



Bluefield State

C O L L E G E

Constitution of the Student Government Association

Bluefield State College 219 Rock Street Bluefield, WV 24701 (304)-327-4000

Preamble

We the students of Bluefield State College, in order to develop a spirit of cooperation in the activities of the college, afford the development through self-expression, self-control, and leadership, encourage student initiative; and create an intermediary between the administration, faculty, staff, and the students in matters of general welfare, do hereby adopt the following document.

Article I: Definition

- A. The name of this organization shall be the Student Government Association of Bluefield State College, hereafter referred in this document as the SGA or the Senate.
- B. The membership of the SGA shall be representative of all students attending and paying Student Activities fees at Bluefield State College.

Article II: Purposes

- A. To represent the student body in the decision making process directly affecting the students and Bluefield State College.
- B. To serve as a channel for the expression of student opinion.
- C. To encourage the personal, social, and academic development of students through their participation in activities in and out of the classroom.
- D. To promote a feeling of unity within the entire academic community of the college.
- E. To enhance the relationship between the academic and college communities.
- F. To maintain an active relationship with the Bluefield State College Alumni Association.
- G. To promote student responsibility and leadership.

Article III: Organization

- A. The SGA will be a representative form of government consisting of up to twenty (20) senators: Nineteen (19) voting senators and the President. Senators paying Student Activities fees must be full-time or part-time students and must maintain a cumulative minimum of a 2.5 GPA to hold office. Freshmen who apply to be a senator must achieve a cumulative minimum 2.5 GPA at the end of their first term and maintain their cumulative GPA at or above 2.5 each semester thereafter.
- B. The Senate shall actively pursue the objective of Article II of this document. Those Senators who fail to accomplish this in good faith may be removed from office as provided in Article IX of this document.
- C. A President will also be elected by the student body. The election will take place with the election of the Senate. Candidate requirements for position of President are as follows:
 1. Must have completed at least thirty-two (32) semester hours of course work.
 2. *Previously served at least one (1) complete semester in the Senate during their academic career at Bluefield State College.* *For amendment change refer to Article XV: Amendments to the Constitution; Section A.
 3. Must be enrolled for a minimum of twelve (12) credit hours per fall and spring semester during his/her tenure in office.
 4. Meet the requirement for election into the Senate as described in Section A above.

In the event a candidate wishes to run a slate ballot, they must register the slate with the Election Committee, naming the Cabinet members running on the slate. In that event, a vote for the Presidential candidate will represent a vote for the entire slate. An election slate may consist of President, Vice President, Secretary of Records, Treasurer, and Sergeant-at-Arms. The remaining vacancies for the Senate will be filled from the Senators receiving the highest number of votes.

- D. Upon completion of the election of the President, the following Cabinet positions of Vice President, Secretary of Records, Treasurer, Sergeant-at-Arms, Secretary of Social Activities, Secretary of Multicultural Activities, Secretary of Alternative Housing, and Secretary of Advertisement, and an Alumni Association Liaison are to be appointed by the President and confirmed by majority vote of the Senate. In the event that a slate ballot wins the election, only those positions not named in the slate will have to be confirmed. Any opposing slate to the elected slate will not be elected in as senators. These students will be able to reapply to become a Senator and will come before the Senate for consideration whenever a regular vacancy occurs.
- E. The Senate shall also elect from within itself a West Virginia Association of Student Personnel Administrators Representative.
- F. *The quorum of the Senate is constituted by the presence of the majority of the membership of the Senate.* *For amendment change refer to Article XV: Amendments to the Constitution; Section B.
- G. Any Bill introduced in the Senate will be approved once it is passed by a majority of the quorum.
- H. Each member of the Senate shall have one (1) vote.
- I. As compensation for serving in the position, the President will be paid in installments twice each month during periods when classes are in session or with the approval of the Vice President of Student Affairs may request a tuition waiver. Total pay will equal to one (1) semester of full-time in-state tuition at Bluefield State College per semester served. During the summer months, the President will keep regular office hours each week and will be compensated at the prevailing minimum wage.
- J. Anyone who has been impeached, fired, asked or forced to resign due to unethical activity involving student funds or fees, student body representation, or student activities, including all work study/RSE programs where the student defrauded the institution, can, under no circumstances, be eligible to represent the student body in any capacity in which SGA has power to govern.
- K. A Senate Member found in violation on any form of probation that which is found in the Student Handbook at Bluefield State College or in the Student Government Constitution shall be reviewed by the SGA Cabinet. A recommendation will be presented to the SGA Senate.

Article IV: Duties and Succession

- A. Duties of the President
 - 1. To preside at all meetings of the Senate.
 - 2. To appoint or remove a Cabinet with positions in the following order of succession:
 - 1. Vice President
 - 2. Secretary of Records
 - 3. Treasurer
 - 4. Sergeant-at-Arms
 - 5. Alumni Liaison
 - 6. Secretary of Social Activities

Constitution of the Student Government Association

Bluefield State College

7. Secretary of Multi-Cultural Activities
 8. Secretary of Alternative Housing
 9. Secretary of Advertisement
3. To recommend to the President of the College the members of the Senate who are to represent and serve on standing committees of the college.
 4. To appoint members to temporary secretary positions; this shall not duplicate the enumerated secretaries in Section Two (2) of this article.
 5. To be an official liaison of the SGA in dealing with the faculty, staff, and the administration of Bluefield State College.
 6. The President, or following line of succession, will keep a minimum of ten (10) office hours each week during the fall and spring semesters. The President, or the following line of succession, will keep a minimum of one hundred thirty (130) office hours over the summer. This represents an accumulative minimum of ten (10) hours per week. These hours shall be distributed over the five (5) day school week.
 7. The President, shall be excluded from running for, or being appointed as, Board of Governors Representative.
- B. Duties of the Vice President
1. To preside over meetings of the Senate in the absence of the President
 2. To chair the Homecoming Committee when established and direct all efforts of same.
 3. To prepare the agenda for each meeting. Only items received by Friday at 4:00 pm, prior to scheduled meetings, will be included. A copy of the agenda is to be provided to the Senate digitally, twenty-four (24) hours in advance, and a hard copy will be provided at the beginning of each meeting.
 4. The Vice President shall be responsible for meeting with the Board of Governors Representative following each Board meeting to be able to report highlights at the next scheduled SGA meeting.
- C. Duties of the Secretary of Records
1. *To prepare and maintain accurate records of all meetings of the Senate and the Cabinet.*
To prepare and maintain accurate records of all meetings of the Senate and the Cabinet, including the time of commencement and conclusion of the meetings.
 2. To report for approval of the minutes of the previous meeting at each meeting of the Senate.
 3. To make available a copy of the minutes of each meeting to the members of the Senate. A copy will be provided digitally within seventy-two (72) hours of the meeting and a hard copy will be provided at the beginning of each meeting.
 4. To prepare and distribute official correspondence of the SGA as directed by the President.
 5. To maintain records of attendance.
 6. To certify that a quorum is present at the meeting.
 7. To chair the Reinstatement Committee.
- D. Duties of the Treasurer
1. To maintain accurate and current records of all financial transactions involving Student Government funds.
 2. To prepare a monthly financial report to be presented at the first meeting each month or more frequently if the need arises.
 3. To serve as the chair of the Finance Committee.

- E. Duties of the Sergeant-at-Arms
 1. To know the Constitution of the Student Government Association and to interpret the document as needed.
 2. To rule on procedures for conducting meetings of the Senate.
 3. To inform members of the Senate and Advisors when they are in violation of a provision of the Constitution or of Robert's Rules of Order.
 4. To hold a seminar explaining, to the senate, the major points of Robert's Rules of Order.
 5. To excuse from meetings of the Senate those who are preventing the orderly conduct of business.
 6. To serve as chair of the Constitution Committee.
 7. To keep and safeguard the official copy of the SGA Constitution.
- F. Duties of the Alumni Liaison
 1. To attend all Alumni Association meetings.
 2. To work in conjunction with the Alumni Association.
 3. To give an updated report of Alumni Association affairs at regular Senate meetings after each Alumni Association meeting.
 4. To act as representative of the SGA in all Alumni Association affairs.
- G. Duties of the Secretary of Social Activities
 1. To present recommendations for social activities to the Senate.
 2. To carry out the wishes of the Senate in the area of social activities.
 3. To act as an agent of the Senate in arranging for the staging of social activities
 4. ~~To represent the student body concerning preferences for social activities on the Executive Committee of the Bluefield State College Programming Board.~~
- H. Duties of the Secretary of Multi-Cultural activities
 1. To canvas the student body concerning their preferences for multi-cultural activities.
 2. To serve as a liaison between the Senate and multi-cultural advisors at the College.
 3. To carry out the wishes of the Senate in the area of multi-cultural programming.
 4. To act as an agent of the Senate in arranging for the staging of multi-cultural programs.
- I. Duties of the Secretary of Alternative Housing
 1. To act as an agent of the Senate in matters concerning off-campus housing.
 2. To report to the Senate concerns pertaining to off-campus housing.
 3. To represent the SGA on any residential housing committees.
- J. Duties of The Secretary of Advertisement
 1. To work with committees and in conjunction with the Director of Media Relations.
 2. To be responsible for all public awareness issues to the student body, that the Senate deems necessary.
 3. To coordinate with committee chairpersons to provide advertisement for social activities planned by the SGA.

Article V: Procedures for Meetings of the Senate

- A. There shall be an executive meeting of the SGA Cabinet at least once each month.

- B. The regular meetings of the Senate are open to the College community for observation only, unless admitted on the agenda as approved by the President. Times and locations of the Senate meetings will be announced at the beginning of each semester.
- C. The President is empowered to appoint non-standing committees for specific purposes as the need arises.
- D. Voting procedures will follow Robert's Rules of Order.
- E. Non-scheduled meetings may be called by the President with twenty-four (24) hour notice given and only for emergencies. An emergency constitutes anything harmful to the student body or any matter that is of urgency, as determined by the President. Only those items directly concerning the emergency can be considered. At least one (1) advisor must be consulted and present at the meeting. At emergency meetings, ten (10) members shall constitute a quorum.
- F. During the summer months, the Senate will meet at least once a month at a time to be announced at least one (1) week prior to the scheduled meeting. During these meetings, ten (10) members shall constitute a quorum.

Article VI: Expectations of the Senate

- A. A Senator would work within the Senate body to actively pursue relevant student issues. This involves, but is not limited to, canvassing the student population by survey, word-of-mouth, or one-on-one contact and subsequent presentation of issues. Also included is active involvement in submission, planning, and execution of student orientated functions.
- B. Members are expected to attend all meetings. Should a member have two (2) unexcused absences (not necessarily in succession) in any semester without being excused by the President he/she will be removed from the Senate. If a Senator is late for two (2) meetings this will result in showing as one (1) unexcused absence. This removal may be appealed, at which time a Reinstatement Committee, consisting of four (4) senators, appointed and chaired by the Secretary of Records (with the Senate's approval), will hear the case and make a recommendation to the Senate. For impeachment procedures, see Article IX. For Reinstatement Committee procedures, see Article X.
 - 1. Unexcused absences are those that do not fall under the following categories:
 - SGA related absence
 - Family emergencies (Excuse must be given within twenty-four (24) hours after missed meeting to the President or Head Advisor.)
 - Illnesses/medical emergencies (Excuse must be given within twenty-four (24) hours after missed meeting to the President or Head Advisor.)
 - Weather related absence
 - 2. Unexcused absences include but are not limited to, those absences that fall under the following:
 - A class that is scheduled at 11am including Student Teaching.
 - Other School Organization Meetings that take place during a regularly scheduled SGA meeting.
 - Research or scheduled labs during a regular scheduled meeting will only be excused if it is scheduled by the professor, and written confirmation from the

professor is presented to the President or Head Advisor within a 24 hour time frame before or after the scheduled meeting.

- The absence from any regularly scheduled meeting without a 24 hour notice given prior to the meeting. This absence must be approved by the President or Head Advisor.

3. In the event of a tie concerning Reinstatement Committee procedures, the Secretary of Records shall cast the tie-breaking vote.
- C. No one will be allowed to attend meetings if his/her behavior indicates that he/she is preventing those assembled from conducting business. The Sergeant-at-Arms will remove anyone who is disruptive as provided in Article IV, Section E. Any member removed from regular meetings for being disruptive shall have an unexcused absence counted against them. If a member is removed more than once during a semester, Section A above applies.
 - D. Members of the Senate who serve on committees are expected to follow the regulations concerning attendance at regular meetings.
 - E. The Senator that serves as Chair on a committee must provide a copy of their typed or hand written minutes of each committee meeting to the President and Head Advisor.
 - F. Senators will be required to attend a minimum of five (5) events per semester. Attendance will be taken at each function. It is encouraged that all Senators attend all SGA sponsored events.
 - G. Senators and Advisors should be familiar with Robert's Rules of Order so that they understand the normal procedure for meetings. Senators and Advisors will not speak out of turn, and will only be allowed to speak once they have been recognized and given the floor.
 - H. Vacancies will be filled from candidates who submit approved applications to the SGA. When a vacancy occurs, applications from candidates will be accepted according to the date and time received by the SGA. The candidates will then be brought before the existing SGA for confirmation by a majority vote. Senators may encourage potential candidates to submit applications for anticipated vacancies.
 - I. Each elected/appointed Senator will read and sign a copy of "The Obligation of Student Government Association Members."

Article VII: Elections

- A. During the last week of February, an election committee will be formed and shall be composed of a permanent advisor or a designee appointed by the Vice-President of Student Affairs and at least one (1) Senator that is graduating that May. The committee will be formed by one (1) faculty member appointed by the SGA President with approval of the Senate. The election process will be conducted in such means that the new Senate can meet by the end of April. During the first full week of March, campus-wide solicitation of those interested in Senate seats will begin. The election committee shall publicize and gather applications and submit them to the Student Life Office for verification of GPA and number of hours completed.
- B. The deadline for withdrawing from an election is one (1) week, equivalent to five (5) school days, prior to the opening of the polls on the first scheduled day of the election and must be done in writing and given to the election committee.
- C. During April, the Student Life Office will conduct the elections for the SGA. Elections will begin on the Monday of Awards Week. Polls are to be open during the allotted time designated by the

election committee on Monday and Tuesday of that week. Polls will be located at the Student Center, the Basic Science building, and Dickason Hall. Students may also have the option of using their mybsc web page to vote. The Election Committee will certify the election of candidates in the form of a letter to the Vice-President of Student Affairs. All Statistical Data, including total number of votes for each candidate as well as totals from each poll location, shall also be available for review and submitted to the Vice President of Student Affairs.

- D. The following guidelines shall be enforced by the Election Committee for the SGA elections and all other elections sanctioned by the SGA. Any potential candidate who violates the following guidelines shall be disqualified from the election.
1. All applications for Senate seats must be submitted by the end of the first week of April.
 2. No posters, flyers, or campaign materials are to be posted within ten (10) feet of a polling place.
 3. No individual campaigners, candidates, or supporters are to campaign within ten (10) feet of a polling place.
 4. The defacing of another candidate's campaign material will not be tolerated. Violators will be referred to the Election Committee for a hearing and/or be referred to the College disciplinary system.
 5. Any and all Violations of the election procedures must be immediately reported in writing to the election committee.
 6. The posting of campaign materials must follow approved College policy as to location and must be approved by the Student Life Office.
- E. The new SGA senators will assume their positions at the last meeting scheduled for the academic year.
- F. Any individual paying Student Activities fees directly to Bluefield State College may vote. Reference Article III, Section A for eligibility of candidacy.

Article VIII: Tenure in Office

- A. The term of office for all Senators and Officers elected from within the Senate shall begin on the first meeting following elections and end on the meeting immediately preceding the announcement of the election results for the following year.
- B. SGA Honor Cords will be awarded to graduating senate members who have served at least one (1) full term in office
- C. If, in the opinion of the Senate, the President does not act in the best interest of the Senate or the students or fails to comply with the directives of the Senate, the Senate can, by a two-thirds (2/3) margin of the body, impeach the President as provided in Article IX. If the President is so impeached, Section D below applies.
- D. If the President of the SGA resigns from his or her office, becomes academically ineligible, fails to remain enrolled as a student or is impeached under the conditions stated in Article IX, the Vice-President will assume the office of the President until the next general election and complete the term. If for some reason there is no one (1) serving in the office of the Vice-President, the order of succession as stated in Article IV will be followed.
- E. A term limit of two (2) total years, per position, shall apply to positions of President, Vice President, Secretary of Records, Treasurer, and Sergeant-at-Arms.

Article IX: Impeachment

- A. Any member of the Senate or elected officer from within the Senate may be removed from office if two-thirds (2/3) of the total Senate Body vote for removal.
- B. Members of the Senate who are impeached are immediately removed from the Senate. Officers who are impeached are removed from that office and also their Senate Seat.
- C. Grounds for impeachment are for social or academic probation, continually acting in a manner that is, in the Senate's opinion, not in the best interest of the Students, or persistent conduct that impeded the normal business meetings of the Senate as outlined in Article VI, Section B.
- D. Verification of evidence for grounds of impeachment must be provided to the Senate at the time of impeachment proceedings.
- E. Upon removal, a waiting period for appointment of a new Senator or elected officer may be assessed at the discretion of two-thirds (2/3) of the total Senate body.

Article X: Reinstatement Committee

- A. The Reinstatement Committee will act by the following guidelines: Senators missing two (2) meetings as outlined in the Constitution will be removed but can request to be reinstated. Senators' having two (2) unexcused absences as outlined in Article VI (6) Section One (1), will be removed but can request to be reinstated. The request to be reinstated must be received by the President after the receipt of notice of discharge and prior to the next regularly scheduled meeting.
- B. The Reinstatement Committee will meet before the next the regularly scheduled meeting, if any Senator requests the opportunity to be reinstated. When appearing before this committee, the individual shall be prepared to offer a valid reason for missing meetings and proof may be requested.
- C. The Committee will then vote on the decision to reinstate the Senator. The decision of the Committee will then be voted upon by the senate at the next meeting.

Article XI: Student Government Advisors

- A. There will be three (3) SGA advisors. The Vice-President of Student Affairs will appoint an official of Bluefield State College to serve as a permanent advisor along with two (2) faculty members elected by the Senate at the first meeting following elections. The elected advisors will serve for a one-year-term.
- B. Advisors are to abide by Article II of the Constitution and follow accordingly all rules of procedure as outlined in Robert's Rules of Order. Advisors are called upon when questions concerning the welfare of the College or in regards to issues that they may have information about and have responsibility for leadership development in the Senate.
- C. At least one (1) advisor for the SGA must be present for an official meeting to be conducted.

Article XII: Contracts and Purchase Orders

- A. The SGA is not empowered to enter into contractual agreements binding Bluefield State College. All contracts and purchase orders must have prior approval of the Vice President of Student Affairs.
- B. The SGA President and Treasurer must sign all purchase orders that involve the SGA.

Article XIII: Financial Procedures of the SGA

- A. A finance committee will be established that will consist of the SGA treasurer, whose vote will be included only as a tiebreaker, and a four-member panel. The treasurer will serve as the chair of this committee. The Committee will be appointed by the SGA President and approved by the Senate annually.
- B. The purpose of the SGA Finance Committee is as follows
 - 1. Review funding requests for student organizational funds from recognized student organizations submitted to the SGA. The Finance Committee shall review all additional funding requests on an individual basis.
 - 2. Recommend approval or disapproval of these requests.
 - 3. Inform all recognized student organizations concerning criteria and procedures for submission and following up of funding request.
 - 4. Beginning in the fall semester, the Finance Committee will review student fee allocations and existing budget and expenditures with each spending unit. Upon completion of this review, the Committee will, by February 1, recommend to the Senate any proposed increase/decrease for the purpose of establishing a recommendation to the administration.
- C. The Procedures for the Finance Committee are as follows:
 - 1. The finance Committee will meet as need arises, as indicated by the time frames of the request and the activity dates. Minimum of two (2) members, not including the Chair, must be present for the committee to conduct business, unless the conditions of emergency circumstances are met. Emergency circumstances will be defined separately.
 - 2. Emergency is defined as a situation where planning for an event or function is not possible. For example, conferences and competitions are normally planned, giving organizations plenty of time to use normal request channels. The cycle of the school year will sometimes prevent organizations from having this request, determine if normal channels could be used, and to act accordingly. SGA strongly recommends that funding requirements for recognized student organizations be an integral part of each organization's planning. If a two (2) member panel and the chair/treasurer cannot be gathered, only the chair, an SGA advisor, and the Vice President of Student Affairs, or a designee of the student life office may bypass standard procedures as an emergency committee. Additionally, these offices mentioned share the responsibility of ensuring that emergency requests meet the established funding criteria. These decisions must be based upon existing college criteria, and satisfy the criteria for using SGA funds. Emergency requests will have a full review by the Finance Committee and a report will be presented to the full Senate at the next Senate meeting.
- D. Organizations requesting funding from the Student Organization Account must meet the following criteria:
 - 1. Fund Availability for individual organizations requesting funds from the student organizational account will be determined by the Student Government Association at the beginning of each fiscal year based on enrollment and available funds per organization in the budget.
 - 2. Request for travel should be referenced to the existing Bluefield State College policies and procedures.

3. Request should be submitted at least six (6) weeks prior to a scheduled trip/activity to allow the processing of required paperwork, unless emergency conditions can be justified. Student organizations, to receive funding, must submit a Travel Settlement form with all receipts attached to be reimbursed.
 4. Organizations are expected to raise 40% of the total expenditure. Receipts must be maintained to ensure reimbursement.
 5. An organization must register with Student Life to be an official organization by September 20th of the academic year.
 6. Funds may be requested by a social organization for a social activity so long as the activity is open to the entire student body.
 7. Preference for the use of these funds will be given by the finance Committee to organizations that are involved in competitions or representing Bluefield State College in regional or national conferences and/or conventions.
 8. With regard to event funding request, Greek Organizations shall be funded as any other student organization if all other criteria (i.e., school representation, student access, etc.) are met.
- E. The following requirements must be met when submitting a funding request to the Finance Committee:
1. A Narrative justifying the request and a full budget of anticipated expenses.
 2. The budget should include the following items:
 - i. Breakdown of expenses: motel, food, vehicles, fees, entertainers, etc.
 - ii. Projected income for the event, describing fund raising activities.
 - iii. Average prices for motel, etc., in area of travel if request is a travel request.
(Note: A sample budget will be available in the Student Life Office.)
 3. Representative(s) from the requesting organization should make themselves available to answer questions. Requests should be made to the student life office for a general review before a representative is made available.
 4. The SGA is only responsible for approving funds, not for the distribution of said funds.

Article XIV: Amendment Guidelines

- A. Any Amendment, or change, to this Constitution must be formally proposed in writing by a member of the Senate and must be included in the agenda for the meeting at which time they will be read aloud.
- B. If approved by a two-thirds (2/3) majority of the Senate, or twenty (20) members, the amendment/change will then become binding and a part of the constitution.

Article XV: Amendments to the Constitution

- A. Amendment to Article III; Section C, Part 2: Previously served at least one (1) complete semester in the SGA Cabinet during their academic career at Bluefield State College.
- B. Amendment to Article III; Section F: The Quorum of the Senate is constituted by the presence of two-thirds (2/3) of the membership of the senate, excluding the President.

Article XVI: Ratification

- A. This Constitution will become effective immediately upon the approval of the SGA and the Administration of Bluefield State College.

Action Taken	Month	Year
Ratified	April	1996
Amended	May	1998
Amended	April	2000
Revised	October	2003
Amended	April	2004
Revised	August	2005
Revised	February	2006
Revised	April	2007
Revised	March	2009
Revised	May	2013
Revised/Amended	April	2017

Constitution of the Student Government Association

Bluefield State College

X Ayla Matthias

Ayla Matthias
BSC Student Government Association President

5/3/17

Date

X Jean Buchanan

Jean Buchanan
BSC Student Government Association Advisor

5/3/17

Date

X Jo Ann Robinson

Jo-Ann Robinson Ph.D.
BSC Vice President, Student Affairs

4/28/2017

Date

X Marsha V. Krotseng

Marsha V. Krotseng, Ed.D.
BSC President

4/28/17

Date