

Student Government Association General Information

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What is my role in the Student Government

All Students have a way to initiate positive change.

When wanting change, a student needs to bring the issue up in a Class Council meeting or to a class officer. If the Class Council votes in favor of the initiative, the class President or Student Government Representative will present the issue at the next Student Government Council meeting. After discussion and a decision by the Student Government Council, the Student Government President will present the issue to the Administrative Board.

Issues brought to the Administrative Board of the college through a class and then through the Student Government Council carry much more weight than just one person's opinion. When used properly this is the most affective method to initiate change. Please take advantage of this opportunity.

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**The Constitution of the
Toccoa Falls college student Association
Revised, 2002**

Preamble

We, the students of Toccoa Falls College, unite ourselves in creating this constitution; to aid in establishing and maintaining mutual understanding of the overall function of the Student Association and the relationship between the students, the faculty and the administration; to perpetuate the spiritual, cultural, and academic heritage of our school; and to promote the continued growth of our facilities and our student body.

ARTICLE I THE STUDENT ASSOCIATION

Section I Name

The organization described below shall be known as the Toccoa Falls College Student Association.

Section II Membership of Said Organization

All students enrolled at Toccoa Falls College who carry at least twelve semester hours shall constitute the voting body of the Student Association. All other students shall be non-voting members.

Section III Government Structure

The Student Government shall be the governing body of the Student Association and be responsible for all Student Government sponsored social and legislative activities.

ARTICLE II THE STUDENT GOVERNMENT

Section I Purpose

- A. The Student Government shall be the legislated and governing organization of the Student Association, with authority vested by the members of the said Association and delegated by the Board of Trustees and the Administration of Toccoa Falls College through the Office of Student Affairs.
- B. The Student government shall serve its electorate, the Student Association; be a liaison between the Student Association and both the faculty and Administration; promote unity and spiritual growth; organize Student government sponsored activities; and control the budget of allotted Student Association funds. The executive and legislative functions of the Student government shall be contained in, and administered through the Student Government.
- C. The Student Government shall plan, coordinate, and supervise all social activities, fund-raisers, and other social concerns of the Student Government Association. All socials conducted through the Student Government Association shall be funded impart by the Student Government.
- D. The Student Government shall plan, coordinate, and supervise special projects, emphasizing campus improvements.

- E. The Student Government shall plan, coordinate, and encourage spiritual growth activities and events.

Section II Checks and Balances

- A. All decisions, rulings, and actions of the Student Government shall be subject to review by the Administrative Board of Toccoa Falls College.
- B. The Student Association may at any time call for a public referendum to review any action by the Student Government with a petition of fifteen percent (15%) of the voting members of the Student Association. The Student Government shall conduct the said referendum within two weeks after the submission of the petition. A two-thirds (2/3) majority of ballots cast in favor of the petition shall constitute a reversal of the Student Government decision in question.
- C. The Student Government President and Treasurer shall meet with the Comptroller of Toccoa Falls College at the end of each semester for a financial review and audit.

Section III Membership of the Student Government

- A. Voting members and their responsibilities
 - 1. The President of the Student Government shall:
 - a. Preside over all Student Government meetings and functions.
 - b. Appoint committee chairmen as needed. Said chairmen must be approved by a majority vote of the Student government.
 - c. Serve as an ex-officio member of all committees appointed by the Student Government.
 - d. Be responsible to see that all Student Government rulings are directed through proper channels and followed to their appropriate end.
 - e. Be the official student leader and representative to the administration of Toccoa Falls College unless he appoints another.
 - f. Appoint a secretary, treasurer, director of social life, director of special projects, director of spiritual life and director of public relations. (see Article 5, Section VII, pint A, sub-point 5).
 - g. Refrain from voting while chairing meetings of the Student Government unless there is a tie. In which case, he shall cast the deciding vote.
 - h. Be responsible to see that all candidates running for any position are approved and certified as eligible for office through the Office of Student Affairs and the Office of the Registrar.

- i. Be responsible to see that ballots are prepared, collected, and counted at the time of an election.
 - j. Schedule and conduct Student Association general assemblies as needed.
 - k. Meet once a week with a representative of the Office of Student Affairs concerning Student association needs and Student Government concerns.
 - l. Appoint a student advisor to help the incoming Freshmen Class in student Government matters. The advisor shall assist in organizing class meetings, officer meetings, fundraising, events and socials.
2. The Vice President of the Student Government shall:
- a. Assume all responsibilities of the President of the Student Government when the President is absent for any reason.
 - b. Assume the authority of the chair when the President chooses to relinquish that position for any reason. He then assumes the responsibilities and limitations of the chair. Likewise, the President then assumes the responsibilities and limitations of the Vice President. Both are bound by these respective obligations until the next item of business.
 - c. Have power to present any motion to the Student Government floor.
 - d. Be named to the position of Director of the Social Committee, which consists of the Director of Social Life, Director of Special Projects, and the Director of Public Relations; this committee shall meet once pre week.
 - e. See that all student socials are approved by the Dean of Student affairs.
 - f. Appoint a proxy in the event of his absence. (He may also appoint a proxy when he assumes the presidential authority if the Student Government President is absent.)
 - g. Be responsible for overseeing student social activities.
 - h. Be responsible to oversee all class fund-raisers.
3. The Director of Spiritual Life for the Student Government shall:
- a. Be appointed by the President-elect of the Student Government by a two-thirds (2/3) vote of the current Student Government Council.
 - b. Work in conjunction with the Chaplains of each class and a representative of each major student organization in maintaining a positive spiritual environment on campus.
 - c. Meet on a regular basis with the Student Government President.
 - d. Appoint a proxy in the event of his absence.
 - e. Have power to present any motion to the Student Government floor.

- f. Be responsible to organize and conduct senior testimonies.
4. The President of each Class shall:
 - a. Be responsible to fulfill duties of a Class President (see also Article III, Section IV).
 - b. Be responsible to present any motion passed by his class to the Student Government Council (see Article VII, Section I).
 - c. Appoint a proxy in the event of his absence.
 5. The Student government Representative of each class shall:
 - a. Be responsible to fulfill duties of a Student Government Representative (see Article III, Section IV).
 - b. Be responsible to present any motion passed by his class to the Student Government Council (see Article VII, Section I).
 - c. Appoint a proxy in the event of his absence.

B. Non-voting Members and their responsibilities

1. The Secretary of the Student Government shall:
 - a. Be appointed by the President-elect of the Student Government and approved by a two-thirds (2/3) vote of the current Student Government Council
 - b. Record, distribute, and file minutes of each Student Government meeting.
 - c. Keep records of all business (correspondence, budgets, memos, etc.) pertinent to Student Government.
 - d. Appoint a proxy in the event of his absence.
 - e. Have power to present any motion to the Student Government floor.
2. The Treasurer of the Student Government shall:
 - a. Be appointed by the President-elect of the Student Government and approved by a two-thirds (2/3) vote of the current Student Government Council.
 - b. Be responsible, along with the President of the Student Government, for formulating a budget each semester for the Student Government. This budget must be approved by a two-thirds (2/3) vote of the Student Government Council.
 - c. Be in charge of the allocation of all funds as directed by the Student Government Council.
 - d. Report on the financial status of the Student Government periodically, at the discretion of the President of the Student Government.
 - e. Prepare and submit an annual financial report to the Administration of Toccoa Falls College.
 - f. Appoint a proxy in the event of his absence.

- g. Have power to present any motion to the Student Government floor.
3. The Director of Social Life for the Student Government shall:
 - a. Be appointed by the president-elect of the Student Government and approved by a two-thirds (2/3) vote of the Student Government Council.
 - b. Have power to present any motion to the Student Government floor.
 - c. Meet twice per month with the social representatives of each class concerning supervising, assisting, and advising in all class sponsored social activities of the Student Association.
 - d. Be responsible to report committee activities to the Director of the Social Committee (the Vice President of the Student Government).
 4. The Director of Public Relations for the Student Government shall:
 - a. Be appointed by the President-elect of the Student Government and approved by a two-thirds (2/3) vote of the Student Government Council.
 - b. Be responsible to work in conjunction with all forms of media for the advertisement of campus functions.
 - c. Be responsible for chairing a committee formed by the Student Government Representative from each class. This committee will meet twice per month.
 - d. Be responsible to report to the Director of the Social Committee (the Vice President of the Student Government).
 - e. Have power to present any motion to the Student Government floor.
 5. The Director of Special Projects for the Student Government shall:
 - a. Be appointed by the President of the Student government and approved by a two-thirds (2/3) vote of the Student Government Council.
 - b. Be in charge of organizing any ad-hoc committees to assist in special projects.
 - c. Be responsible to report actions to the Vice President of the Student Government.
 - d. Be responsible to oversee any campus improvement projects organized by the Student Government.
 - e. Have power to present any motion to the Student Government floor.
 6. The Married Student Association Representative shall:
 - a. Be responsible to report all activities planned by the Married Student Association to the Student Government.
 - b. Present a budget to the Student Government.

- c. Have power to present any motion to the Student Government floor.
7. The Advisor to the Student Government shall:
- a. Approve and attend all functions of the Student Government.
 - b. Approve all expenditures of the Student Government and see that an accurate bookkeeping method is established.
 - c. See that evaluation procedures are developed in order to maintain established goals and objectives.
 - d. Assist the Student Government in group growth and development by offering direction and support.
 - e. Help maintain the line of communication between the Student Government Executive Council, Class Councils, the Office of Student Affairs, the Student Association, and the Administration.
 - f. See that rules and regulations governing the Student Government are maintained.
 - g. Appoint a proxy in the event of his absence.
 - h. Have power to present any motion to the Student Government floor.

Section IV Student Council and Executive Council Meetings

A. Student Council

1. The Student Government Council, consisting of all voting and non-voting members of the Student Government, shall have two regular meetings each month with at least a ten-day lapse between meetings.
2. The President may call special meetings when necessary, provided that a twenty-four (24) hour notice is given to all members of the Student Government.
3. All students and college personnel shall have the privilege of attending any meeting unless any session, or portion thereof, is ordered closed by a two-thirds ($2/3$) of the voting members of that respective council. Such observers may speak when recognized by the chair but shall neither vote nor make motions.

B. Executive Council

1. The Student Government Executive Council, consisting of the Secretary, Treasurer, Director of Social Life, Director of Public Relations, Director of Special Projects, Director of Spiritual Life, Vice President, and President, shall make its own policy regarding attendance, punctuality, and dress code.
2. All students and college personnel shall have the privilege of attending any meeting unless any session, or portion thereof, is ordered closed by a two-thirds ($2/3$) vote of three voting members of that respective council. Such observers may speak when recognized by the chair but shall neither vote nor make motions.

3. After elections for the next year are held in April, the Student Government President-elect must meet with his Executive Council at least two times in order to plan for the coming school year.

Section V Discipline

A. Grounds for Disciplinary Actions:

1. Any person not attending the regular Class/Student Government meetings (attendance policies will be set up by the said council).
2. Any person failing to perform the duties listed in the Constitution.
3. Any person caught in the mis-management of Class/Student Government funds.
4. Any person caught in the theft or embezzlement of funds or appearing before the disciplinary committee for any reason during the tenure of his office shall forgo the impeachment proceedings and will automatically be dismissed from his position.

B. Disciplinary Actions:

1. Any person not performing his duties shall be confronted by a member of the committee who noticed the shortcoming. This shall be considered the first offense.
2. If the member continues in his offense, he shall be addressed by the member observing the offense along with the President of the organization. If the offender is the President, the Vice President will fulfill this duty. This shall be the second offense.
3. If the member again fails to perform his duties, he shall be addressed by the council and given the opportunity to resign. If the member fails to resign, the impeachment process shall begin (see Article V, Section V).

ARTICLE III CLASSES

Section I Purpose

Each representative class shall provide an avenue by which students may express their concerns and initiate legislation to be acted upon by the Student Government Council.

Section II Responsibilities

- A. Each class shall be responsible for hosting socials assigned to them by the Student Government President. These socials, with the exception of the Junior/Senior Banquet, shall be open to the entire Student Association.

- B. Each class shall be responsible to provide a forum in which students are free to voice their opinions, express their concerns, and make any motion.
- C. Each class shall elect the following officers: President, Vice President, Secretary, Treasurer, Student Government Representative, two (2) Social Representatives, and a Chaplain.
- D. Each class shall choose an advisor from faculty, staff, or administration.
- E. The officers are responsible to meet on a weekly basis.
- F. The Junior Class shall host the Junior/Senior Banquet.

Section III Membership

- A. Students shall be members of their respective academic classes according to the academic requirements set forth in the current college catalog.
- B. Any student who is dissatisfied with his present class status (concerning the class meeting he is required to attend) may appeal directly to the Student Government Executive Council.
 - 1. These appeals must be submitted in writing.
 - 2. The current Student Government Executive Council shall submit the appeal to Student Affairs.

Section IV Class Officers and Their Responsibilities

- A. The President of each class shall:
 - 1. Preside over all class meetings and functions.
 - 2. Appoint committee chairmen as needed.
 - 3. Serve as an ex-officio member of all class committees.
 - 4. Be responsible to see that all class rulings are directed through proper channels and followed to the appropriate end.
 - 5. Refrain from voting while chairing meetings of the class unless there is a tie, in which case he shall cast the deciding vote.
 - 6. Attend all Student Government Council meetings (see Article II, Section III, point A, sub-point 3).
 - 7. Be responsible to present a typed report concerning activities during the interval of time between Student Government meetings. Two copies must be turned in to the Student Government President at all meetings.
- B. The Vice President of Each Class shall:
 - 1. Assume all responsibilities of the President of the class when the President is absent for any reason.
 - 2. Assume the authority of the chair when the President chooses to relinquish that position for any reason. He then assumes the responsibilities and limitations of the chair. Likewise, the President then assumes the responsibilities and limitations of the vice President. Both are bound by these respective obligations until the next item of business.

3. Be responsible to organize, initiate, and oversee all class fund-raisers.

C. The Secretary of Each Class shall:

1. Record and file minutes of each class meeting and submit a typed copy to the Student government Secretary.
2. Keep records of all business pertinent to the class.
3. Appoint a proxy in the event of his absence.
4. Be responsible for seeing that attendance is taken at each class council meeting and is included in the minutes.

D. The Treasurer of Each Class shall:

1. Be responsible for keeping a detailed account of all class receipts and expenditures.
2. Report to the class on a regular basis as determined by the Class Council.
3. Prepare and submit a typed, detailed financial report of each Student Association social sponsored by his class to the Student Government Treasurer no later than two weeks after the social has occurred.
4. In conjunction with the President of the class, the Treasurer shall open up a checking account.
5. Senior class Treasurer must close class account and transfer funds to the Student Government Association.

E. The Student Government Representative of Each Class shall:

1. Attend all Student Government meetings (see Article II, Section III, point A, sub-point 4).
2. Be responsible to sit on a Public Relations Committee chaired by the Director of Public Relations, which will meet twice per month.
3. Be responsible to represent their class to the Student Government Council.

F. The Social Representatives of each Class shall:

1. Consist of one female and one male.
2. Be responsible for supervising and coordinating all respective class socials.
3. Report to the class on a regular basis as determined by the Class Council.
4. Attend meetings twice per month with the director of Social Life for the Student Government.
5. Assist, when requested, in organizing and participating in socials of the Student Government.

G. The Chaplain of Each Class shall:

1. Be responsible for the devotional period of each class council meeting as directed by the President of the class.
2. Be responsible for planning and conducting class chapels.

3. Be responsible for taking chapel attendance at class chapels.
4. Be responsible to meet with the Director of Spiritual Life on a weekly basis.

H. The Advisor of Each Class shall:

1. Approve and attend all functions.
2. Approve all expenditures of the class and see that an accurate bookkeeping method is established.
3. See that evaluation procedures are developed in order to maintain established goals and objectives.
4. Assist the class in group growth and development by offering direction and support.
5. Help maintain the line of communication between the Student Government Executive Council, class Councils, the Office of Student Affairs, the Student Association, and the Administration.
6. See that rules and regulations governing the class are maintained.
7. Appoint a proxy in the event of his absence.
8. Have power to present any motion in class meetings.

Section V class Meetings

- A. Class meetings shall be held during the chapel period on the day designated by the Student government and approved by the Administration of Toccoa Falls College. Attendance at these class meetings is mandatory.
- B. The Class President may call special meetings when necessary, provided that twenty-four (24) hour notice is given to all members of the respective class.
- C. All students and college personnel shall have the privilege of attending any meeting unless any session, or portion thereof, is ordered closed by a two-thirds (2/3) vote of the respective class. Such observers may speak when recognized by the chair but shall neither vote nor make motions.

ARTICLE IV MARRIED STUDENT ASSOCIATION (MSA)

Section I Purpose

This Association will serve to provide the positive voice of communication among married students and to promote greater harmony and involvement for married students in the spiritual, academic, and social life of Toccoa Falls College.

Section II Checks and Balances

The Married Student Association shall operate under its own constitution and within the bounds of the Student Association Constitution.

Section III Membership

All full-time students enrolled at Toccoa Falls College shall constitute the voting membership of this Association.

Section IV Funding

- A. The MSA shall receive from the Student Government forty-five percent (45) of the married student financial contribution of the Student Activity Fee.
- B. The MSA is required to submit a projected budget to the Student Government in order to receive money from the Student Activity Fee.
- C. At the end of the semester, the MSA is required to submit to the Treasurer of the Student Government a detailed list of expenditures for money received from the Student Activity Fee and others.

ARTICLE V ELECTION OF OFFICERS

Section I Time of Election

- A. Class nominations will occur during the Class SGA chapel in April on that Monday and the election will be held the following Friday.
- B. Executive Council elections will occur the week prior to class elections, nominations taking place on that Monday with elections on the Friday of the same week.
- C. Incoming Freshman class elections shall be held within the first month of the fall semester.

Section II Method of Voting

The voting in all Student Government elections shall be by secret ballot.

Section III Term in Office

The term of office for all Student Government officers shall be one year, beginning on the day of graduation of the current year.

Section IV Vacancies in Office

- A. Executive Council:
 - 1. The Vice President shall fill vacancies, which occur in the office of the President.
 - 2. A new Vice President shall then be appointed by the new President and approved by voting members of the Student Council (see Article 5, Section VII, Point A, Sub-point 5).

3. Vacancies that occur in any Student Government office (excluding President) shall be filled by appointment by the President of the organization in which the vacancy occurred.
4. These appointments shall be subject to majority approval of the Student Council (see Article 5, Section VII, point A, sub-point %).

B. Class Council

1. The Vice President shall fill vacancies, which occur in the office of President.
2. For all other vacancies, including the Vice-President, nominations and election must occur at the first class chapel following the vacancies.
 - a. Nominations shall be taken from the floor for each vacant class office.
 - b. Runoffs will be held during the nomination meeting when more than three candidates are nominated for a single office. The runoff vote shall be taken by a standing vote, unless otherwise ordered by the assembly (see Article VII, Section III).
 - c. In addition to these nominations, one space for each office will be provided on the ballot to accommodate those wishing to exercise the privilege of a write-in vote.
 - d. The ballots shall not be counted by anyone running for a class office.
 - e. No campaigning or advertising shall be allowed within the voting venue or within fifty (50) feet surrounding the building. This includes all mediums of campaigning. It is the responsibility of the candidates to remove all material or face disqualification from the election.

Section V Impeachment of Officers

A. Executive Council

1. Proceedings for removal from office shall be initiated by a petition of twenty-five (25) percent of the Student Association presented to the Advisor of the Student Government.
2. The student Government Advisor shall then appoint a Board of Inquiry of five members.
3. This Board of Inquiry shall hold open hearings within two weeks after the submission of the petition.
4. The findings of this Board of Inquiry shall be made public.
5. The Student Government Advisor shall be responsible to see that a referendum of the entire Student Association is conducted one week after the findings of the Board of Inquiry have been made public.
6. A two-thirds (2/3) vote of the Student Association shall be required for removal from office.

B. Class Council

1. Proceedings for removal from office shall be initiated by a petition of twenty-five (25) percent of the members of the class in question. This petition shall be presented to the Advisor of the class.

2. The Class Advisor shall then appoint a Board of Inquiry of five members, one being the Student Government President.
3. This Board of Inquiry shall then hold open hearings within two weeks after the submission of the petition.
4. Findings of this Board of Inquiry shall be made public to the class involved.
5. The Class Advisor shall be responsible to see that a referendum of the entire class is conducted one week after the findings of the Board of Inquiry have been made public.
6. A two-thirds (2/3) majority of the voting members of the class shall be required for removal from office.

Section VI Qualification of Officers

A. Presidential Candidates

1. Executive Council- Each candidate for the office of President shall:
 - a. Be academically classified as a Junior or Senior during his entire tenure of office.
 - b. Have a cumulative grade point average of 3.0 at the time of his election.
 - c. Submit a written statement of his intention to run for this office, along with the name of his Vice Presidential running mate, to the Student Government President by or on the day of nominations by 5:00 p.m. (They must be eligible and approved by Student Affairs; see Article V, Section VII, Point A, Sub-point 2a).
 - d. Have completed at least two full semesters of twelve hours each at Toccoa Falls College by the time of his assuming office.
 - e. Be enrolled as a full-time student at Toccoa Falls College for the full tenure of his office.
 - f. Be a full-time student at Toccoa Falls College at the time of his election.
2. Class Council- each candidate for the office of President shall:
 - a. Be a member of his respective academic class.
 - b. Have a cumulative grade point average of at least 2.5 at the time of his election.*
 - c. Have completed at least two full semesters of twelve hours each at Toccoa Falls College by the time of his assuming office.*
 - d. Be enrolled as a full-time student at Toccoa Falls College for the full tenure of his office.
 - e. Be a full-time student at Toccoa Falls College at the time of his election.

B. Vice Presidential Candidates

1. Executive- Each candidate for Vice President shall:
 - a. Be academically classified as a Junior or Senior during his entire tenure of office.

- b. Have a cumulative grade point average of 3.0 at the time of his election.
 - c. Have completed at least two full semesters of twelve hours each at Toccoa Falls College by the time of his assuming office.
 - d. Be enrolled as a full-time student at Toccoa Falls College for the full tenure of his office.
 - e. Be a full-time student at Toccoa Falls College at the time of his election.
2. Class Council- Each candidate for Vice President shall:
- a. Be a member of his respective academic class.
 - b. Have a cumulative grade point average of at least 2.5 at the time of his election.*
 - c. Have completed at least one full semesters of twelve hours each at Toccoa Falls College by the time of his assuming office.*
 - d. Be enrolled as a full-time student at Toccoa Falls College for the full tenure of his office.
 - e. Be a full-time student at Toccoa Falls College at the time of his election.

C. Secretary and Treasurer Candidates

1. Executive Council- The Secretary and Treasurer shall:
- a. Be appointed by the President-elect of the Student Government.
 - b. After his appointment, be approved by a majority of the current Student Government Council (see Article 5, Section VII, point A, sub-point 5).
 - c. Have a cumulative grade point average of at least 2.5 at the time of his election.
 - d. Have completed at least one full semesters of twelve hours each at Toccoa Falls College by the time of his assuming office.
 - e. Be enrolled as a full-time student at Toccoa Falls College for the full tenure of his office.
 - f. Be a full-time student at Toccoa Falls College at the time of his election.
2. Class Council- The Secretary and Treasurer shall:
- a. Be a member of his respective academic class.
 - b. Have a cumulative grade point average of at least 2.5 at the time of his election.*
 - c. Have completed at least one full semesters of twelve hours each at Toccoa Falls College by the time of his assuming office.*
 - d. Be enrolled as a full-time student at Toccoa Falls College for the full tenure of his office.
 - e. Be a full-time student at Toccoa Falls College at the time of his election.

- D. The Director of Spiritual Life, the Director of Social Life, the Director of Public Relations, and the Director of Special Projects for the Student Government shall:
1. Be appointed by the President-elect of the Student Government.
 2. After his appointment, be approved by a majority of the current Student Government Council (see Article 5, Section VII, point A, sub-point 5).
 3. Have a cumulative grade point average of at least 2.5 at the time of his election.
 4. Have completed at least one full semesters of twelve hours each at Toccoa Falls College by the time of his assuming office.
 5. Be enrolled as a full-time student at Toccoa Falls College for the full tenure of his office.
 6. Be a full-time student at Toccoa Falls College at the time of his appointment.
- E. All other Candidates for Class offices shall:
1. Be a member of his respective academic class.
 2. Have a cumulative grade point average of at least 2.5 at the time of his election.*
 3. Have completed at least one full semesters of twelve hours each at Toccoa Falls College by the time of his assuming office.*
 4. Be enrolled as a full-time student at Toccoa Falls College for the full tenure of his office.
 5. Be a full-time student at Toccoa Falls College at the time of his election.

* Does not apply to the Freshman Class

Section VII Election Procedures

A. Executive Council

1. The Student Government Nominating Committee (optional)
 - a. The Student Government Council shall suggest members of the Student Association to be appointed to the Nominating Committee during the last Student Government Council meeting in February.
 - b. The current Student Government President shall appoint a Government Nominating Committee of five from those suggested by the Student Government Council at least two weeks prior to the day of nominations.
 - 1) The Chairman of this committee shall be a member of the current Student Government and shall be named as chairman by the current President. Of the four remaining committee members, one must be a member of the Student Government; the other three members may or may not be members of the Student Government.
 - 2) This committee shall be approved by a majority vote of the Student Council.
 - c. The Nominating Committee shall select one President/Vice president team as their nomination for the Office of Student Government.

2. Day of Nominations (see Article V, section I)
 - a. The nominating Committee shall present its nomination to the Student Association, which automatically places its nomination on the ballot. (optional if they choose to use one)
 - b. Nominations will be received from the floor.
 - c. Runoffs will be held during the nomination meeting when more than two President/ Vice President teams are nominated from the floor. The runoff shall be taken by a standing vote, unless otherwise ordered by the assembly (see Article VII, Section III).
 - d. The ballot will be limited to the Student Government nomination and the top two teams elected from the floor.

3. Ballots
 - a. The Student Government President shall be responsible to see that the ballots are prepared.
 - b. The ballots shall contain only the names of the President/ Vice President teams selected on the day of nominations.
 - c. In addition to these nominations, a space will be provided on the ballot to accommodate those wishing to exercise the privilege of a write-in vote.

4. Day of Elections (one week after nominations)
 - a. Each candidate recognized on the ballot shall present a fifteen-minute speech to the Student Association during the chapel period on the day of elections.
 - b. Voting shall run then entire tenure of lunch and dinner.
 - c. The Student Association shall vote for a President/Vice President team as designated by the ballot.
 - d. Absentee ballots may be obtained from the Student Government President during the week prior to the day of the election.
 - e. Voting shall be conducted at a location designated by the Student Government President.
 - f. The Student Government President shall be responsible to see that the ballots are collected and counted. The ballots shall be counted in the presence of two witnesses.
 - g. The ballots shall not be counted by anyone running for a Student Government position.
 - h. No campaigning or advertising shall be allowed within the voting venue or within fifty (50) feet surrounding the building. This includes all mediums of campaigning. It is the responsibility of the candidates to remove all materials or face disqualification from the election.

5. Appoint of Executive Council

- a. If the current Student Government Council does not approve a nominee, a confidential file must be created by the Student Government Council that addresses the reason for their decision. The file shall be kept in the SGA safe.
- b. The nominee is then ineligible for appointment by the President elect unless a written appeal is submitted and approved by the Office of Student Affairs.

B. Sophomore, Junior, and Senior Class:

1. Day of Nominations (See Article V, Section I.)
 - a. Nominations shall be taken from the floor for each class office.
 - b. Runoffs will be held during the nomination meeting when more than three candidates are nominated for a single office. The runoff vote shall be taken by a standing vote, unless otherwise ordered by the assembly (see Article VII, Section III).
 - c. In addition to these nominations, one space for each office will be provided on the ballot to accommodate those wishing to exercise the privilege of a write-in vote.
2. Day of Elections (See Article V, Section I.)
 - a. Each candidate recognized on the ballot for the office of President shall present a five-minute speech to his class on the day of elections.
 - b. The current Class President shall then be responsible to see that the ballots are distributed, cast, collected, and counted. The ballots shall be counted in the presence of two witnesses.
 - c. Absentee ballots may be obtained from the Class Presidents within three days prior to the day of elections.
 - d. The ballots shall not be counted by anyone running for a class office.
 - e. No campaigning or advertising shall be allowed within the voting venue or within fifty (50) feet surrounding the building. This includes all mediums of campaigning. It is the responsibility of the candidates to remove all materials or face disqualification from the election.

C. Incoming Freshman Class:

1. Day of Nominations (See Article V, Section I.)
 - a. Nominations shall be taken from the floor for each class office.
 - b. Runoffs will be held during the nomination meeting when more than three candidates are nominated for a single office. The runoff vote shall be taken by a standing vote, unless otherwise ordered by the assembly (see Article VII, Section III).
2. Ballots

- a. The Student Government vice President shall be responsible to see that ballots are prepared.
 - b. The ballots shall contain only the names of the candidates selected on the day of nominations by the class.
 - c. In addition to these nominations, one space per each office will be provided on the ballot to accommodate those wishing to exercise the privilege of a write-in vote.
3. Days of Election (See Article V, Section I.)
- a. Each candidate recognized on the ballot for the office of President shall present a five-minute speech to his class on the day of elections.
 - b. The Student Government Vice President shall then be responsible to see that the ballots are distributed, cast, collected, and counted. The ballots shall be counted in the presence of two witnesses.
 - c. Absentee ballots may be obtained from the Student Government Vice President within three days prior to the day of elections.
 - d. The ballots shall not be counted by anyone running for a class office.
 - e. No campaigning or advertising shall be allowed within the voting venue or within fifty (50) feet surrounding the building. This includes all mediums of campaigning. It is the responsibility of the candidates to remove all materials or face disqualification from the election.

ARTICLE VI DISTRIBUTION OF STUDENT ASSOCIATION FUNDS

Section I Student Government Funds

- A. Each semester the Student Government shall receive an amount of money from the Student Activity Fee, which is included in the Matriculation Fee. This amount is to be determined by the administration of Toccoa Falls College and is to be proportionate to the number of students enrolled, both full-time and part-time.
- B. The Student Government Treasurer shall prepare and submit a financial report to the Administration of Toccoa Falls College at the close of the school year.

Section II Class Funds

- A. Class Council sponsored Student Association socials shall be funded in part by the Student Government.
- B. No money will be given to the class until a projected budget is submitted to the Executive Council of the Student Government. Upon approval, the agreed upon amount of money will be allotted.

- C. Each respective Class Treasurer shall submit a detailed financial report for each social sponsored by the class to the Student Government Treasurer within two weeks after the social.

Section III Married Student Association Funds

The MSA shall receive from the Student Government forty-five (45) percent of the Married Student contribution to the Student Government upon submitting to the Executive Council a projected budget of expenses. No moneys shall be given until a projected budget is submitted.

ARTICLE VII PARLIMENTARY AUTHORITY

Section I Motions

All motions passed by a class shall be directed to the Student Government Council.

Section II Quorum

- A. Half of the voting members plus one shall constitute a quorum in any Student Government Organization.
- B. No organization shall conduct legal business if a quorum of that organization is not present. Officer nominations and elections are excluded from this and will be voted on based on who is present.

Section III Standing Vote

Standing Vote is a method of voting by which an individual casts his vote by rising to his feet.

Section IV Amendments

- A. Any motion to amend this constitution must be brought before the Student Government Council through a class (two-thirds [2/3] vote required) or through the Student Government Vice President.
- B. The amendment must then be passed by a two-thirds (2/3) vote of the Student Government Council.
- C. The amendment must then be approved by the Administration and the Board of Trustees of Toccoa Falls College.

- D. The amendment must then be approved by a two-thirds (2/3) vote of the Toccoa Falls College Student Association in order to be accepted into the constitution.
- E. The Student Government President shall be responsible to see that this referendum is completed no later than two weeks after the Administration and Board of Trustees of Toccoa Falls College approve the amendment.

Section V Constitution Annual Review Committee

Every other year the President of the Student Government shall appoint a committee to review the current Constitution. The Committee shall present to the President the results of their findings and suggest if a constitution revision committee is in order.

Section VI Constitution Committee

For any revision of the current Constitution, a Constitution Committee shall be appointed by the Student Government President and approved by the Student Government Council. The President shall be the chair of this committee.

Section VII Rules of Order

All meetings and activities authorized by this Constitution shall, except in cases contrary to Toccoa Falls College policy, be governed by the Revised Edition of *Robert's Rules of Order, specifically, Parliamentary Procedures At A Glance*, New Edition, by O. Garfield Jones. All student leaders must be familiar with this book.