

**CONSTITUTION OF THE
STUDENT GOVERNMENT ASSOCIATION
LINCOLN UNIVERSITY OF MISSOURI**

PREAMBLE

We, the students of Lincoln University, having been granted the power of self-government by the Board of Curators through the Office of the President, do adopt this constitution as a working structure for executing this government and promoting an atmosphere of genuine concern for the heritage and future of Lincoln University.

ARTICLE I. NAME AND PURPOSE

SECTION A. The name of this organization shall be the Student Government Association of Lincoln University of Missouri, hereinafter referred to as the SGA.

SECTION B. The SGA shall have as its purposes: (1) to serve as the voice of the student body; (2) to enable students to exercise self-government through democratic processes; (3) to foster communication among all members of the Lincoln family; (4) to provide a channel for student participation in University affairs; (5) to foster and promote a spirit of unity, understanding and cooperation among all student organizations; and (6) to cultivate a spirit of loyalty to Lincoln University among students, alumni, faculty and staff.

ARTICLE II. MEMBERSHIP

SECTION A. All regularly enrolled students on the undergraduate level shall be regular members of the SGA, and shall be entitled to all the rights and privileges of such membership, except that part-time students are not eligible to hold office.

SECTION B. All graduate students enrolled in the University shall be associate members. Such members shall have the right to attend meetings, voice their opinions and serve on committees. They shall not be eligible to hold student elective offices.

SECTION C. Only full time, regularly-enrolled, undergraduate students are allowed to vote in elections.

ARTICLE III. STUDENT GOVERNMENT COMPOSITION

SECTION A. The SGA shall be composed of three major branches: the administrative branch, the legislative branch, and the judicial branch.

SECTION B. The administrative branch, otherwise known as the Executive Board, shall consist of the President, Vice President, Treasurer, Executive Secretary, two Representatives at Large, and Mr. and Miss Lincoln University.

SECTION C. The legislative branch, otherwise known as the Student Senate, shall be made up of one elected or appointed representative from each registered organization on campus, and five representatives, appointed by the SGA President, from among the off-campus student population.

SECTION D. The judicial branch shall be composed of five students, including at least two females, who have been appointed by the SGA Vice President and approved by the Senate.

ARTICLE IV. AUTHORITY OF THE SGA

SECTION A. The SGA Administrative Branch shall have the authority to submit to the legislative branch any rules, regulations and appointments necessary to carry out its defined purposes. These rules and regulations shall not conflict with those of the University.

SECTION B. When the legislative branch receives the above-mentioned rules, regulations and appointments for its approval, they must be passed by a majority vote of a quorum of representatives.

SECTION C. If a conflict should arise between the administrative branch and the legislative branch concerning the adoptions of rules, regulations and appointments, these recommendations may first be revised and/or reformatted to the liking of both parties until approved by a majority vote of a quorum of representatives in the Senate, or these rules, regulations and appointments may be voted on by the student body. If the student body approves the resolution by a majority vote, then it becomes law.

ARTICLE V. REQUIREMENTS FOR SGA ADMINISTRATIVE BRANCH

SECTION A. The President and the Vice President

Each candidate must have a total of 60 hours (junior-standing) upon completion of the current semester. Each candidate must have and maintain a 2.5 ACCUMULATIVE grade point average and have attended Lincoln University the previous semester. The candidate must not currently be on probation (academic or social) from this institution. In order to apply for candidacy, each interested person must submit a filing form with the Office of Student Activities, a petition containing twenty-five signatures of valid Lincoln students, and a proposed program of action outlining his/her objectives.

SECTION B. The Treasurer, Executive Secretary, and Representatives at Large

Candidates must have and maintain an ACCUMULATIVE grade point average of 2.00. Candidates must have attended Lincoln University the previous semester and must not be on probation (academic or social). In order to apply for candidacy, each interested person must submit a filing form with the Office of Student Activities, and a petition containing twenty-five signatures of valid Lincoln students.

SECTION C. Mr. and Miss Lincoln University

The candidates must have (1) accumulated 60 hours (junior-standing) upon completion of the current semester; (2) have and maintain a 2.5 ACCUMULATIVE grade point average; (3) must not currently be on probation (academic or social); and (4) have attended Lincoln University the previous semester. In order to apply for candidacy, each interested person must submit a filing form with the Office of Student Activities, a petition containing twenty-five signatures of valid Lincoln students, and a proposed program of action outlining his/her objectives.

SECTION D. In addition to the requirements stated in Section A, B and C, the following criteria apply to all elected and appointed officers:

- (a) Officers must have completed at least 12 or more credit hours each semester. Intersession may be used to fill this requirement.
- (b) Officers must maintain a minimum grade point average of 2.00 with the exception of the President, Vice President, Mr. and Miss Lincoln, all of whom are required to carry a 2.5 GPA.
- (c) Failure to meet criteria (a) or (b) will automatically result in removal from office.

ARTICLE VI. EXECUTIVE BOARD OFFICERS

SECTION A. General Duties and Responsibilities

The duties and responsibilities of each presiding officer shall be to serve as an administrator and spokesperson of the officers' respective agencies; to coordinate the office and the work of the other related agencies; to report the progress and achievements of the agencies to the SGA Administrative Branch; and to make such recommendations for legislative action as pertains to the agencies' goals.

SECTION B. The President

The President of the SGA shall have the responsibility of presiding over all the executive board meetings. The president shall have the discretionary power to appoint, with the concurrence of the Executive Board, a director of public relations, a director of marketing, and any other officers as are approved by the SGA Constitution and that he/she needs. The appointed person(s) are not allowed to vote in executive board meetings; only elected officers are allowed to vote. The President shall also have as his/her duties: (1) to serve as a representative of the University at official University functions; (2) to represent the University locally and nationally at leadership conferences and other public gatherings; and (3) to foster good communication between the student body and the Administration.

SECTION C. The Vice President

The duties of the Vice President of the SGA shall be to preside as chair of the Student Senate, and to assume the responsibilities and duties of the SGA President during the President's absence from campus, ineligibility to serve, recall, incapacitation, or impeachment from office. The Vice President shall also perform other duties as requested by the SGA President or by the Executive Board.

SECTION D. The Treasurer

The responsibilities of the Treasurer shall be (1) to prepare the budget of the SGA; (2) to supervise the expenditure of SGA funds; (3) to report to the SGA President and to the Senate all funds; (4) to keep all financial records of the SGA; and (5) to cooperate closely with the Business and Finance Office of Lincoln University in regards to all SGA financial matters.

SECTION E. The Executive Secretary

It is crucial that the Executive Secretary be present at all SGA Executive Board meetings and he/she shall attend all special meetings considered necessary by the SGA President. The primary responsibilities of the Executive Secretary are to (1) take minutes at all meetings; (2) keep accurate and up-to-date records of all SGA proceedings; (3) send out all correspondence; (4) act as the official typist for the SGA; and (5) keep the files of the SGA Administrative Branch updated (including preparing agendas for official meetings).

SECTION F. The Representatives at Large

The two Representatives at Large are elected during the regular yearly SGA election as a spokesperson/liaison between the general student body and the Executive Board of the SGA. He/she is responsible for receipts and appropriate channeling of student complaints and inquires for resolution in accordance with University policy.

The Representatives at Large shall attend all SGA Senate meetings and give updates every fourth Thursday of every month. This is to address any issues that may be raised regarding students on the campus of Lincoln University. The representatives-at-large will be required to host a forum three times during the school year to address any concerns the student body has raised.

SECTION G. Mr. and Miss Lincoln University

Mr. and Miss Lincoln University serve as the public representative of the student body. He and she are expected to be present at all SGA meetings and official University functions. They are expected to serve in a capacity that fosters good public relations between the community and the University by attending leadership conferences and other public gatherings. The Royal Connection, composed of the various male and female attendants, also function as representatives of the student body. Whenever Mr. and/or Miss Lincoln University cannot be present at an SGA Executive Board meeting, he/she should send an alternate from the Royal Connection in his/her place.

SECTION H. Director of Public Relations / Director of Marketing

The Director of Public Relations and the Director of Marketing are appointed by the President of the Student Government Association and shall have the responsibility of coordinating student public relations with the Office of Public Information and University Relations. He/she is also responsible for successful operation of marketing activities as it relates to the programs of student groups and registered organizations on campus.

SECTION I. The Advisor

The advisor to the Student Government Association is to work cooperatively with students in exploring and developing their leadership and human potential. The advisor has final approval over any decision made by the SGA which has the potential to threaten the safety and security of the University community. The advisor must also see any proposed letter of suspension before an organization is officially recommended for suspension. He/she must also see the proper role call and paperwork before any decision is judged to be official. All decisions rendered by the SGA concerning student organizations may be appealed to the advisor. The advisor has final decision on all appeals.

SECTION J. All other officers appointed by the SGA President, in accordance with Article VI, Section B, shall adhere to the requirements of Article V, Section D. Other responsibilities of the officer(s) shall be enumerated by the SGA President at the time of appointment.

ARTICLE VII. ELECTION BY-LAWS AND PROCEDURES

SECTION A. All elections shall be conducted under the laws and procedures contained herein. A general election for the Executive Board offices shall be held within the last four weeks of the spring semester of the school year, the exact date being determined the semester prior to the election. Special elections may be called by the SGA President with the approval of the Senate, provided that the Senate publish the date of the election at least thirty days in advance of the elections.

SECTION B. All by-laws relating to the administration of all SGA special, general, and class elections shall be officially binding.

(a) Time, Place, and Ballots of the SGA General and Class Elections

- (1) The general elections shall be held within four weeks prior the last days of classes in the spring semester. The SGA class elections shall be held within the first five weeks of the fall semester. Such dates are to be publicized in appropriate campus media.
- (2) The polling place(s) of the SGA general and class elections shall be established and open between such times as the Department of Student Activities shall deem appropriate. Such times and places are to be publicized in appropriate campus media at least ten calendar days prior to the date of the election. Should online-voting be used, a main polling place shall be established in a central location, but all other computers, whether on or off-campus are considered appropriate voting locations.
- (3) Form of ballots for the SGA general and class elections:
 - (i) All votes shall be cast by secret ballot. The names of the candidates on the ballot shall be grouped according to the order that the application petitions

are received in the Student Activities Office. Names must be listed on the ballot exactly as they have been recorded officially by the Records Office.

- (ii) Ballots shall be marked by voting for a single candidate under each designated office, with the exception of Representative at Large, in which two candidates shall be marked.
- (iii) The SGA Administrative Branch with the approval of the Senate shall specify any information required to be placed on the ballots for a special referendum approval.

(b) Nominations of Candidates for SGA General and Class Elections

- (1) A candidate shall be placed on the ballot upon filing an application-petition containing the signatures of twenty-five full-time students currently enrolled at Lincoln University. The application must be submitted within the time specified by the SGA. The deadline of the time period shall be publicized in appropriate campus media at the beginning of the election sign-up period. The names of all eligible candidates grouped by office sought shall be announced by the SGA Administrative Branch at least eight calendar days prior to the date of the election.
- (2) At least fifteen calendar days before the SGA general and class elections, the SGA administrative branch shall provide prospective candidates and other involved parties with election guideline procedures and by-laws, a list of filing deadlines and any other information they deem pertinent at the time.
- (3) If any petition is found to contain an insufficient number of valid signatures, the petitioners shall be allowed thirty-six hours after notice of such deficiency by the SGA Administrative Branch to obtain a sufficient number of valid signatures.

ARTICLE VIII. THE STUDENT SENATE

SECTION A. The composition of the Legislative Branch is outlined in Article III, Section C. The functions of this branch shall be as follows: (1) to serve as a check and balance in the Student Government Association; (2) to vote for the approval or disapproval of appointments concerning the Senate; (3) to originate and pass legislation involving the rules and regulations for the governing of student life. These rules and regulations may not conflict with those set down by the University; (4) to approve or disapprove all expenditures of Senate funds over the amount of \$100.00 and to ask periodically for a review of the books handled by the Treasurer; and (5) to ask for impeachment of Officers when there are appropriate grounds.

SECTION B. The President Pro-Tempore shall preside over all Senate meetings in the temporary absence of the SGA Vice President. The President Pro-Tempore is appointed by the SGA Vice President and agreed upon by a majority vote of the Student Senate. If the Vice President vacates the chair temporarily, the President Pro-Tempore assumes the chair only until adjournment or until the pending matter has been voted on.

SECTION C. The Senate Secretary is appointed by the SGA Vice President and agreed upon by a majority vote of the Student Senate. His/her responsibilities will be to record the minutes of every SGA Senate meeting. The senate secretary shall be required to attend all the meetings held by the Administrative Branch of the Student Government Association, so that he/she can prepare the agenda for the Senate meeting. The Senate Secretary will also be responsible for accurately recording the decisions of the Senate with regard to expenditure of funds and for drafting any letters of approval or disapproval of organizations and/or funds for the signature of the SGA President, Vice President and Treasurer. In the event that there is no President Pro-tempore, the Senate Secretary shall assume control over the Senate meeting with the approval of the representatives of the Senate.

SECTION D. Senatorial Appointments

- (a) All Senators representing registered campus organizations must be elected or appointed by the second month, tenth day, of the Fall Semester of each school year. The exception is any organization newly formed and approved after this time. Such organization is eligible to have senatorial representation.
- (b) The President Pro-Tempore and Senate Secretary shall be appointed by the SGA Vice President no later than the tenth day of the Fall Semester.

SECTION E. Forming a New Organization on Campus

Any group of students desiring to establish a new organization on campus must follow the procedure outlined herein to gain official recognition by the SGA and to access University facilities:

- (a) Petition the Student Government Association for formal recognition by completing a Student Organization Information Form (SOIF) available at the Student Activities Office. Generally, a new organization should not duplicate offerings of currently existing registered organizations, and must complement and be related to the basic goals and objectives of the University.
- (b) Provide the Director of Student Life, the SGA President, the Chairperson of the Student Affairs Committee, and the Vice President of Student Affairs, one copy each of its proposed Constitution, SOIF form and statement of purpose.
- (c) Present a letter of acceptance from a University faculty or staff member indicating his/her willingness to serve as advisor to the organization being formed.
- (d) Any group desiring to become a registered organization must have a charter membership of no less than five members at the time of application. Once obtaining recognition, the organization must maintain membership of at least five members in order to remain in good-standing and to be eligible to receive financial consideration from the SGA. A new organization is sanctioned by the University once it has presented its request to the Executive Board for approval and then affirmed by a majority vote of the Student Senate. Approval is further granted by the Student Affairs Committee and the Vice President of Student Affairs.
- (e) Once approved, registered organizations must remain in "good-standing," as outlined in Article VIII, Section F, Part B.

SECTION F. Disbursement of Senate Funds

- (a) The Programs and Conferences (Senate) budget of the SGA is set up so that organizations may attend workshops, conventions and other programs for the betterment of the campus and for the education of the student leadership. Organizations must be officially recognized by the Office of Student Activities and must be in good standing to request financial support for University-related projects, trips, and activities.
 - (1) Registered organizations should present in writing (preferably four weeks in advance), to the SGA Treasurer, a proposed spending plan which details the amount, purpose of the request, and any activities the organization is sponsoring to raise funds for the purpose. This information must be attached to an Organization Request Form, available from the SGA Treasurer.
 - (2) The Treasurer of the SGA shall be responsible for maintaining a file of all requests for expenditure of funds. As such, he/she will meet with the Senate Representative from the organization requesting funds to advise the membership of the conditions surrounding requests for funding. He/she will then recommend an amount for disbursement.
 - (3) The Senate Representative shall then present his/her request at an assigned Executive Board meeting. The Executive Board will vote to approve or disapprove the recommendation based on the requirements listed in Article VIII, Section F, Part C.
 - (4) If approved by the Executive Board, the Senate Representative must then re-present his/her request at an assigned Student Senate meeting for confirmation by this body. Confirmation is provided by a majority vote of Senators.

- (5) All requestors shall be notified in writing of the decision of the SGA. Organizations will be given the opportunity to appeal the decision at which time clarification or additional details may be presented to the Senate for consideration.
- (b) All registered organizations must be in good-standing to request funds from the SGA. “Good-standing” means that the organization has met the following requirements:
- (1) Each organization must participate in three SGA-sponsored events each school year.
 - (2) Participation in at least one program is required before a request for funds may be considered.
 - (3) Organizations requesting funds from the Programs/Conferences budget must:
 - a. Give a full report to the Student Senate no later than one week after the completion of the trip, conference or activity.
 - b. In the event that the activity is held during the summer or winter break, the organization must give the report at the first Senate meeting of the following semester
 - (4) Failure to abide by the regulations herein may cause the organization to be suspended and may inhibit any future request for funds.
 - (5) If the organization fails to participate in additional SGA programs, as required by Article VIII, Section F, Part B, Numbers 1 and 2, the organization will be required to return the funds allotted to the Programs/Conferences budget or will be suspended as a registered organization until funds are repaid or required SGA programs are completed (if meeting such requirement is possible).
- (c) Consideration, approval, or disapproval of funds (in full or in part) shall be based on the following:
- (1) Availability of funds;
 - (2) Obligated and future funding commitments;
 - (3) Benefits to the University, either short or long term, tangible or intangible;
 - (4) Degree of educational enrichment (to be given priority over all other requests).

SECTION F. Additional Guidelines for Organizations

- (a) All organizations which desire to be officially recognized by the University and the SGA must fill out and submit a Student Organization Information Form (SOIF) with the Office of Student Activities. Deadline to submit the form is one week before the first Senate meeting of the Fall semester. Failure to submit the SOIF will result in the organization being considered inactive or obsolete until said paperwork is complete.
- (b) Any organization that misses three scheduled Senate meetings during a semester, without prior approval from the Vice President of the SGA or from the President Pro-Tempore, will be suspended as a registered organization and from the Senate. A letter, signed by the SGA Vice President and carbon-copied to the SGA President and to the Advisor, will be sent to the organization after two unexcused absences informing the organization that they will be suspended following absence from a third meeting. The SGA Vice President shall notify the organization of suspension after the third meeting is missed. A suspended organization shall not be allowed to hold any functions on the University campus, request or receive SGA funds, or vote on any legislation or recommendations that come before the Student Senate.
- (c) Upon receipt of the suspension notice, the organization must notify the Senate, within two weeks, of its desire to be reinstated. The organization may then be placed on probationary status. During the probationary period, the organization must attend three consecutive Senate meetings but may not hold any voting privileges until officially reinstated. If the organization misses even one meeting during the probationary period, it will be suspended for the remainder of the semester and will not be eligible for reinstatement until the following semester.
- (d) A suspended organization may be reinstated as a registered organization and to the Senate when it meets the following conditions:

- (1) Notifies the Senate in writing, within two weeks of suspension, of their desire to be reinstated;
 - (2) Attends three scheduled Senate meetings during the probationary period and agrees to all by-laws governing the Senate;
 - (3) Follows all other requirements and obligations outlined in Article VIII.
- (e) Any organization which does not notify the Senate in writing of its desire to be reinstated within the two week time period shall be suspended for the remainder of the semester. The Senate will assume that non-notification indicates a non-desire and will suspend said organization without further notice.
- (f) Any organization that is suspended for the semester or suspended at the end of a semester must begin its probationary period at the beginning of the next semester and must fulfill the requirements necessary for reinstatement during that semester.
- (g) When an organization fulfills the requirements of the probationary period, it shall be fully reinstated as a registered organization with full privileges and voting rights and shall follow the same guidelines as all other registered organizations.
- (h) Any organization that does not meet conditions of reinstatement within a one-year suspension period must have its organization reaccepted by the SGA and Student Affairs Committee before reinstatement as a registered organization.

SECTION G. Appeals

- (a) Any organization that feels it is unjustly suspended will be able to make an appeal in writing to a suspension review board, will shall be made up of the Senate officers (the SGA Vice President, the President Pro-Tempore, and the Senate Secretary). The appeal must be made within two weeks of the suspension notice.
- (b) If the suspension is appealed, the organization shall retain all privileges until the appeal is ruled upon. If the organization misses any meetings during the appeal process, the appeal will be considered defunct and the organization immediately suspended without further notice.
- (c) In the event that a Senate officer is a representative or member of a suspended organization, the Vice President of the SGA shall appoint a replacement of said officer to the Suspension Review Board.
- (d) The Suspension Review Board shall make a ruling within two weeks of receiving the appeal. If the Review Board cannot reach an agreement on the appeal, a vote will be taken at the next scheduled meeting of the Senate, and such vote shall be considered final. Any organization that loses an appeal shall begin its probationary period immediately upon receipt of the appeal ruling, and will be subject to all the conditions of the probationary period.

ARTICLE IX. THE JUDICIAL BOARD

SECTION A. The Judicial Branch of the SGA shall be composed of five members, including at least two females. The members of the Court shall be appointed by the Vice President of the SGA with the approval of the Senate. The Court shall elect its own chairperson and clerk. The term of each member on the Court shall be one school year.

SECTION B. The functions of the Judicial Board shall be as follows: (1) the judicial power of the SGA shall be vested in the Court; (2) the Court shall handle all disputes between registered organizations, organizations and individuals, and between individual members of the Senate. Concerning organizations that are members of the Pan-Hellenic Council, disputes must be referred to the judicial board by the Council; (3) the Court shall interpret the Constitution of the SGA if necessary, including the constitutionality of laws passed by the Student Senate.

SECTION C. The Court shall have the power to establish additional rules and regulations that are not provided for by this Constitution so long as duly authorized by the appropriate personnel for approval.

SECTION D. The Court shall be called at the discretion of the Vice President of the SGA, or upon recommendation by the SGA President and/or the Advisor.

ARTICLE X. SUCCESSION

SECTION A. When a seat is left vacant on the Student Senate due to resignation, expulsion, recall or ineligibility to serve, it shall be filled by the representative's alternate. The replacement as an alternate shall be elected or appointed by the tenant he/she represents. Should the position of President-Pro Tempore or Senate Secretary be left vacant for any reason, the Vice President of the SGA shall appoint a replacement with the majority approval of the Student Senate.

SECTION B. When a seat is left vacant on the Judicial Board due to resignation, expulsion, recall or ineligibility to serve, it shall be filled by an individual appointed by the Vice President of the SGA with the majority approval of the Student Senate.

SECTION C. Elected offices of the SGA Executive Board made vacant by resignation, expulsion, recall or ineligibility to serve, may be filled temporarily by an appointee by the President of the SGA, subject to the approval of the Student Senate. After such approval, this appointment will become permanent. Appointed positions on the SGA Executive Board left vacant for any reason shall be filled, if necessary, through an appointment by the SGA President.

ARTICLE XI. CONSTITUTIONAL AMENDMENTS

SECTION A. Revision of this Constitution by the addition or deletion of any word in any article, unless to correct typographical errors in duplication and reprinting and the alteration of the article sequence, shall become effective only after the proposed change or changes have been circulated among the members of the SGA for at least thirty days, approved by a majority of voting members on the Executive Board, approved by the Senate, voted on by the student body and approved by the appropriate University officials.

SECTION B. Once adopted and approved, this Constitution shall become the official Constitution of the Student Government Association of Lincoln University of Missouri.

SECTION C. This Constitution is recognized as superseding all other student organizations' constitutions, and no law in any other organization constitution shall override this constitution.