



**CONSTITUTION OF THE
MILES COLLEGE
STUDENT GOVERNMENT ASSOCIATION**

MILES COLLEGE MISSION STATEMENT

Miles College is a senior, private, liberal arts Historically Black College with roots in the Christian Methodist Episcopal Church that motivates and prepares students, through committed faculty, to seek knowledge that leads to intellectual and civic empowerment. The Miles College education engages students in rigorous study, scholarly inquiry, and spiritual awareness enabling graduates to become life-long learners and responsible citizens who help shape the global society.

PREAMBLE

We, the students of Miles College, endeavoring to provide a more effective student government association with established protocols in an effort to provide a medium for facilitating student engagement and the student role in the pursuit of excellence, do ordain and establish this Constitution.

ARTICLE I

(Name)

The name of the organization under this Constitution shall be the STUDENT GOVERNMENT ASSOCIATION OF MILES COLLEGE (SGA).

ARTICLE II

(Eligibility)

All validated enrolled students of Miles College shall be members of the Student Government Association (SGA), and will be represented by the Executive, Legislative, and Judicial branches of the Association.

ARTICLE III

(Composition)

The SGA hereby establishes three branches of government. They shall be the Executive, the Legislative, and the Judicial Branches.

SECTION I: Executive Branch

The Executive Branch of the SGA shall consist of the President and all the SGA cabinet members (Vice President; Secretary of Student Activities; Secretary of Finance; Secretary of Residence Life; Secretary of Community Relations; and Secretary of Auxiliary Services).

Duties of the Executive Branch:

The *President* is the elected official representative of the Student Government Association. He/she shall have the power to select the cabinet members. The President shall propose and present to the SGA Advisor, who is appointed by the President of the College, an annual budget for the SGA by the third week of August. He/she is the financial steward of the SGA's annual budget. The President is the official representative of the full student body regardless of the students' affiliation or association with any other campus organization. He/she shall preside over all SGA cabinet meetings. The President shall be a non-voting member of the General Assembly, herein after referred to as GA, and should attend all GA meetings. He/she shall have the power of veto over acts passed by the GA within five (5) business days after the act has been passed. A three-fourth (3/4) vote of the GA is required to reject such an act.

The *Vice-President* shall succeed the President if for any reason the President of the Association is unable to serve while in Office. In the event the President-Elect is unable to serve before installation, the Vice-President will serve in his position. If such a situation arises, the line of

succession will be followed with the Secretary of Student Activities serving as the Vice-President. The Vice-President shall preside over the GA and determine the GA proceedings. He/she shall cast a vote only in case of a tie.

SECTION II: Legislative Branch

The Legislative Branch shall consist of all members of the GA.

The GA is constituted of the following members: Vice President of SGA; one (1) Class President from each of the four classes; one (1) residence assistant from each residence hall selected by the Residence Hall Director; one (1) representative from the Pan Hellenic Council selected by the organization; one (1) representative from each Academic Division selected by the Division Chairs; one (1) from the Men's Athletic Department selected by the Athletic Director; one (1) from the Women's Athletic Department selected by the Athletic Director; one (1) representative from Honors Program selected by the Director of the Honors Program; one (1) representative from student auxiliaries, i.e. Band, Choir, Cheerleaders, selected by the Office of Student Life and Engagement; one (1) representative from Student Ambassador Programs selected by Office of Student Life and Engagement; one (1) representative from First Year Enrichment; one (1) representative from Student Affairs; one (1) representative from Center of Academic Excellence Program selected by Program Manager, Center of Academic Excellence; one (1) representative from Chapel selected by the Office of Student Life and Engagement; one (1) representative from Fundamental Studies selected by the Division Chair; one (1) representative from transfer students selected by Counseling, Advising and Testing Center; one (1) representative from commuting students selected by Counseling, Advising and Testing Center; one (1) representative from Presidential Scholars selected by the Office of the President; one (1) representative from Dean A Scholars selected by the Office of Academic Affairs one (1) representative from Dean B Scholars; Miss Miles College, for a total of 33 student representatives within the GA.

Duties of the Legislative Branch:

The Legislative Branch shall act as the official policy-making branch of the Association. It is the duty of the Legislative Branch to carry out the provisions of this Constitution and to promote the general welfare of the Association.

SECTION III: Judicial Branch

The Judicial Branch of the Association shall consist of the four (4) Class Vice Presidents to serve along with faculty and staff members appointed by the Dean and Vice President of Student Affairs

Duties of the Judicial Branch:

It is the duty of the Judicial Branch of the Association to assist in reviewing cases of student misconduct and submit recommendations of its findings.

SECTION IV: Projects or ideas that the Student Government Association desire to implement; grievances which may arise and which the SGA wishes to publicly air, must be discussed with the SGA Advisor before public addresses to include traditional and social media announcements.

ARTICLE IV

(Sessions and By-laws)

SECTION I: All sessions of the GA may be attended by any member of the three branches of the Association.

SECTION II: The GA shall have responsibility to carry out the by-laws and provisions as outlined in this Constitution. However, a member of the student body may propose or reject any decision of the GA by submitting a written petition to the Executive Branch through the Vice President who is the presiding officer of the GA. This petition must be signed by 25% of the currently enrolled and validated members of the student body prior to submission, and after each signature the student shall set forth the number of his/her M-Card for identification. Within one (1) week after such petition is received, the act shall be submitted by the Executive Branch to the student body for an open roll-call vote. A three-fourth ($3/4$) majority of votes shall be necessary to pass or reject such an act, which shall have the same force and effect as in acts passed by the GA.

ARTICLE V
(Sub-committee)

GA sub-committee will serve in conjunction with faculty/staff members appointed by the Dean and Vice President of Student Affairs to comprise the Election Committee.

ARTICLE VI
(Qualifications)

SECTION I: Qualifications of elected officials shall be in accordance with the following:

President, Vice President, SGA Cabinet Members and Miss Miles College Candidates
Qualifications:

Candidates for the position of President and Vice President will campaign as running mates on one slate as a team and will be elected as such. Candidates for Miss Miles College will campaign on their own platform and meet the requirements as outlined by the governing guidelines of the *Miss Collegiate African-American* Guidelines. Interested candidates for either candidacy must attend a mandatory interest meeting on date to be determined each year by the SGA Advisor in the Kirkwood Balton Movie Theatre located inside of the President George T. French, Jr. Student Activity Center.

All candidates running for the Office of SGA President must have and maintain a 3.5 cumulative grade point average or better from the fall semester and the Vice President must have and maintain a 3.25 cumulative grade point average or better from the fall semester when submitting application for candidacy and throughout their tenure. Miss Miles College candidates must have and maintain a 3.0 cumulative grade point average or better from the fall semester when submitting application for candidacy and throughout her tenure

Candidates must not be or have been in any trouble with the College that includes social probation, suspension, or expulsion. All students in the Executive, Legislative and Judicial branches must be and remain in good academic and social standing during the duration of their tenure.

All candidates must be full-time students. The Presidential candidate must have earned 60 credit hours or more at Miles College while the Vice Presidential candidate must have earned no less

than 30 credit hours at Miles College; Miss Miles College candidates must have earned 60 hours or more at Miles College.

All candidates must have attended Miles College as full-time students for the last two consecutive semesters (one full academic year).

The winning President and Vice Presidential slate will select their following cabinet members who must have and maintain a cumulative grade point average of 3.0 from the Fall semester and have not be in any trouble with the College to include but not limited to social probation, suspension, or expulsion and must maintain these requirements throughout their tenure in office. Their names must be submitted to the Director of Student Activities within one week of being declared the winning slate in order for them to be properly vetted.

- a. Secretary of Student Activities
- b. Secretary of Finance;
- c. Secretary of Residence Life;
- d. Secretary of Community Relations;
- e. Secretary of Auxiliary Services

SECTION II: Elected Class Officers Candidates Qualifications

Class President and Class Queen Candidates must attend the mandatory interest meeting coordinated by their respective class advisors/sponsors prior to submission of their application packages (sophomore, junior, senior class interest meetings will be held at the same time as the SGA interest meeting).

Class President and Class Queen Candidates must be a full-time student at Miles College.

Class President and Class Queen Candidates must have been in attendance at Miles College for the last two consecutive semesters (one full academic year) for sophomore, junior, and senior classes.

Class President and Class Queen Candidates must have and maintain a 3.0 cumulative grade point average from the fall semester when submitting application for candidacy for sophomore, junior, and senior classes.

Freshman Class President and Class Queen Candidates must be a full-time student and their elections will be held during the first week of September once the fall semester begins.

Class President and Class Queen Candidates must not have been in any trouble with the College to include social probation, suspension, or expulsion and must maintain these requirements throughout their tenure in office.

The elected Class Presidents will appoint the following officers for their respective classifications who should have and maintain a cumulative grade point average of 2.75 and above from the fall semester and not have been in any trouble with the College that includes social probation, suspension, or expulsion. Their names must be submitted to the Director of Student Activities within one week of being declared the winning slate in order for them to be vetted.

- a. Vice President
- b. Under Secretary of Student Activities
- c. Under Secretary of Finance
- d. Under Secretary of Residence Life
- e. Under Secretary of Community Relations
- f. Under Secretary of Auxiliary Services Community Relations

ARTICLE VII

(Elections and Recalls)

SECTION I: SGA and Miss Miles College Elections will take place in the month of April in 2017. Beginning 2018 and onward, these elections will take place in March prior to the Board of Trustees Spring Meeting so that the SGA President-Elect can observe and/or be introduced at the discretion of the President of Miles College, with the full understanding that he/she will have limited, if any, participation being that he/she has not been installed. The President-Elect, once elected will undergo a transition period during which he/she and his/her team will work in consultation with the SGA Advisor to develop a comprehensive plan for an effective transfer of power. On the day of elections, voting will begin at 8:00 a.m. and will conclude at 7:00 p.m. the same day. Only currently enrolled validated students will be able to vote. All validated students will need to present their M-Card in order to cast their vote. Students will not be able to vote without presenting their M-Cards; no exceptions will be made. Voting will be held in the multi-purpose room in the President George T. French, Jr. Student Activity Center.

Class Presidents as well as Class Queens' elections will be conducted by their class advisors/sponsors and will be held during the same time as the SGA and Miss Miles College elections for sophomore, junior and senior classes. Each Class President and Class Queen will be elected by students in their classification. These elections will be coordinated by their respective class advisors/sponsors. Only currently enrolled validated students will be able to vote. All validated students will need to present their M-Card in order to cast their vote. Students will not be able to vote without presenting their M-Cards; no exceptions will be made. Voting will be held in the multi-purpose room in the President George T. French, Jr. Student Activity Center.

Absentee ballots may be picked up on date to be determined each year by the SGA Advisor from 9:00 a.m. to 12:00 p.m. and from 1:00 p.m. to 5:00 p.m. in the Office of Student Activities, Room 221 at the President George T. French, Jr. Student Activity Center. Absentee ballots must be submitted on date to be determined each year by the SGA Advisor from 9:00 a.m. to 12:00 p.m. and from 1:00 p.m. to 5:00 p.m. in the Office of Student Activities, Room 221 at the President George T. French, Jr. Student Activity Center. Absentee ballots must be placed individually in a sealed envelope and signed by the student with his or her M-Card number on the envelope. Students will need to present their M-Card when turning in their absentee ballot. Students will not be able to turn in their absentee ballots without their M-Cards; no exceptions will be made. Absentee ballots cannot be opened until the day of the count of all the votes. The signature and ID number must be verified against the list of eligible voters before the votes can be counted. All ineligible ballots will be removed from the count of votes.

Poll monitors for the day of the election will be selected by the Election Committee and should be objective individuals from the Campus. Poll monitors will be responsible for the verification of the voters. Each candidate is allowed to have one poll monitor if he or she chooses to monitor the activities during the election process. Candidates cannot talk to anyone while in the voting area. Candidates must leave the voting area immediately after casting their votes and should not be within 200 feet of the President George T. French Jr. Student Activity Center the day of the voting. Poll monitors cannot talk to anyone while in the voting area. The names of the poll monitors must be submitted to the SGA Advisor, one week before the elections: date to be determined each year by the SGA Advisor.

The Student Government Association President Elect will be installed by the President of the College or his designee no later than the second week of the official opening day of the Fall Semester. The SGA President will then install the SGA Vice President, all members of the Executive Branch, and respective Class Presidents.

Miss Miles College and her Royal Court (First Attendant and Second Attendant) will be crowned on date to be determined each year by the SGA Advisor to kick-off the Homecoming celebration.

SECTION II: All interested candidates for Miss Miles College and running mates for President and Vice President must turn in their application packets on or before date to be determined each year by the SGA Advisor by 5:00 p.m. to the SGA Advisor in Room 221, in the President George T. French, Jr. Student Activity Center (applications received after 5:00 p.m. will not be accepted, no exceptions). The SGA Advisor shall submit to the Election Committee on date to be determined each year by the SGA Advisor eligible slates for President and Vice President of no less than (1) one slate but no more than (3) three President and Vice Presidential slates and no less than (3) three but no more than (5) five Miss Miles College candidates after vetting their eligibility. Candidates for the slates of President and Vice President and Miss Miles College will be notified of their eligibility status to run for elected office on date to be determined each year by the SGA Advisor.

Interested Class President and Class Queen Candidates must turn in their application packet by date to be determined each year by the SGA Advisor to the SGA Advisor in Room 221, in the President George T. French, Jr. Student Activity Center (applications received after 5:00pm will not be accepted, no exceptions). The SGA Advisor after vetting their eligibility shall submit to the respective class advisor/sponsor eligible candidates for President and Queen on date to be determined each year by the SGA Advisor. Candidates will be notified of their eligibility status to run for elected office by their class advisor/sponsor on date to be determined each year by the SGA Advisor. Please note that the freshman class interest meeting for Class President and Class Queen will be held the third week of August every year. Interested candidates must turn in their application packet by the last week of August every year.

SECTION III: The slate (Presidential and Vice Presidential Candidates) and Miss Miles College candidates receiving the highest number of votes shall hold that office if such number be declared a majority; if there is a tie, a run-off election will be held within one week of closing of general elections: date to be determined each year by the SGA Advisor. A majority is defined as 50% plus one.

The election results will be declared by the Dean and Vice President of Student Affairs on date to be determined each year by the SGA Advisor after the ballots are counted by the Election Committee. During the count of the votes, candidates are allowed to have one campaign representative present to witness the process. The names of the campaign representative must be submitted to the SGA Advisor, one week before the elections: date to be determined each year by the SGA Advisor. During the count of the votes, campaign representatives are NOT allowed to speak unless addressed by the SGA Advisor or a representative of the Office of Student Affairs both of whom will be present to monitor the process. The Office of Student Affairs will NOT be allowed to remove the election ballots until they have been counted and the tally of votes have been verified and certified by the Election Committee. Votes must remain confidential by all the parties, and everyone must sign a confidentiality agreement prior to reporting to the election poll with the SGA Advisor. Violation of this agreement will result in immediate cancellation of the Presidential and Vice Presidential slate and the Miss Miles College candidate supported by the violator.

Once the votes have been certified by the Election Committee, the results of the elections are final, and results will be published accordingly. Any grievances with the election ballot casting process must be submitted in writing to the SGA Advisor within 24 hours of close of election for review by the Dean and Vice President, Student Affairs. The second and third candidates for Miss Miles College will be declared as First Attendant and Second Attendant.

SECTION IV: The Presidential candidates must participate in one debate; Vice Presidential candidates must participate in one debate; Miss Miles College candidates must participate in one debate and in one pageant; in addition, all candidates must participate in two speak outs. Dates for debates and speak outs will be determined by the SGA Advisor.

SECTION V: Recall of any officer of the Executive or Judicial Branch may be proposed by petition signed by 25% of the student body and submitted to the SGA Advisor. Within one (1) week after such a petition is received, the SGA Advisor shall submit the recall to the Association for an open roll-call election. If a two-third (2/3) majority of the votes cast is against such officer, he/she is recalled.

SECTION VI: The power to recall GA members is reserved by the Dean and Vice President of Student Affairs or the SGA Advisor who reserves the right to recommend any member of the Student Government Association for recall.

SECTION VII: Campaign Guidelines

The Period of Campaigning for all candidates and slates shall be from date to be determined each year by the SGA Advisor and will end on date to be determined each year by the SGA Advisor at 5:00 p.m. CST. Elections will be held on (date to be determined by SGA Advisor from 8:00 a.m. to 7:00 p.m. CST. Voting will take place in the Multipurpose Room, President George T. French Jr. Student Activity Center.

Campaigning is defined as an operation or series of operations energetically pursued to accomplish a purpose; and any group, individual, or organizations seeking to gain, encourage, or incite public attention for support of any slate or candidate. The Election Committee of Miles College reserves the right to further determine what constitutes campaigning.

The logos and trademarks of Miles College constitute the intellectual property of Miles College. The Election Committee has determined that such property shall not be utilized by candidates in the campaign. This statement refers to all correspondence or materials distributed or otherwise made available, whether paper or electronic, regarding the SGA and Miss Miles College election. The following is applicable to creation of web sites and campaign literature:

- a. Miles College does not endorse any one candidate over another. The visual presentation of campaign materials and web sites may not have the look or feel, (i.e., color, design and content) of an official Miles College site, publication, or correspondence.

- b. Do not use copyrighted Miles College logos or word marks (block MC, MC Seal, etc.). Miles College vigorously defends its copyrights. Instead, use the words "Miles College".
- c. It is not permissible to link to official Miles College sites from a candidate's web site.
- d. All e-mails and/or text messages advertising a specific candidate during the campaign period must include a disclaimer at the bottom of the e-mail and/or text message that permits recipients to remove their email addresses and/or phone numbers from future solicitations. The disclaimer should read:
Please reply to sender if you do not wish to receive further e-mails and/or text messages from this candidate. If you still receive e-mails and/or text messages from this candidate, please contact the SGA Advisor.
Upon receipt of such a request, the candidate or the candidate's agent must remove said email address and/or phone number from future messaging.

General guidelines for the election are as follows:

- a. No candidate or candidate's agent may remove, deface, destroy, or obscure the campaign materials of any other candidate.
- b. Each candidate shall be responsible for removing and disposing of all campaign materials and closing campaign websites 48 hours after the close of the election.

Standards of conduct for the election are defined as follows:

- a. Candidates shall conduct themselves according to the highest ethical standards and conduct. It is unethical and therefore unacceptable to:
 - i. Post negative messages and/or comments on social media discrediting a candidate
 - ii. Use untrue statements or statements taken out of context to enhance one candidate or denigrate another
 - iii. Focus on an opponent's negative characteristics
 - iv. Use Negative advertising

- v. Candidates' agents and/or supporters must refrain from posting negative comments of opponents of their preferred candidate
 - b. Violation by a candidate or by a candidate's agent of these guidelines, College policy, municipal, state, or Federal law in an action related to campaigning, may result in the disqualification of the candidate. The determination of disqualification is the exclusive purview of the Miles College Election Committee.
- Each candidate/slate will be held responsible for the actions taken by the candidate's agent and/or supporters.
- Questions or clarification regarding these guidelines may be directed to The Director of Student Activities or The Dean and Vice President of Student Affairs.
- Campaign materials will be allowed to be put up per each candidate/slate.
- All campaign materials must be approved by the Office of Student Affairs and have received appropriate approval stamp before being posted around Campus and/or social media.
- Campaign materials must be neatly displayed. Candidates must ask permission from appropriate personnel to put up campaign materials on any departmental bulletin boards.
- The Office of Student Affairs reserves the right to remove any campaign material that they feel is inappropriate or violates election rules.
- No campaign material will be hung on doors with windows in them due to safety concerns.
- Social Media Campaigning is allowed; however, there should be no negative campaigning (no bashing, name calling etc.). If candidates/slates and/or their agents are found doing this, candidates/slates will be notified and given 24 hours to remove said language or will be disqualified immediately.
- Candidates/slates are responsible for ensuring that their supporters conduct themselves with the highest level of integrity.

ARTICLE VIII

(Ratification)

This Constitution shall supersede all previous Constitutions, and if amended, shall have full force and effect immediately after approval by the President of the College, the Dean and Vice President of Student Affairs, and the general student body in a special election held for that purpose.

ARTICLE IX

(Amendments)

An amendment to any part of this Constitution may be proposed either by the Dean and Vice President of Student Affairs; or by a petition signed by three-fourth (3/4) of the members of the Association.

NOTE: The SGA Advisor or his/her designee must be in attendance at all meetings and functions of the Student Government Association.