STUDENT GOVERNMENT

CONSTITUTION

Briar Cliff University
Sioux City, IA
September 24, 2014
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 council members and student senators elected by the BCU student body.
2.2 All students enrolled in 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 Council
3.1 Executive Council Membership
The executive officers of BCSG shall be the President, Vice-President, Secretary, and Treasurer. 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 Council. The Executive Council 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 Council
3.3.1 All members of the Executive Council are expected to attend all BCSG meetings and BCSG sponsored functions.
3.3.2 Throughout summer break, from the day following graduation until the first Term I official meeting of BCSG, the newly elected Executive Council will handle the necessary business of the BCSG. Necessary business including but not limited to immediate financial concerns and correspondence. Actions taken by the Executive Council during the summer will be presented at the first regular meeting of BCSG in the fall of each academic year.
3.3.3 Members of the Executive Council are representatives of Briar Cliff University, on and off campus, during their entire term on the council.
3.3.4 Each outgoing executive council members will provide a written end-of-term report, to their office successor, with a copy to the BCSG advisor(s), before the final day of class.

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 Call and preside at all meetings of the Executive Council and all BCSG Student Senate meetings.
3.4.3 Call special meetings of the Executive Council and BCSG Student Senate meetings as deemed necessary.
3.4.4 Vote on senate legislation in the event of a tie. The President may abstain from breaking a tie vote.
3.4.5 Shall prepare an itemized budget of proposed expenditures of the BCSG for the academic year. This budget shall be submitted to the Student Senate for approval by the end of the 2nd meeting of the academic year.
3.4.6 Serve as ex-officio non-voting member of all BCSG committees, standing and special.
3.4.7 Act as parliamentarian at all BCSG senate meetings.
3.4.8 Prepare agenda for BCSG senate meetings and special meetings.
3.4.9 Represent BCSG on the Student Development Advisory Committee of the Briar Cliff University Board of Trustees meetings.
   3.4.9.1 Report to the committee the status of the student body, BCSG, and any specific items concerning the board.
   3.4.9.2 Report to the BCSG Senate results of said meetings.

3.5 Duties and Powers of the Vice-President
3.5.1 Act as a representative of Briar Cliff University and the Briar Cliff University student body at all BCU sponsored events and activities.
3.5.2 Assume presidential duties in the absence of the BCSG President.
3.5.3 Cast one (1) vote regarding each piece of legislation presented at senate meetings.
3.5.4 Work with BCSG advisor(s) to coordinate student concerns forums.
3.5.5 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 council and senate meetings.
3.6.3 Maintain all other BCSG files and records as necessary.
3.6.4 Transcribe and posts senate meeting agendas to the Briar Cliff University student body, by 9:00 p.m. two (2) days in advance of each BCSG senate meeting.
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 Post official meeting minutes (electronically and hard copy to BCSG official bulletin board) to student body by 9:00 pm four (4) 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 Executive Council stipend check request for each term, obtain advisor signature, and deliver to BCU Business Office no later than the 4th week of the term.
3.8 Election and Qualifications of the Executive Council
3.8.1 Candidates must be current full-time Briar Cliff University students as defined by the Registrar.
3.8.2 Officers must maintain full-time academic status during their entire term in office.
3.8.3 A student wishing to become a candidate must:
   3.8.3.1 Obtain an Executive Council Petition for Candidacy from the Office of Student Development or from the Advisor(s) or the publically posted electronic file.
   3.8.3.2 Using the Petition for Candidacy, obtain a minimum of one-hundred (100) signatures from voting members of the student body.
   3.8.3.3 Submit the completed Petition for Candidacy and accompanying signatures to the BCSG advisor(s) a minimum of seven (7) academic days prior to the date set for the general election.
3.8.4 President and Vice-President run as a pair on the same election ticket.

3.9 Qualifications for the offices of President and Vice-President
3.9.1 Achieve at least a 2.5 cumulative GPA prior to nomination.
3.9.2 Maintain at least a 2.5 grade point average through the duration of their term in office.
3.9.3 Not be scheduled to graduate before the expiration date of their term in office.
3.9.4 Must not concurrently hold any other campus organization executive board position(s).

3.10 Qualifications for the offices of Secretary and Treasurer
3.10.1 Achieved at least a 2.5 cumulative GPA prior to nomination.
3.10.2 Not be scheduled to graduate before the expiration date of their term in office.
3.10.3 Maintain at least a 2.5 grade point average through the duration of their term in office.

3.11 Election of the Executive Council
3.11.1 The members of the Executive Council are to be elected by the Student Body at an election during Term II. The election date should be set to allow for proper campaigning time.
3.11.2 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) Secretary; 3)Treasurer; 4) Vice-President; 4) 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.
3.11.3 Election of the Executive Council will be determined by a plurality vote of the Briar Cliff University student body.

3.12 Disclosure of Election Results
3.12.1 The BCSG Advisor(s) will disclose election results to the executive council candidates via phone.
3.12.2 The BCSG Advisor(s) will post all election results electronically and to the official BCSG bulletin board only after all executive council candidates have been notified of the results.
3.12.3 The BCSG Advisor(s) will disclose election results including final vote tallies for each official candidate to all interested parties requesting such information.

3.13 Executive Council Term of Office
The term of office for newly elected members of the Executive Council begins on the day following graduation and ends the following academic year on the day after graduation.

3.14 Vacancies in the Executive Council
3.14.1 If a vacancy should occur in the Presidency, the Vice-President assumes the office.
3.14.2 If a vacancy should occur in the Executive Council 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 Council. If the position is declined by the nominated senate members 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 the Briar Cliff University Student Government shall consist of no more than fifteen (15) Constituency Senators and up to (5) Campus Organization Senators for a total of twenty (20) BCSG Legislative Senators. Students will run for general appointments to the Legislative Branch. (Except for the office of Campus Ministry which must approve the candidate/representative.)

4.2.1 Constituency Senators:
- Academic Policies Senator (1)
- Curriculum Council Senator (1)
- General Education Committee Senator (1)
- Publicity Senators (no more than 2)
- Senators-at-Large (no more than 3)
- Religious Affairs Senator (1) (Must have approval of Director of Campus Ministry)
- Continuing Education Senator (1)
- Commuter Senator (1)
- Security Senator (1)
- Information Technologies Senator (1)
- First Year Senators (no more than 2)

Campus Organization Senators: (regions to be defined by Advisor(s))
- Campus Organization Region I Senator (1)
- Campus Organization Region II Senator (1)
- Campus Organization Region III Senator (1)
- Campus Organization Region IV Senator (1)
- Campus Organization Region V Senator (1)

4.2 **Duties and Privileges of All Student Senators (excluding First Year Senators)**
- 4.2.1 Attend all student senate meetings.
- 4.2.2 Report constituency findings, progress, and concerns.
- 4.2.3 Cast one (1) vote regarding each piece of legislation presented at senate meetings.
- 4.2.4 Serve on BCSG committee(s) as assigned.
- 4.2.5 Represent the best interests of the constituency being served.
- 4.2.6 Promote BCSG programs, activities, and special events.
- 4.2.7 Serve as mentor to first-year senators.

4.4 **Duties of Constituency Senators**
- 4.4.1 Academic Policy Senator
  - 4.1.1.1 Attend all Academic Policies committee meetings.
4.1.1.2 Provide verbal report during BCSG meeting summarizing each Academic Policies committee meeting.

4.4.2 Curriculum Council Senator
A. Attend all Curriculum Committee meetings.
B. Provide verbal report during BCSG meeting summarizing each Curriculum Committee meeting.

4.4.3 General Education Committee Senator
A. Attend all General Education Committee meetings.
B. Provide verbal report during BCSG meeting summarizing each General Education Committee meeting.

4.4.4 Publicity Senators
A. Promote BCSG programs, activities, and special events.
B. Initiate and distribute promotional signage and materials for programs, activities, and special events sponsored by BCSG.
C. Post promotional materials.

4.4.5 Senators-at-Large
A. Coordinate election procedures with BCSG advisor(s).
B. Assist Executive Council as requested.
C. Represent the interests of the student-body-at-large.

4.4.6 Religious Affairs Senator
A. Responsible for providing the opening prayer at all BCSG meetings.
B. Serve as liaison between Campus Ministry/BCCares and BCSG.
C. Meets with Director of Campus Ministry and Director of BCCares prior to each BCSG general meeting and as needed.
D. Provide verbal report during BCSG meeting summarizing each meeting.
E. Religious Affairs Senator must receive endorsement of the Director of Campus Ministry prior to running for office.

4.4.7 Continuing Education Senator
A. Represents the interests of the continuing education population.
B. Continuing Education Senator must be designated as a continuing education student by the Office of Continuing Education prior to running for office.

4.4.8 Commuter Senator
A. Represents the interests of commuter student population.
B. Commuter Senator must be verified as a commuter student by the Office of Campus Life.

4.4.9 Security Senator
A. Serve as liaison between security office and BCSG.
B. Meet with Director of Campus Security prior to each BCSG general meeting and as needed.
C. Provide verbal report during BCSG meeting summarizing each meeting.

4.4.10 Information Technologies Senator
A. Serve as liaison between the IT Center and BCSG.
B. Meet with IT Director prior to each BCSG general meeting and as needed.
C. Assist in maintaining current BCSG information on BCSG page of BCYou.
D. Assist advisor(s) with technology component of BCSG elections.

4.5 First Year Student Senators Duties and Privileges
4.5.1 Attend all student senate meetings.
4.5.2 Report constituency findings, progress, and concerns.
4.5.3 Cast one (1) vote regarding each piece of legislation presented at senate meetings.
4.5.4 Serve on BCSG committee(s) as assigned.
4.5.5 Represent the best interests of the constituency being served.
4.5.6 Promote BCSG programs, activities, and special events.
4.5.7 Serve as a representative of first year students.
4.5.8 Plan and oversee one (1) special event/activity for first-year-students.

4.6 Duties of Campus Organization Senators
4.6.1 Serve as liaison between assigned campus organizations and BCSG.
4.6.2 Attend all student senate meetings.
4.6.3 Attend assigned campus organization meeting if invited or as needed.
4.6.4 Report on assigned campus organization activities.
4.6.5 Serve as funding request advocate for assigned campus organizations

4.7 Election and Qualifications of Student Senators
4.7.1 Candidates must be current, full-time, Briar Cliff University students.
4.7.2 All candidates, excluding first-year students, must have and maintain a minimum cumulative GPA of 2.25 to run for office.
4.7.3 All senators will be elected by secret ballot and plurality vote of the student body
4.7.4 A student wishing to become a senatorial candidate must:
   4.7.4.1 Obtain a Senatorial Petition for Candidacy from the office of Student Development or public electronic file.
   4.7.4.2 Using the Senatorial Petition for Candidacy, obtain a minimum of fifty (50) signatures from voting members of the student body.
   4.7.4.3 Submit the completed Senatorial Petition for Candidacy and accompanying signatures to the BCSG advisor(s) a minimum of seven (7) academic days prior to the date set for the general election.

4.8 Write-In Candidacy (Treasurer, Secretary, Legislative Senators only)
4.8.5 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
4.8.6 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).

4.9 Disclosure of Election Results
4.9.1 The BCSG Advisor(s) will post all election results only after all senatorial candidates have been notified of the results.
4.9.2 The BCSG Advisor(s) will disclose election results including final vote tallies for each official candidate to all interested parties requesting such information

4.10 Election Procedure
The Advisor(s) will be responsible for carrying out the following duties and responsibilities concerning the election:
   4.10.1.1. Post nomination and election procedures electronically and to the official BCSG bulletin board and request publication of those procedures in the student newspaper at least three (3) weeks in advance of the election.
4.10.1.2. 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.

4.10.1.3. Request that the list of candidates be published in the student newspaper, by office, in order that the petitions were received. This should be done in the week prior to the election (as long as the prior week is one in which the paper is published).

4.10.1.4. 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.

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

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

4.10.1.7. 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.

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

4.10.1.9. Declare the election of senators on the basis of a plurality vote.

ARTICLE V DISCIPLINARY PROCEDURES

5.1 Removal from Office
BCSG Executive Council Members and Senators may be removed from office for the following reasons:

5.1.1 The senator is placed on disciplinary probation by the university.

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 A petition is accepted and voted upon by the Student Senate for the removal of an Executive Council Member or Student Senator.

5.2 Any disciplinary violation committed by a member of the BCSG will be reviewed by the BCSG advisor(s) and could result in immediate dismissal from office. Any BCSG member with three disciplinary violations within the same academic year will be dismissed immediately from the BCSG.

5.3 Removal from Office by Petition
A Student Senator may petition for the removal of an Executive Council 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 policies may be established or modified upon a 2/3 majority vote of BCSG voting membership. New BCSG by-laws or policies and modifications to existing by-laws or policies 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.

7.1.2 Proposed changes should be printed in the student newspaper immediately following the vote and must contain the results thereof.

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 a majority of the Senate and 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.

8.3 Funding requests must be made in adherence with the BCSG Request for Funding Application Form.

8.4 The Briar Cliff University Student Handbook “Student Organization Guidelines” will be used to determine a student organization’s status as officially recognized.