

STUDENT GOVERNMENT ASSOCIATION HANDBOOK



All Saints Bible College is authorized for operation as a post-secondary education institution by the Tennessee Higher Education Commission.

All Saints Bible College holds Applicant status with the Association for Biblical Higher Education, 5850 S. T. G. Lee Blvd., Ste. 130, Orlando, FL 32822, 407.207.0808.

CONSTITUTION AND BYLAWS

MISSION

The mission of All Saints Bible College is to provide academic programs, create a stimulating intellectual environment, and to promote spiritual renewal as it equips men and women for Christian ministry in church and society.

PREAMBLE

We, the students of The All Saints Bible College, Memphis, seek and desire to enhance and provide a means for responsible and effective student participation in the organization and in the operation of student affairs; to provide a forum for the expression of student views and interests; to maintain academic freedom, academic responsibility, and student rights; to improve student culture, social, and physical welfare; to develop better student educational standards, facilities, and teaching methods; to help promote national and international understanding and fellowship at the student level; to organize and mobilize student involvement in seeking solutions to the serious problems facing the community, the nation, and humankind; and to promote the recognition of student's rights and responsibilities to the university, the community, and humanity; do hereby establish this Constitution of the Student Government Association at The All Saints Bible College.

TITLE I. THE STUDENT GOVERNMENT ASSOCIATION

Article I. Name of Organization

The corporate name of the institution shall be the Student Government Association (SGA) of All Saints Bible College (ASBC). The street address of the corporation shall be 930 Mason Street in Memphis, Tennessee 38126-5219.

Article II. Purpose of Organization

The purpose of the Student Government Association shall be:

- a. Provide a responsible and effective organization to administer student affairs.**
- b. Grant means whereby students may express their view and interests of the college community in matters pertaining to their cultural, social, academic and physical welfare.**
- c. Stimulate student organization and coordinate their activities for the benefit of the All Saints Bible College.**
- d. Provide for the development and coordination of activities and services beneficial to All Saints Bible College.**
- e. Promote the pursuit of academic freedom, academic responsibility, and the quality of education in the college community.**
- f. Maintain student representation in facilitation of matters which pertain to the college community.**

Article III. Structure of the Organization

a. Membership

- 1. Every student of the ASBC shall be a member of the Student Government Association and shall enjoy equal rights under this government. Membership shall be open to all students regardless of race, sex, disability or national origin.**
- 2. All representatives of the SGA are to be full-time students or full part time in good academic standing at the time of election or appointment during time of office.**
- 3. All elected members shall have one vote, unless represented by a proxy who then shall exercise the right to vote.**
- 4. Non-voting is reserved only by the Presiding officer except in case of a tie. The President shall vote only when there is a tie.**

b. Senate

- 1. The Senate shall be comprised of an Executive Board and the General Council which shall be representative of the student populace. The General Council is the legislative body of the Student Government Association for hearing and resolution of ideas and proposals.**
- 2. The Executive Board is the elected representation of the SGA who shall oversee student affairs. The SGA Officers are the President, Vice President, Secretary, Financial Secretary, Treasurer and a Parliamentarian.**
- 3. The General Council is composed of elected representation who is responsible for passing resolutions and enactments, determining a budget and expressing the will of the student populace as communicated by the Student Government Association.**
- 4. The council shall be made of student class leaders and organizational leaders.**

Article IV. Student Representation and Eligibility

a. Representation

- 1. Membership into the Student Senate is designed to promote fairness in representation of the student populace of the ASBC.**
- 2. Elected members must be in good standing and a full time student.**
- 3. Elected members must maintain good academic standing during the term of membership or appointment.**
- 4. Members with good standing are recognized as having a GPA of 2.5 and full time status.**
- 5. Senate membership should not exceed 3 percent of total student community populace.**

b. Eligibility

- 1. Students seeking election to office must submit an application for candidacy which can be obtained from the Student Personnel Services Office.**
- 2. The Student Personnel Services Office will review documents of candidacy and declare the affirmation of candidate. A formal listing provided by the Student Personnel Service Office after the closing of all candidacy pools will produce a candidate listing.**
- 3. The screening process of applications will be done by Senate executive committee, the Dean of Students and a representative faculty or administrator of ASBC who will forward all successful candidates to the SGA secretary.**
- 4. All applicants shall be informed formally from of their candidacy from the office of the Dean of Students after the conclusion of the screening process.**

Article V. SGA Senate Duties And Responsibilities

a. Executive Board

Members of the Executive Board shall consist of the President, Vice President, Secretary, Treasurer, Financial Secretary, Parliamentarian and Chaplain.

- 1. The President shall serve as the head of the Executive Board and in good faith exercise rights and responsibility of the office pertaining to matters of the SGA. The President shall have completed a semester term and be in good standing.**
- 2. The Vice President shall chair when the President is absence and in good faith exercise the rights and responsibility of the office pertaining to matters of the SGA. The Vice-President shall have completed a semester term and be in good standing.**
- 3. The Secretary shall keep, maintain and provide records and copies of minutes to the appropriate committee members and administration.**
- 4. The Financial Secretary shall provide all documents pertaining to fiscal responsibility of the SGA.**
- 5. The Treasurer shall carry out the collection and disbursement of all receipted funds accrued.**
- 6. The Parliamentarian shall oversee the meeting is carried out in an orderly fashion while protecting the rights of the minority and giving each member or delegate the right to voice his or her opinion.**
- 7. The Chaplain position is appointed by the President.**
- 8. The Historian shall be an appointed position.**

b. General Council

Members of the council shall consist of elected representatives respective of the classes and campus organizations in which they govern.

- 1. Organization and class leaders shall have voting privileges in the Senate and exercise those rights which represent the governing body of which they serve.**

Article VI. Elected Officers of the Student Government Senate

a. Executive Board

- 1. The President of the Student Government Association, who shall be a non-voting member except in the event of a tie.**
- 2. The Vice-President shall be a non-voting member except in a tie or absence of President.**
- 3. The Secretary shall record and keep the information and data concerning ASBC student government meetings.**
- 4. The Financial Secretary shall handle all financial matters pertaining of SGA.**
- 5. The Treasurer shall be entrusted with receipt care and disbursement of funds.**
- 6. The Parliamentarian shall oversee the rights and conducts affiliated with SGA affairs.**
- 7. The Chaplain shall oversee programs on campus and foster spiritual, ethical and religious promotion of service.**
- 8. The Senate membership also shall reflect elected class representatives and elected organizational leaders, who shall reflect and represent the rights and privileges of any student classes and organizations operating under the auspices of the SGA.**

b. Executive Duties

- 1. The President shall be charged with the responsibility of enforcing and maintaining the Constitution and Bylaws of the SGA.**
- 2. The President shall serve as a mediator between the students and the college administration. He/she shall represent the Student Body and shall voice student opinion when called upon, or when deemed necessary as the President of the Student Senate.**
- 3. The President shall appoint members of the Executive Branch or the Student Body to aid in carrying out the responsibilities of the President. The SGA Advisor may**

aid the President in appointing members of the Executive Branch.

- 4. The President shall be executive officer of the SGA.**
- 5. The Vice-President shall serve as President of the Student Senate. The Student Senate is any elected representative of the classes and organization groups.**
- 6. The Vice-President shall serve as President of the SGA in the absence of the President. The Vice President shall fulfill the term and duties of the elected President in due to resignation, expulsion or illness.**
- 7. The Vice-President shall assume any other duties assigned him/her by the President.**
- 8. The Treasurer shall keep accurate records of all financial transactions enacted by the Senate.**
- 9. The Treasurer may be called on to make a financial report at Student Senate meetings.**
- 10. The Treasurer shall work with the other SGA officers to present a budget for expenditures during his/her term in office.**
- 11. The Treasurer may not authorize or distribute any money of the SGA without the approval of the Dean of Students and/or the SGA Advisor and the SGA President.**
- 12. The Treasurer must present an itemized report of the SGA budget at a meeting of the Student Senate each semester.**
- 13. The Secretary shall keep accurate records of all executive meetings.**
- 14. The Secretary shall assume any other duties delegated by the President of SGA.**
- 15. The Secretary shall take roll and keep minutes of all Senate meetings. Copies of the minutes shall be sent to SGA Advisor and the Dean of Students.**
- 16. The Secretary shall handle all correspondence relative to the SGA.**
- 17. The Secretary shall keep the Student Body informed of actions and activities of the SGA.**

- 18. The Secretary shall deliver, upon request, a true and accurate copy of the Constitution of the SGA to any member of the Student Body.**
- 19. The Financial Secretary oversees policy concerning the flow of financial resources in and out of the SGA.**
- 20. The Parliamentarian should be skilled in parliamentary procedures and should seek to ensure that the rights and the wills of the individual are not compromised.**
- 21. The Chaplain shall provide assistance to the chapel service, prayer assistance, spiritual guidance, meditation and workshop assistance**
- 22. The Historian shall be an appointer position. The Historian shall record factual information concerning the college community life as well as any relative interest in the importance of the college.**

c. General Council

- 1. All classes shall elect an officer or proxy to represent their interest, concerns and needs at SGA Meeting.**
- 2. Student organizations representatives shall be a part of the assembly of Student Government Association and are representative of their organization only as it seeks to carry out the will of its community under the auspices of the Student Government Association.**
- 3. All class officers or principals of any recognized organization shall be a voting member in good standing with the SGA.**

d. General Council Duties

- 1. Council members shall help in promoting a well rounded communal life by addressing the governance of facilitating organizations to conform to the standards of the ASBC and SGA.**
- 2. Council members shall seek to comply with SGA and ASBC college rules and regulations to eliminate possibility of problems.**

Article VII. SGA Meetings

- a. The President shall preside over all meetings of the Student Senate unless absent, thus, the next attending officer in succession shall yield the chair.**
- b. Senate meetings will be conducted by the Robert's Rule of Order.**
- c. Only officers shall be entitled to speak or take up debate.**
- d. An officer may extend an individual an invitation who is not an officer to speak but not debate with the approval of the presiding officer.**
- e. The senate shall meet no more than five times in a semester unless a special assembly is requested by the presiding officer and approved by the Executive Board.**
- f. A majority of members in attendance shall constitute a quorum. If vacancies exist, the number needed for a quorum shall be changed accordingly. Quorum is representative of the active student populace.**
- g. All voting members shall have one vote and must be present to vote, unless represented by a proxy.**
- h. All student representatives are responsible for hearing the complaints of the ASBC populace and reporting to the SGA.**
- h. Any current or former student initiating a complaint or grievance may Submit a formal address to be heard by the SGA representative. The complainant may or may not be in attendance. As a non-participating member the complainant may have a proxy to represent their entrance unless called upon personally by the Executive Board.**
 - 1. Proxies or representatives of the complainant are class officer of the individual they represent or any duly recognized leader sanctioned by their organization.**
 - 2. Grievances must be properly submitted to the SGA secretary for a date and hearing.**
 - 3. Grievance hearings are not to exceed a two week time frame.**
 - 4. Any grievances that exceeds the bounds of representation of the student senate shall be assisted by the administration (SPSO) for further resolve.**

Article VIII. Term of Office

a. Term Limit

- 1. Term of office shall concur annually with the election process. Expiration of all incumbent officeholders begins on the last Monday of September.**
- 2. Each elected official shall serve one calendar year unless removed, expelled, forego duties because of personal reason, illness or by resignation.**
- 3. Any candidate can rerun for office provided they are cleared by Student Personnel Services Office.**

b. Campaign Rules and Petition

- 1. Candidates running for office must go through the Student Personnel Services Office for clearance. Once cleared each candidate must submit their clearance form to the SGA secretary to announce their candidacy. The last day for candidacy clearance is the last Monday of September. The following Monday all potential candidates will meet with the SGA and declare their candidacy before the student body. Upon which each candidate will announce their platform and precede to kickoff their campaign.**
- 2. Campaign kickoff and campaigning is confined to the same week following the declaration announcing of candidacy at the SGA meeting. After candidacy is announced on Monday, each candidate can begin campaigning the next day of the same week (Tuesday).**
- 3. Campaigns are limited to four days before the election. The campaign process is not to exceed three days of which the fourth day (Friday) of the same week of the campaigning process is a solemn day where all activities of election are ceased.**
- 4. Campaigning activities, demonstration and literature shall be allowed before an election by following the guidelines of campaign week. After three days all banners, posters and related flyers, articles, etc. must be removed from all campus property immediately after the**

election process. Each candidate is responsible for the removal of all their materials.

- 5. All voting shall be privatized except in special elections whereby voting members may use a two third majority rule.**

The Student Personnel Services Office will be responsible for ensuring the election process and the candidates readiness according to the guidelines.

- 7. The finalization of all election process will be done after certification of candidates and votes tallied.**

Article IX. Election to Office

a. The Election Process

- 1. The election to all offices will take place on the second Monday night of October.**
- 2. The election of officers shall simply be by majority vote of the students at the All Saints Bible College comprising both the current and incoming enrollment.**
- 3. All candidates running for elected office shall present a petition of their candidacy to the Dean of Student. Petition for candidacy of any seeking an elected office will be turned in to the Student Personnel Services Office for clearance.**
- 4. Concerning the election of the President and the Vice President to an Executive board office, that individual shall not be a first semester student during their term of office.**
- 5. Election of Class Presidents selected by their respective class shall be the representative of their class in the Student Senate.**
- 6. Elected leaders of any duly recognized campus organization shall be recognized as the governing heads of their organization and shall have a seat in the Student Senate. A proxy of any of the campus organization may serve in the Student Government Association when the class leader or organizational heads are unable to fulfill their duty. A list to serve as a proxy shall be turned in by all organizations and class presidents. Each organization should list no more than three recognized proxies.**
- 7. The election for class, organizational officeholders and proxies shall be held concurrently with the SGA officers. All elected officials are elected to a one year term. (Article VIII.4a.)**
- 8. Elections for special appointment to committees can be made by the SGA President with a majority vote of approval from the Senate.**
- 9. The election process will use a ballot to ensure privacy of the voter. All official ballots and voting will be handled by the Student Personnel Services Office.**
- 10. Final vote count will be done by the Student Personnel Services Office.**

- 11. Certification of election shall be given when the final vote tally has been counted.**

Article X. Powers of Removal

a. Filling Vacant Office

- 1. Should an officer, appointed or elected resign from office, the Student Senate may utilize any method and approve the resignation simply by a majority vote.**

b. Vacancy and Expulsion

- 1. A member of the Student Senate may be removed for failing to meet the guidelines set forth in the constitution and its bylaws by a majority vote.**
- 2. A member may be removed for two unexcused absences. To remove a member, a request including the reason for removal must be filed with the Senate Secretary.**
- 3. Upon completion of formal document, the Secretary shall submit the request with reason to the senate. A majority vote by senate shall result in removal.**
- 4. The Senate member has seven days to appeal the decision to SGA Executive Board. An affirmative vote by a majority of the Executive Board will affirm the decision of the Senate.**

c. Resignation of officers

- 1. Upon resignation of SGA President, the Vice President shall assume the duties of the office of the President until the Executive Board seeks an election to fill the position. If an election is not held the Vice President shall serve out the term limit as an interim until an election is hosted.**
- 2. In the event of any other officer's resignation from the SGA, whether involuntary or voluntary and either by resignation or incapacitation, an election or appointment may be deemed necessary based upon the decision of the Executive Board using simply a majority vote.**
- 3. Upon resignation by any Senate member from any office, all documents, instruments and receipts pertaining to the office of SGA shall be surrendered within a ten days receipt of such notice.**

Article XI. Committees

- a. Various committees are needed for various SGA functions and events. Committees shall be established and abolished as deemed necessary by the Student Senate. The establishment of these committees shall be selected in the following manner:**
- 1. Upon establishing a need by the Executive Board, the senate leaders shall solicit applications from the student populace to fulfill leadership of a committee.**
 - 2. Applications and interviews will be done and affirmed by simply by a majority vote of senate leaders.**
 - 3. In any case, due to insufficiency to fill leadership role, the Vice President of the SGA will assume the leadership role of the committee.**
 - 4. The recommendation for abolition and creation of such committees by the executive committee may be exercised by a majority vote.**

Article XII. Funding Sources and Policy

a. Revenue and Income

- 1. Operating Budget for the SGA will be established based on the desired goals that cover annual needs and special projects.**
- 2. Initial operating expense shall be determined by ASBC Administration and the activity fees which come from the collected efforts through enrollment, organizational annual fees, sponsored events, and services that benefit the ASBC student.**

Article XIII. Parliamentary Authority

a. *Robert's Rules of Order*

- 1. The *Robert's Rules of Order* latest edition shall govern the SGA where it is applicable.**
- 2. In the event if there is point of inconsistency, the SGA's constitution shall supersede any rule that it may adopt.**

Article XIV. Constitution

- a. The SGA constitution shall supersede all rights and roles are outline in previous constitution of bylaws.**

Article XV. Bylaws

- a. Bylaws are demonstrations of procedures to be followed for meetings, decision making, officer selections and financial transactions. The need of authority are important such that if rights and roles are questionable, such instruments shall be considered and formalized accordingly by affirmation of two thirds majority of the senate.**