- 4.3.1 Attend all Student Senate meetings.
- 4.3.2 Provide an oral report once a month of your constituency findings, progress, and concerns as well as work completed on other BCSG projects to your assigned member of the Executive Board.
- 4.3.3 Cast one (1) vote regarding each piece of legislation presented at senate meetings.
- 4.3.4 Serve on BCSG committee(s) as assigned.
- 4.3.5 Represent the best interests of the constituency being served.
- 4.3.6 Promote BCSG programs, activities, and special events.
- 4.3.7 Serve as mentor to first-year senators.

4.4 Duties of Constituency Senators

4.4.1 Academic Affairs Senator

4.4.1.1 Attend all Academic Policies committee meetings.

4.4.1.2 Attend all Curriculum Committee meetings

4.4.1.3 Attend all General Education Committee meetings

4.4.1.4 Provide an oral report each month to the BCSG senate and Executive Board summarizing each Academic Affairs committee meeting.

4.4.2 Publicity Senators

4.4.2.1 Promote BCSG programs, activities, and special events.

4.4.2.2 Initiate and distribute promotional signage and materials for programs, activities, and special events sponsored by BCSG.

4.4.2.3 Assist the Marketing Chair in posting to all BCSG social media.

4.4.2.4 Post promotional materials.

4.4.2.5 Provide an oral report each month to the BCSG senate and Executive Board

4.4.3 Senators-at-Large

4.4.3.1 Coordinate election procedures with BCSG advisor(s).

4.4.3.2 Assist Executive Board as requested.

4.4.3.3 Serve as a substitute at meetings and functions that cannot be attended by the assigned Senator

4.4.3.4 Represent the interests of the student-body-at-large.

4.4.3.5 Provide an oral report each month to the BCSG senate and Executive Board

4.4.4 Religious Affairs Senator

4.4.4.1 Responsible for providing the opening prayer at all BCSG meetings.

4.4.4.2 Serve as liaison between Campus Ministry/BCCares and BCSG

4.4.4.3 Meet with Director of Campus Ministry and Director of BCCares at least once a month and as needed

4.4.4.4 Provide an oral report each month to the BCSG senate and Executive Board

4.4.4.5 *Religious Affairs Senator must receive endorsement of the Director of Campus Ministry prior to running for office*

4.4.5 Continuing Education Senator

4.4.5.1 Represents the interests of the continuing education population.

4.4.5.2 Provide an oral report each month to the BCSG senate and Executive Board

4.4.5.3 *Continuing Education Senator must be designated as a continuing education student by the Office of Continuing Education prior to running for office.*

4.4.6 Commuter Senator

4.4.6.1 Represents the interests of commuter student population.

4.4.6.2 Provide an oral report each month to the BCSG senate and Executive Board

4.4.6.3 *Commuter Senator must be verified as a commuter student by the Office of Campus Life.*

4.4.7 Food Services Senator

4.4.7.1 Serve as a liaison between Food Services/Aramark and BCSG

4.4.7.2 Meet with Food Services bi-monthly

4.4.7.3 Provide an oral report each month to the BCSG senate and Executive Board

4.4.8 Health and Wellness Senator

- 4.4.8.1 Work to improve and maintain the exercise facilities available to non-athletes located in the Sharon and Larry Walsh Fitness Center
- 4.4.8.2 Serve as a liaison between students using the facilities and BCSG
- 4.4.8.3 Work with Health and Counseling Center as a liaison between their offices and the students
- 4.4.8.4 Provide an oral report each month to the BCSG senate and Executive Board
- 4.4.9 Security and Information Technologies Senator
 - 4.4.9.1 Serve as liaison between the IT Center and BCSG and the BCU Security Office and BCSG.
 - 4.4.9.2 Meet with IT Director prior to each BCSG general meeting and as needed.
 - 4.4.9.3 Assist Executive Board in maintaining current BCSG information on BCSG page of BCYou.
 - 4.4.9.4 Assist advisor(s) with technology component of BCSG elections.
 - 4.4.9.5 Meet with Director of Campus Security at least once a month and as needed.
 - 4.4.9.6 Provide an oral report each month to the BCSG senate and Executive Board
- 4.4.10 First Year Student Senators
 - 4.4.10.1 Serve as a representative for first year students.
 - 4.4.10.2 Plan and oversee one (1) special event/activity for first year students.
 - 4.4.10.3 Provide an oral report each month to the BCSG senate and Executive Board
- 4.4.11 Campus Organizations Senators
 - 4.4.11.1 Serve as liaison between assigned campus organizations and BCSG.
 - Athletics
 - Clubs and organizations
 - Musical affairs
 - 4.4.11.2 Assist other campus organizations senators when needed
 - 4.4.11.3 Attend assigned campus organization meetings if invited or as needed.
 - 4.4.11.4 Serve as funding request advocate for assigned campus organizations.
 - 4.4.11.5 Provide an oral report each month to the BCSG senate and Executive Board
- 4.4.12 Green and Sustainability Senator
 - 4.4.12.1 Lead initiatives to live out our Franciscan call to “Reverence Creation.”
 - 4.4.12.2 Work with university staff to preserve our environment by leading campus initiatives in an effort to reduce waste, recycle, and lead more sustainable lives.
 - 4.4.12.3 Provide an oral report each month to the BCSG senate and Executive Board
- 4.4.13 Toller Hall Senator
 - 4.4.13.1 Serve as a liaison between Toller Hall and BCSG.
 - 4.4.13.2 Meet monthly with Toller Assistant Hall Director
 - 4.4.13.3 Provide an oral report each month to the BCSG senate and Executive Board
- 4.4.14 Alverno Hall Senator
 - 4.4.14.1 Serve as a liaison between Alverno Hall and BCSG.
 - 4.4.14.2 Meet monthly with Alverno Assistant Hall Director
 - 4.4.14.3 Provide an oral report each month to the BCSG senate and Executive Board
- 4.4.15 Baxter-DiGiovanni Hall Senator
 - 4.4.15.1 Serve as a liaison between Baxter-DiGiovanni Hall and BCSG.

- 4.4.15.2 Meet monthly with Baxter-DiGiovanni Assistant Hall Director
- 4.4.15.3 Provide an oral report each month to the BCSG senate and Executive Board
- 4.4.16 Noonan Hall Senator
 - 4.4.16.1 Serve as a liaison between Noonan Hall and BCSG.
 - 4.4.16.2 Meet monthly with Noonan Assistant Hall Director
 - 4.4.16.3 Provide an oral report each month to the BCSG senate and Executive Board
- 4.4.17 Transfer Senator
 - 4.4.17.1 Serve as a liaison between Transfer Students and BCSG
 - 4.4.17.2 Meet monthly with the Transfer Advisors and/or transfer students themselves
 - 4.4.17.3 Provide an oral report each month to the BCSG senate and Executive Board
 - 4.4.17.4 *Transfer Senator must be verified as a transfer student by the Office of Campus Life.*
- 4.4.18 International Senator
 - 4.4.18.1 Serve as a liaison between International Students and BCSG
 - 4.4.18.2 Meet monthly with the International Student advisors and International students themselves
 - 4.4.18.3 Provide an oral report each month to the BCSG Senate and Executive Board
 - 4.4.18.4 *International Senator must be verified as a International student by the Office of Campus Life.*
- 4.4.19 Equity Senator
 - 4.4.19.1 Serve as a liaison between MOC/WOC and social justice groups and BCSG
 - 4.4.19.2 Meet monthly with MOC/WOC and Compass
 - 4.4.19.3 Provide an oral report each month to the BCSG Senate and Executive Board
- 4.4.20 Voter Registration Senator
 - 4.4.20.1 Encourage participation in local, state, and national elections
 - 4.4.20.2 Serve as a liaison between College Republicans and Democrats and BCSG
 - 4.4.20.3 Meet monthly with College Republicans and Democrats
 - 4.4.20.4 Provide an oral report each month to the BCSG Senate and Executive Board

4.5 Election and Qualifications of Student Senators

- 4.5.1 Candidates must be current, full-time, undergraduate, Briar Cliff University students.
- 4.5.2 All candidates, excluding first-year students, must have and maintain a minimum cumulative GPA of 2.5.
- 4.5.3 All senators will be approved or denied seating at the discretion of the Executive Board members and its advisor(s) upon the review of submitted applications.
- 4.5.4 If not enough students apply to fill the available senator positions, decisions will be made by the Executive Board and its advisors
- 4.5.5 A student wishing to become a senatorial candidate must:
 - 4.5.5.1 Obtain a Senatorial Petition for Candidacy from the office of Student Development or public electronic file.
 - 4.5.5.2 Using the Senatorial Petition for Candidacy, obtain a minimum of fifty (50) signatures from voting members of the student body.

4.5.5.3 Submit the completed Senatorial Petition for Candidacy and accompanying signatures to the BCSG advisor(s) by the posted due date.

4.5.6 Under extraordinary circumstances, the Executive Board and its advisor(s) reserve the right adjust or change election procedures in order to best serve the student body.

4.5.6.1 The event of extraordinary circumstances is to be determined by the BCSG advisor(s) with the assistance of the Executive Board if necessary.

4.6 Write-In Candidacy (Treasurer, Secretary, Marketing Chair, Legislative Senators only)

4.6.1 A student may be elected to the Student Senate on a write-in basis provided that the student meets all qualifications for office as described above and presents proper certification of student status from the Registrar to the BCSG Advisor

4.6.2 Should a write-in win a plurality for the office, election results may not be announced until the qualifications for the office are verified by the Advisor(s).

4.7 Disclosure of Election Results

4.7.1 The BCSG Advisor(s) will post all election results only after all senatorial candidates have been notified of the results.

4.7.2 The BCSG Advisor(s) will disclose election results including final vote tallies for each official candidate to all interested parties requesting such information

4.8 Election Procedure

4.8.1 The Advisor(s) will be responsible for carrying out the following duties and responsibilities concerning the election:

4.8.1.1 Post nomination and election procedures electronically and to the official BCSG bulletin board.

4.8.1.2 Post an official list of candidates, by office and in order that the petitions were received, on the BCSG display case and post it electronically seven (7) days in advance of the elections.

4.8.1.3 The voting method, polling place, and hours (not to be scheduled for less than eight (8) hours) will be made known at least one week prior to the election.

4.8.1.4 Provide a secret ballot system and ensure that students will not be allowed to vote more than once.

4.8.1.5 Supervise polling, counting and appointing of nonbiased election booth workers.

4.8.1.6 No later than three (3) school days prior to the election, obtain a list of currently enrolled Briar Cliff University students from the office of the Registrar so as to determine officially eligible voters.

4.8.1.7 Prepare the official electronic ballots at least three (3) school days prior to the election.

4.8.2 Under extraordinary circumstances, the Executive Board and its advisor(s) reserve the right adjust or change election procedures in order to best serve the student body.

4.8.2.2 The event of extraordinary circumstances is to be determined by the BCSG advisor(s) with the assistance of the Executive Board if necessary.

ARTICLE V DISCIPLINARY PROCEDURES

5.1 Removal from Office

BCSG Executive Board Members and Senators may be removed from office for the following disciplinary violations:

- 5.1.1 The university places the senator on disciplinary probation.
- 5.1.2 The BCSG Advisor has been notified of disciplinary action involving the BCSG member that meets the qualifications detailed in this constitution for immediate removal from office.
- 5.1.3 The senator is unwilling or unable to fulfill the duties of the office.
- 5.1.4 The senator behaves in ways that compromise the integrity of BCSG.
- 5.1.5 The senator's cumulative GPA falls below the minimum required GPA.
- 5.1.6 The senator violates the BCSG attendance policy as stated in the By-Laws.
- 5.1.7 A petition is accepted and voted upon by the Student Senate for the removal of an Executive Board Member or Student Senator.

Any disciplinary violation committed by a member of the BCSG will be reviewed by the BCSG advisor(s) with the assistance of the Executive Board when necessary to decide what course of action should be taken and could result in immediate dismissal from office. BCSG member with three disciplinary violations within the same academic year will be dismissed immediately from the BCSG. Disciplinary violations will be recorded by the Secretary.

5.3 Removal from Office by Petition

A Student Senator may petition for the removal of an Executive Board member or Student Senator through petition.

- 5.3.1 Petition must be signed by 50 percent (50%) of the BCSG senators.
- 5.3.2 The petition must be turned in to the BCSG advisor(s) within three (3) days of obtaining the petition from the BCSG advisors.
- 5.3.3 There must be an open meeting, scheduled by the advisor(s) where the senator whose removal is being requested presents his or her case.
- 5.3.4 After the open meeting, the senators vote by secret ballot to remove or retain the senator in question. A 2/3 majority of voting membership is required for removal.
 - 5.3.4.1 The BCSG advisor(s) chair(s) this meeting.

Article VI

Procedure and Rules and Legislative Policies

- 6.1 The rules contained within the current edition of Robert's Rules of order are adopted as rules governing BCSG meetings, Executive Board meetings, and committee meetings.
- 6.2 By-laws and the constitution may be established or modified upon a 2/3 majority vote of BCSG voting membership. New additions to BCSG by-laws or its constitution and modifications to existing by-laws or the constitution shall be proposed at a BCSG meeting and voted upon at the following BCSG meeting.
- 6.3 Any Standing Committees of BCSG, their composition, and their function(s) will be specified within the by-laws.

- 6.4 Ad Hoc Committees may be created at any BCSG meeting. Ad Hoc committees shall file a report upon completion of its task, with the BCSG President. Reports shall include purpose of creation, activities, and recommendations.
- 6.5 Emergency Status
 - 6.5.1 Any legislation that does not appear on the agenda may be considered through a motion to bring the legislation to emergency status.
 - 6.5.2 To be considered a two-thirds vote of those present and voting is required.

**ARTICLE VII
AMENDMENTS AND BY-LAWS**

- 7.1 **Amendments to this Constitution may be proposed in the following manners:**
 - 7.1.1 A written petition to the President and Advisor(s) signed by fifteen (15) percent of the voting members of the student body, which must be given (a) one (1) week notice prior to the referendum.
 - 7.1.3 If an amendment to these Articles or a change to the By-laws is adopted, it will be the duty of the Advisor(s) to ensure the permanent incorporation of the changes or additions to the Constitution or By-laws in the document.
- 7.2 If the need for a revised Constitution arises, it will be adopted after receiving the approval of a simple majority of the student body.

**ARTICLE VIII
ALLOCATION OF BCSG FUNDS**

- 8.1 No funding legislation shall be approved by the Student Senate that will exceed the amount of funds currently available in the BCSG account.
- 8.2 BCSG may provide funding to officially recognized Student Organizations.
 - 8.2.1 The Briar Cliff University Student Handbook “Student Organization Guidelines” will be used to determine a student organization’s status as officially recognized.
- 8.3 Funding requests must be made in adherence with the BCSG Request for Funding Application Form and the By-Laws.

Last edited by Catherine Leonard 9/16/2020