

Constitution of the Student Government of Catawba College

Preamble:

We the students of Catawba College, in order to establish a representative student government, to represent the opinion of the student body, to promote unity in the College community, to promote a quality educational environment, to protect our common interest, and to ensure the personal freedom and general welfare of the student body, do hereby ordain and establish this Constitution of the Student Government of Catawba College.

Name:

The official name shall be: Catawba College Student Government Association and shall hereafter be referred to as the "SGA." The SGA derives its authority from the Board of Trustees of the college and is responsible for the allocation of student activity fees.

Membership:

All currently enrolled day students are members of the Student Government of Catawba College (as defined by the Office of the Registrar) and will hereby be referred to as the Student Body. Student Body members are encouraged to participate actively in the Catawba College community.

Purpose:

It is the purpose of the Student Government Association to enact faithfully the powers delegated to the Student Body by the Board of Trustees and to represent the best interests of the students and of the College.

Powers Delegated to the Student Body:

At their annual meeting on February 19, 1974, the Catawba College Board of Trustees delegated the following powers to the student body:

1. To establish a representative student government;
2. To establish qualifications for officers of student government;
3. To establish impeachment procedures for officers of student government;
4. To recommend to the Administration and Board of Trustees, through the appropriate processes, rules that regulate, control, and dictate student conduct on campus and student organizations;
5. To recommend to the Administration and Board of Trustees, through the appropriate processes, changes in overall Catawba College policy and regulations;
6. To create boards to try cases not retained by the Administration of alleged violations of student and college regulations;
7. To enact procedural rules for student conduct and governmental activities; and
8. To recommend to the President of the College (or his designated representative) for those students who violate student and College regulations suspension and expulsion when such might be warranted.

ARTICLE I: SGA MEMBERSHIP AND OFFICERS

Section 1: Executive Officers

Executive officers shall consist of one (1) Student Government President, Vice-President, Secretary, and Treasurer. Executive officers must be registered voters. Executive officers may not be classified as first year students and they must have completed a minimum of 30 credit hours. It is the duty of the Executive Vice President to confirm that requirements of Executive Officer candidates are met according to Catawba College Records. All Executive officers are required to be full-time students (as determined by the Office of the Registrar), hold at least a cumulative Grade Point Average (GPA) of 2.2 throughout their term, and may not be on academic or disciplinary probation. The term of office shall be for one (1) academic year (May 1st-May 1st) and may be succeeded upon re-election by the Student Body. An Executive officer shall not hold more than one (1) elected SGA position at the same time. If any of the above qualifications are not met, an Executive officer may be subject to impeachment proceedings.

Section 2: Class Officers

Class officers shall consist of a President, Vice-President, Secretary, Treasurer, and two (2) Senators from each class. The class an officer is eligible to represent is denoted according to their voter registration card. All Class officers are required to be full-time students (as determined by the Office of the Registrar), hold at least a cumulative Grade Point Average (GPA) of 2.2 throughout their term, and may not be on academic or disciplinary probation. The term of office shall be for one (1) academic year (May 1st-May 1st) and may be succeeded upon re-election by the Student Body. A Class officer shall not hold more than one (1) elected SGA position at the same time. If any of the above qualifications are not met, a Class officer may be subject to impeachment proceedings.

Section 3: Senators-at-Large

Two (2) Senators-at-Large will be elected from the student body to serve as members of Congress. Senators-at-Large shall be members of any class and registered voters. Both Senators-at-Large are required to be full-time students (as determined by the Office of the Registrar), hold at least a cumulative Grade Point Average (GPA) of 2.2 throughout their term, and may not be on academic or disciplinary probation. The term of office shall be for one (1) academic year (May 1st-May 1st) and may be succeeded upon re-election by the Student Body. A Senator-at-Large shall not hold more than one (1) elected SGA position at the same time. If any of the above qualifications are not met, a Senator-at-Large may be subject to impeachment proceedings.

Section 4: SGA Advisors

Congress shall select at least two (2) Faculty or Staff advisors to serve for a period of one year. SGA Advisors may succeed themselves, at the discretion of Congress. Advisors must be notified at least one (1) week in advance of all scheduled SGA meetings and meetings must be held during a time that is regularly available to the advisors.

Section 5: Congress

The legislative authority of the SGA shall be known as Congress. The membership shall be the Executive President, Vice President, Treasurer and Secretary as well as the Class Presidents and Senators and the two (2) Senators-at-Large.

ARTICLE II: INSTALLATION OF OFFICERS

The elected Executive Officers shall be installed by the President of the College, Dean of Students, or their chosen representative. The elected Class Officers shall be installed by the President of the SGA. Before taking office, all officers shall take the following oath:

“I, (name of officer), do solemnly promise to uphold and abide by the Constitution and By-Laws of the Student Government Association, and to promote and protect the interests of my constituents and of Catawba College.”

ARTICLE III: CONSTITUTIONAL AMENDMENTS

Section 1: Proposal

Any member of the Student Body is allowed to submit a proposal to amend the Constitution and/or By-Laws. To propose an amendment to the Constitution and/or By-Laws of the SGA the following procedures must be followed:

- A. The author of the amendment must email a copy to the Executive President of SGA no later than 1 week prior to the next Congress meeting
 - i. The amendment must specify the reason for the proposed change, what the change is, where it is to be placed, and what impact the amendment will have on the Student Body.
 - ii. The amendment must be of reasonable cause and of reasonable execution (i.e. the school must have the ability to make the change if approved).
- B. The Executive President will email the proposal to all members of Congress.

Section 2: Amendment Approval

The Executive President will include the proposed amendment on the subsequent Congress agenda for formal debate. If a vote occurs, no less than $\frac{3}{4}$ majority vote is needed for approval.

ARTICLE IV: RESOLUTIONS

Resolutions express the Congress' feelings and desires. They are not binding on the parties involved and are not subject to presidential veto. Voting members of the SGA may submit resolutions. The resolution must be submitted in writing to the President a minimum of 1 week before the start of the meeting in which it is to be considered. Resolutions should be drafted according to *Roberts Rules of Order*. Resolutions become effective following approval from a majority of Congress members present.

Catawba College Student Government Association By-Laws to the Constitution

ARTICLE I: EXECUTIVE OFFICERS

Section 1: Duties and Powers

The Executive members of the SGA shall have duties and powers as indicated:

Executive President

The Executive President shall:

- A. Act as the Chief Executive Officer and faithfully execute all provisions of the Constitution and By-Laws of the SGA.
- B. Is responsible for scheduling and conducting all Cabinet and Congress meetings, which shall be no less than twice a month. With the exception of emergency meetings and/or situations as approved by an SGA advisor, notice of at least one (1) week will be required to call or cancel a Cabinet or Congress meeting. The President must also notify each Class President

and Committee Chair at least one week in advance of the date of required formal reports to Congress.

- C. Recommend legislation to the Cabinet and Congress.
- D. Create temporary ad-hoc committees if deemed necessary to better meet the needs of the students and College community.
- E. May veto any action of Congress within one week. The President has the power to veto an entire action or any portion of an action. If a veto occurs, all members of Congress must be notified by the President. If a veto conflicts with any actions that would occur prior to the next Congress meeting, an emergency meeting must be called by the Executive Vice-President. Congress may override a presidential veto with no less than 2/3 majority vote.
- F. Act as an *ex-officio* and non-voting member of all committees.
- G. Choose to initiate an SGA retreat.
- H. Act as a liaison between the SGA and College Administration. The President shall meet regularly, at least once per month, with the SGA advisor(s), Dean of Students and the President of the College to discuss any important matters regarding the student body.
- I. Attend meetings and serve on committees as deemed necessary by the Board of Trustees, President of the College, Dean of Students, and/or SGA Advisor(s). The President must give a report to Congress of these meetings once a month.
- J. Create and distribute an agenda at all regularly scheduled Congress meetings.
- K. Appoint chairperson(s) for each committee and make all committee appointments, with consideration of requests by Congress members for placement.
- L. Appoint a parliamentarian to serve as an ex-officio member and ensure that parliamentary procedure is followed.
- M. Hold office hours for a minimum of 30 hours per month or less as approved by SGA advisor. Hours are to be posted outside the SGA Office, on the SGA bulletin board and on the SGA website.

Executive Vice President

The Executive Vice President shall:

- A. Assume the temporary authority of the President in their absence, and perform all functions, duties and responsibilities for the duration of the absence only.
- B. Assume the role of the President should the position become vacant.
- C. Hold office hours for a minimum of 20 hours per month or less as approved by an SGA advisor. Hours are to be posted outside the SGA Office, on the SGA bulletin board and on the SGA website.
- D. Be granted the power to supervise, facilitate and oversee all elections held by the SGA (including SGA Officer, Homecoming and Mr. & Ms. Catawba elections) and follow all election procedures as outlined in the By-Laws.
 - i. Duties include putting together all election packets, and informing the Student Body of requirements of candidacy in the various elections prior to all SGA elections (not to include Homecoming elections).
 - ii. The Executive Vice President has the authority to ask for the assistance of the class Vice Presidents in all facets of the election process.
 - iii. Intermittently between voting times and following all elections, give all ballots to the SGA Advisor for verification and counting purposes.
- E. Call an emergency meeting if a presidential veto conflicts with any actions that would occur prior to the next Congress meeting.
- F. Work with the Public Relations Committee to create a system where all of Catawba's clubs and organizations events are compiled and distributed to the Student Body.

- G. Be responsible for any other charge deemed necessary by the President.

Executive Secretary

The Executive Secretary shall:

- A. Record, type, post, electronically distribute, and keep on file all proceedings and minutes of official and unofficial Congress meetings within one week. The Secretary shall post a paper copy of the most recent minutes on the SGA bulletin board and the SGA display case in the Administration building; email the minutes to all members of the SGA; and post the minutes on the SGA website.
- B. Provide a copy of the minutes and agenda to anyone requesting a copy who hasn't already received one.
- C. Record and keep on file the attendance and absences of all SGA members, advisor(s), and guests.
- D. Be responsible for maintaining the SGA website. The website will inform the student body of the current goals and accomplishments of the SGA as well as provide all relevant information including but not limited to the most recent Congress and Class meeting minutes.
- E. Act as a liaison between the SGA and Catawba College Public Relations Department.
- F. Oversee and chair the Public Relations Committee of the Student Government Association.
- G. Maintain the Student Government Association Bulletin Board.
- H. Hold office hours for a minimum of 15 hours per month or less as approved by an SGA advisor. Hours are to be posted outside the SGA Office, on the SGA bulletin board and on the SGA website.
- I. Be responsible for any other charge deemed necessary by the SGA President.
- J. Maintain the Clubs and Organizations booklet. Booklet must be posted online, printed out for new student orientation, and provided to the Director of Retention and Academic Support.

Executive Treasurer:

The Executive Treasurer shall:

- A. Be responsible for the SGA's finances, appropriately recording all transactions.
- B. Act as the Chairperson of the Finance Committee.
- C. Make a report once a month to the Congress regarding the status of accounts and Finance Committee updates.
- D. Supervise the activities of all fundraising conducted by the Congress, not to include fundraising within the classes.
- E. Email the President a budget update at least once a month that includes: the Student Activities budget; the SGA budget; the SGA class budgets; and a list of clubs/organizations that received allocations that month.
- F. Provide documentation to each club or organization requesting funds explaining why the budget request or parts thereof was approved/denied within 48 hours of the Finance Committee meeting.
- G. Hold office hours for a minimum of 15 hours per month or less as approved by an SGA advisor. Hours are to be posted outside the SGA Office, on the SGA bulletin board and on the SGA website.
- H. Be responsible for any other charge deemed necessary by the SGA President.

SGA Advisor(s):

The SGA Advisor(s) shall:

- A. Check all Executive and Class Officer GPA's at least 3 times per year, once at the beginning of the fall and spring semesters for currently elected officers and once at the end of the spring semester for newly and returning elected officers.
- B. Act as a liaison between the SGA and the rest of the Catawba community as needed.
- C. Be well informed of the Constitution, By-Laws and procedures of the Student Government Association.
- D. Assist SGA officers with event planning, offer advice and guidance, and provide support to the SGA as needed.
- E. Be granted speaking privileges at all official meetings.
- F. Assist with the elections process, more specifically: receive election packets; count all election ballots and assure their accuracy (this includes all Homecoming ballots, and assisting with the portions of Homecoming that are to be kept confidential); and communicate the results in such a manner as to effectively notify the Student Body within a reasonable amount of time after the elections.

Section 2. Cabinet Officer Replacement

In the event that a Cabinet officer resigns, graduates or is removed from office, members of Congress will make nominations for a replacement officer, to include previous candidates who ran for that position. A replacement officer must meet the qualifications outlined in the Constitution, which is not limited to members who are currently serving on Congress. Each nominated member, if the nomination is accepted, shall complete an application to be submitted to the Vice President (or President if the absent position is the Vice President). The remaining members of the SGA Cabinet shall consider all nominations made by Congress and then choose one (1) nominee to be approved as an acting Cabinet Officer by 2/3 affirmative vote of Congress.

Section 3. Cabinet Meetings

All Cabinet officers are required to attend Cabinet meetings to be held no less than twice per month and no less than once between Congress meetings at a time that is convenient to all officers. No Executive Officer shall have more than two (2) unexcused absences from scheduled Cabinet meetings. Absences must be excused at least 24 hours in advance (unless a true emergency exists) and can only be excused by the SGA President and/or SGA advisor(s).

ARTICLE II: CLASS OFFICERS

Section 1. Duties and Power

Class officers of the SGA shall have duties and powers as indicated:

Class President

The Class President shall:

- A. Schedule and conduct all Class officer meetings which shall be no less than twice per month. With the exception of emergency meetings and or situations as approved by the SGA President, notice of at least one (1) week will be required to call or cancel a Class meeting.
- B. Present a formal Class meeting report to Congress once per month—this date will be given by the Executive President of the SGA.
- C. Attend all Congress meetings.
- D. Hold voting powers in Congress.
- E. Correspond and communicate with fellow officers on a weekly basis.

- F. The Class President MUST send another Class officer as a voting representative to Congress meetings, if they are unable to attend. The representative may not be representing for any other position at the same meeting. The Executive President must be notified of the replacement officer at least one (1) week in advance with the exception of emergency situations, determined by the Executive President. The absentee will be required to communicate with the representative and will be held responsible for all information missed.
- G. Serve on at least one (1) standing Student Government Committee

Class Vice President

The Class Vice President shall:

- A. In the absence of the President, assume presidential authority in class officer meetings.
- B. Assist with any and all elections at the discretion of the SGA Executive Vice President
- C. Serve on at least one (1) standing Student Government Committee.
- D. Be responsible for any other charge deemed necessary by the Executive or Class President.

Class Secretary

The Class Secretary shall:

- A. Record, type, electronically distribute and maintain a file of all minutes of official and unofficial class officer meetings within one (1) week. The minutes shall be emailed to all respective Class officers and the Executive Secretary.
- B. Assist the Class President with other secretarial duties as requested and necessary.
- C. Serve on the Public Relations Committee of the SGA.
- D. Potentially be appointed or be given the option to serve on at least one (1) additional Student Government Committee.
- E. Be responsible for any other charge deemed necessary by the Executive or Class President.

Class Treasurer

The Class Treasurer shall:

- A. Maintain class finances and prepare all budget requests on behalf of the Class.
- B. Monitor all Class fundraisers.
- C. Serve on the Student Government Appropriations Committee (SGAC).
- D. Potentially be appointed or be given the option to serve on at least one (1) additional Student Government Committee.
- E. Be responsible for any other charge deemed necessary by the Executive or Class President.

Class Senators

The Class Senators shall:

- A. Attend all Congress meetings.
- B. Hold voting powers in Congress.
- C. Provide assistance to fellow Class officers with activities of the class.
- D. A Class Senator MUST send another Class officer as a voting representative to Congress meetings, if they are unable to attend. The representative may not be representing for any other position at the same meeting. The Executive President must be notified of the replacement officer at least one (1) week in advance with the exception of emergency situations, determined by the Executive President. The absentee will be required to communicate with the representative and will be held responsible for all information missed.
- E. Serve on at least one (1) standing Student Government Committee.
- F. Be responsible for any other charge deemed necessary by the Executive or Class President.

Class Advisors

An advisor should be well informed of the Constitution, By-Laws and procedures of the Student Government Association. An advisor can be chosen by the Class officers or appointed by the Executive President. The role of a Class advisor shall be to assist Class officers with event planning, offer advice and guidance, and provide support to the Class as needed. Class advisors must be notified at least one (1) week in advance of all scheduled Class meetings, and meetings must be held during a time that is regularly available to the Class advisor.

Section 2. Class Officer Replacement

In the event that a Class officer resigns, graduates or is removed from office, the remaining members of the Class will make nominations for a replacement officer, to include previous candidates who ran for that position. Each nominated member, if the nomination is accepted, shall complete an application to be submitted to the Vice President. The members of the Cabinet shall consider all nominations made by the Class and then choose one (1) nominee with consideration given to current Class officer suggestions.

Section 3. Class Meetings

All Class officers are required to attend class meetings to be held no less than twice per month and no less than once between Congress meetings at a time that is convenient to all officers. No Class Officer shall have more than two (2) unexcused absences from scheduled Class meetings. Absences must be excused at least 24 hours in advance (unless a true emergency exists) and can only be excused by the Class President. In the event a conflict arises regarding approval of absences an SGA advisor will be consulted and will make the final decision.

ARTICLE III: SENATORS-AT-LARGE

Section 1. Duties and Power

Senators-At-Large of the SGA shall have duties and powers as indicated:

The Senators-At-Large shall:

- A. Attend all Congress meetings.
- B. A Senator-At-Large MUST send another Class officer as a voting representative to Congress meetings who is not already required to attend Congress meetings, if they are unable to attend. The representative may not be representing any other position at the same meeting. The Executive President must be notified of the replacement officer at least one (1) week in advance with the exception of emergency situations, determined by the Executive President. The absentee will be required to communicate with the representative and will be held responsible for all information missed.
- C. Serve on at least one (1) standing Student Government Committee.
- D. Hold voting powers in congress.

Section 2. Senators-At-Large Replacement

In the event that a Senator-At-Large officer resigns, graduates or is removed from office, the remaining members of the Congress will make nominations for a replacement officer, to include previous candidates who ran for that position. Each nominated member, if the nomination is accepted, shall complete an application to be submitted to the Vice President. The members of the SGA Cabinet shall consider all nominations made by Congress and then choose one (1) nominee to be approved as an acting Senator-At- Large by 2/3 affirmative vote of Congress.

ARTICLE IV: GENERAL OPERATIONAL PROCEDURES OF CONGRESS

Section 1. Meetings

- A. SGA Meetings are to be conducted according to rules established in the SGA Constitution and By- Laws. Meetings shall be conducted following *Roberts Rules of Order* and parliamentary procedure; however, the SGA President may also establish procedures for meetings.
- B. When a situation that is not covered by the Constitution or the By-Laws arises, the Cabinet shall refer to the parliamentarian, who shall refer to *Robert's Rules of Order, newly revised*. All Congress members shall be informed of basic parliamentary procedure at the first meeting of the year or on the SGA retreat.

Section 2. Quorums

A quorum of Congress is the number of members that must be present in order to legally transact business. A quorum of no less than two-thirds of the elected members not including the presiding officer must be present at official meetings of Congress.

Section 3. Procedures

- A. All elected officers serving on Congress shall have one (1) vote in Congress meetings, except for the Student Government Executive President, or presiding officer. The Executive President or presiding officer will have one (1) vote in the case of a tie.
- B. Congress has the ability to pass bills and resolutions. SGA bills are subject to Presidential veto

Section 4. Absences

Each elected and appointed SGA officer shall be allowed two (2) unexcused absences from Congress during a semester. For an absence to be excused (not including an emergency situation), a voting representative must be sent to the Congress meeting. The Student Government Executive President, or the presiding officer, shall excuse absences on the grounds of illness, personal emergency, theatrical or musical rehearsal or performance, athletic competition or practice, or an academic class held only during an SGA meeting time. The accumulation of three unexcused absences during the semester is grounds for impeachment.

Section 5. Sunshine Rule

- A. All members of the Student Body have the right to attend any or all regularly scheduled Congress, Cabinet, or Class meetings.
- B. All members have the right to be granted speaking privileges at any or all regularly scheduled Congress, Cabinet, or Class meetings, in accordance with regular meeting procedures.
- C. All members of the Student Body will be allowed to make proposals at any regularly scheduled Congress meetings if they have followed proper proposal procedures as outlined in the Constitution.

ARTICLE V: IMPEACHMENT PROCEDURES

Section 1. Grounds

- A. Negligence in the performance of duties according to the Constitution of the Student Government of Catawba College, the By-Laws of the Student Government and the Catawba College Honor Code, or the conviction of a conduct violation is cause for removal from office.
- B. Each allegation will be treated as a separate charge.

Section 2. Procedures

- A. Any member of the Catawba College Student Body may bring charges of impeachment against any elected or appointed member of the Student Government, if violations as stated in the Constitution or By-Laws have, or are believed to have occurred, with the exception of the GPA requirement. If a member's GPA falls below the stated minimum, they will be immediately removed from office, unless otherwise approved (due to extenuating circumstances) by an SGA Advisor.
 - i. An official charge must be in writing, must include all allegations being brought, and it must be signed by the person(s) initiating the process of impeachment.
 - ii. The writing must also be accompanied by evidence which supports the allegations.
- B. The member of the Student Body who wishes to bring charges of impeachment must notify the SGA Advisor(s). The SGA Advisor(s) will then notify the member whom charges have been brought against. The member will have the opportunity to respond to the allegations and either decide to have a hearing or resign from their position.
- C. If the member chooses to resign from their position and gives a verbal confirmation, their resignation will be deemed effective immediately and they will need to write a formal letter of resignation to Congress prior to the next regularly scheduled Congress meeting. The Executive President or presiding officer will be notified and will read the letter at the next regularly scheduled Congress meeting. If no letter is written or given to the Executive President or presiding officer, the member will have no other formal opportunities to address Congress regarding the resignation and the Executive President or presiding officer will make a brief notification of the resignation to all other members.
- D. If the member chooses to have a hearing, the Executive President or presiding officer will create an ad-hoc Impeachment Committee within three (3) days, consisting of: the Executive Officers, Class Presidents, and at least one (1) SGA Advisor. If the officer in question is one of those committee members, they will not serve on the committee and they will not be replaced by a substitute.
- E. The Impeachment Committee will meet to discuss the allegations within three (3) days of notification. The accused and accuser must be notified of the meeting time and place once it is finalized, and it must be at a time that affords them the opportunity to attend (based on the criteria of excused absences allowed). If the accused does not wish to address the committee, they may write a letter which rebuts the allegations against them to be used in lieu of their appearance. This letter must be delivered to the SGA Advisor prior to the start of the committee meeting.
- F. The accused and accuser will have the opportunity to address the Impeachment Committee during their meeting regarding the allegations. If the accuser fails to address the committee, the committee will rely on the written notification for discussion purposes. If the accused fails to address the committee, but instead writes a rebuttal letter, the committee will rely on the written letter for discussion purposes. If there is no letter, the committee must use an objective standard if no other information is available. The Impeachment Committee

members, the accused and accuser must not discuss the allegations/situation with anyone prior to the Impeachment Committee meeting.

- G. After hearing from both the accused and accuser, if the Impeachment Committee finds no grounds to warrant charges of impeachment the charges will be dropped. The Impeachment Committee will discuss each charge separately and determine, by a majority vote (all members having one (1) vote) the credibility of each charge. Only the charges of impeachment that are found to be credible by the Impeachment Committee will go to a vote which will be placed on the agenda for the next regularly scheduled Congress meeting. If the vote pertains to the Executive President, their duties will be temporarily suspended and the Executive Vice-President will be responsible for creating the agenda and presiding over the next regularly scheduled Congress meeting. If violations are deemed critical by the SGA Advisor(s), the Executive President or presiding officer can schedule an emergency Congress meeting for the impeachment hearing within five (5) days of notification of the Impeachment Committee.
- H. A 2/3 affirmative vote by Congress is required for removal of a member of the SGA.

ARTICLE VI: COMMITTEES

Section 1. General Guidelines

Committees are part of the basic working units of the governmental structure. It is not, however, a prerequisite that committee members be SGA members. Persons from various segments of the campus community may serve on standing committees as approved by the Executive President.

- A. Each of the standing committees shall meet at least once per month. If a standing committee fails to meet once per month, the SGA Executive President may appoint a new Chairperson(s).
- B. Committee chairperson(s) shall make a formal report to Congress at least once per month, to report on the committee activities and to ensure that they are fulfilling their necessary duties.
- C. Each committee will consist of at least one (1) member of each class.

Section 2. Standing Committees & Duties

Student Issues Committee

The Student Issues Committee shall:

- A. Investigate issues that concern students and host at least one constituent outreach event per year that focuses specifically on issues concerning students. Some examples may include: surveys, roundtables, forums, etc.
- B. Be responsible for the promotion of communication between the Student Body and the SGA regarding student issues and concerns.
- C. Be responsible for assisting the College and the food service company or representative to provide high-quality food services to students and staff.
- D. Serve as a liaison between the Office of Public Safety and the Student Body.
- E. Serve as a liaison between the Student Affairs Office, more specifically, matters concerning the Residence Halls, Residence Life staff, and any other issues that may fall under the purview of Student Affairs.
- F. Perform other duties as requested by the Executive Cabinet or Executive President.

Finance Committee

The finance committee will replace what was formerly known as the Student Government Appropriations Committee (SGAC). The Finance Committee shall be established to allocate funding from the Student Activities Fund to clubs and organizations on campus in order to provide meaningful and entertaining activities to the Student Body. All members serving on Finance Committee shall have one (1) vote in Finance Committee meetings, except for the Student Government Executive Treasurer, or presiding officer. The Executive Treasurer or presiding officer will have one (1) vote in the case of a tie. The Finance Committee shall:

- A. Consist of: The Executive Officers, the Class Treasurers and at least one (1) SGA Advisor. The Assistant Dean of Campus Activities and Programming may serve as a resource to the Finance Committee as needed.
- B. Enforce all Finance Committee and Inner Club Council (ICC) regulations as it pertains to all funding matters.
- C. Allocate funding from the Student Activities Fund to clubs and organizations on campus in order to provide meaningful and entertaining activities to the Student Body.
- D. Review and approve/deny all budget requests.
- E. Initiate or assist in all fundraising events conducted by Congress.
- F. In conjunction with the Executive Vice-President, using the existing Finance Committee and ICC rules and regulations, refine anything on the list as necessary. The Assistant Dean of Campus Activities and Programming may serve as a resource in providing information pertaining to past procedures and traditions. All refined rules and regulations must be passed by a majority of finance committee members.
- G. Perform other duties as requested by the Executive Cabinet or Executive President.

Public Relations Committee

The Public Relations Committee shall:

- A. Notify the Student Body regarding all Class and SGA events, plan and coordinate all publications, announcements, posters and newsletters unless otherwise requested.
- B. Assist the Executive Secretary in maintaining the SGA website as requested.
- C. Submit monthly updates regarding SGA events and happenings to The Pioneer and the Catawba Public Relations Department.
- D. Work with the Executive Vice-President to create a system where all of Catawba's clubs and organizations events are compiled and distributed to the Student Body.
- E. Advertise for all Class and SGA events unless otherwise requested. A designated representative for each event must provide all necessary information for the type, style, and content of advertising at least three (3) weeks prior to the date of the event. The advertising materials must be distributed or displayed beginning at least one (1) week prior to the event, unless otherwise noted.
- F. Perform other duties as requested by the Executive Cabinet or Executive President.

Student Events Committee

The Student Events Committee shall:

- A. Be responsible for organizing the Inter Club Council (ICC) activity paperwork for each event that requests money. With the information gathered, make recommendations to the SGAF to discontinue funding to a particular event if it is not successful.
- B. Report to the Executive Treasurer any missing activity forms prior to the budget hearing and 24 hours after the event.
- C. In cooperation with the Assistant Dean for Campus Activities and Programming and CatawbaPalooza Committee shall organize homecoming festivities in the fall. Communicate with the Executive Vice-President and SGA Advisor(s) on all matters regarding Homecoming Nominations and Elections.

- D. In cooperation with the Assistant Dean for Campus Activities and Programming and Catawbapalooza Committee shall be a resource in organizing Catawbapalooza in the spring.
- E. With the Assistant Dean for Campus Activities and Programming, SGA Executive Board, and Catawbapalooza Committee, this committee will place clubs and organizations who plan to ask for money in which semester they will plan their event. This will allow them to place clubs and organizations in places necessary for their major event.
- F. Organize the Inaugural Ball festivities.
- G. Sponsor or co-sponsor at least one (1) social event for the Student Body each semester in addition to Homecoming and the Inaugural Ball.
- H. Perform other duties as requested by the Executive Cabinet or Executive President.

Food Service Committee

The Food Service Committee shall:

- A. Investigate issues that concern students regarding the food service of Catawba College and host at least one constituent outreach event per year that focuses specifically on dining services.
- B. Be responsible for the promotion of communication between the Student Body, SGA and the food service company regarding concerns, meeting with the food service committee company a minimum of once a month.
- C. Be responsible for assisting the College and the food service company or representative to provide high-quality food service to students and staff.

Section 3. Ad-hoc Committees

The purpose of an ad-hoc committee is to study a specific issue or administer a project that does not fall within the jurisdiction of any standing committee. By definition, ad hoc committees should serve for a limited amount of time and then be dissolved. The ad-hoc committee must make periodic reports on its progress to the Congress and the Executive President may dissolve the committee if it becomes inactive.

Section 4. Committee Meetings

All committee members are required to attend committee meetings to be held no less than once per month and at a time that is convenient to all members. No committee member shall have more than two (2) unexcused absences from scheduled committee meetings. Absences must be excused at least 24 hours in advance (unless a true emergency exists) and can only be excused by the Committee Chair or Executive President. In the event a conflict arises regarding approval of absences an SGA advisor will be consulted and will make the final decision.

ARTICLE VII: INTER CLUB COUNCIL AND STUDENT GOVERNMENT FINANCE COMMITTEE GUIDELINES

Section 1. ICC Guidelines

The Inter Club Council (ICC) is made up of all chartered club presidents and/or a representative that the chartered club appoints. The purpose of ICC is to encourage communication between all chartered clubs and provide any resources that clubs may need. The ICC will work together to inform the Student Body of the events they plan and will work together to accomplish programming needs of the institution.

ICC Members and Responsibilities

The president and treasurer of each club is a member of the ICC. These members will:

1. Attend all ICC meetings! One club member may be nominated as an alternate to attend meetings in the case of an emergency.
2. Complete ICC Activity form to turn in to the Finance Committee box with budget requests and electronically to sgafinance@catawba.edu.
3. Complete ICC Activity Review form 24 hours after events to turn in to the ICC mailbox and electronically to sgafinance@catawba.edu.
4. Present budget requests and attend budget hearings to be eligible for funding.
5. Be the only club members to manage the school's money or credit cards.
6. Bring up issues, comments, and concerns as they arise to ICC meetings.
7. Schedule events on the activity calendar and reserve facilities before submitting budget requests.
8. Provide current club information to Executive Secretary every year, and as changes are made. This information will be placed into a booklet provided to prospective students and published on Catawba's website.

Accountability

All clubs will be responsible for:

1. Planning, organizing, and sponsoring one school wide event each year. Your organization will have the opportunity at the beginning of each year to claim a semester to complete the event. If a club fails to choose a semester or there are too many events scheduled for one semester, clubs will be placed in a semester based on previous events by the Student Events Committee.
2. Co-sponsor one school wide event each year. This event is recommended to be a Wigwam event, or other larger event. You are not responsible for the planning; however, you will be responsible for assisting during the event. If you fail to provide the assistance you have promised, you will be required to co-sponsor another event.
3. Fundraising if clubs need personal funds (for parties, gifts, etc), but will not be held accountable by the ICC for holding a fundraiser each semester.
4. SGA Officers representing classes must complete one event, one community service project, and one fundraiser each semester.
5. Advertising events at least one week in advance.
6. Spending money on requested and approved items only.

If any of the guidelines are not followed, the ICC has the right to declare a club dormant for the following semester. If a club remains dormant for three consecutive semesters, the SGA has the right to withdraw the club's charter.

Section 2. SG AFC Guidelines

The Finance Committee shall allocate funding from the Students Activities Fund to clubs and organizations on campus in order to provide useful and entertaining activities that will benefit the student body. Only chartered organizations are eligible to receive funds from the SGA Finance Committee. However, exceptions may be granted should the SG AFC Executive Treasurer deem the request in concern necessary and provided that two-thirds (2/3) obtain majority vote in favor of passing the exception. Therefore, any other non-club or organization that hosts events for which the SGA Finance Committee agrees will benefit the majority of the student body may be eligible for funding

should the SG AFC Executive Treasurer deem it a reasonable exception and the SGA Finance Committee approve it thereafter. The non-clubs or organizations that do not host a charter and that are classified exceptions may only request funding once per annum from the SG AFC. All members serving on the SGA Finance Committee are entitled to have one (1) vote per budget request in Finance Committee Hearings except for the Executive Treasurer or presiding officer, whom shall serve as the Hearing's administrator. Only in the case of a tie of votes may the Executive Treasurer or presiding officer be entitled to one (1) vote. A budget request submitted without an ICC Form constitutes immediate grounds for denial and is not subject to vote. A club or organization may be liable to penalties up to the full approved amount should the treasurer or president fail to submit an ICC Activity Review Form to the Executive Vice-President within 24 hours of the activity. Should the club or organization not have the available funds, the club may be subject to the remainder of the semester without the SG AFC's financial assistance.

SG AFC Members

The SGA Finance Committee shall be comprised of the following members:

1. The SGA Executive Officers: Treasurer, President, Vice President and Secretary.
2. The Class Treasurers: Freshman, Sophomore, Junior and Senior Classes.
3. At least one SGA advisor.

Absenteeism of SG AFC members

In the absence of three or more SG AFC members, the budget hearing may not be held. The SG AFC members will be required to notify the SG AFC Executive Treasurer or President of an absence at least 48 hours prior to the hearing. Only a Class President or Vice-President may serve as the replacement and must confirm this with the SG AFC Executive Treasurer or President 24 hours prior to arrival at the meeting. Emergencies are an exception to the absenteeism policy.

Duties of the SG AFC

The SGA Finance Committee shall:

1. Have all members of quorum present, as stipulated above: executives, class treasurers and at least one SGA advisor. The Assistant or Head Dean of Campus Activities and Programming may serve as a resource to the Finance Committee as needed
2. Enforce all Finance Committee and Inter Club Council (ICC) regulations as it pertains to all funding matters
3. Allocate funding from the Student Activities Fund to clubs and organizations on campus in order to provide meaningful and entertaining activities to the Student Body

4. Review and approve/deny all budget requests. Motions to approve or deny budgets may be tabled only should the allocation of funds be difficult to comprehend. A two-thirds (2/3) majority vote to table the motion is required and the matter must be resolved within a week of the SGAFC hearing.
5. Initiate or assist in all fundraising events conducted by Congress
6. In conjunction with the Executive Vice-President, using the existing Finance Committee and ICC rules and regulations, refine anything on the list as necessary. The Assistant or Head Dean of Campus Activities and Programming may serve as resource in providing information pertaining to past procedures and traditions. All refined rules and regulations must be passed by a two-thirds (2/3) majority of finance committee members.
7. Perform other duties as requested by the Executive Cabinet or Executive President.

ARTICLE VIII: SGA ELECTION RULES

Section 1. Candidate Eligibility

- A. All candidates must be full-time day students (as determined by the Office of the Registrar), hold at least a 2.2 cumulative GPA at the time of the election and throughout his/her term of office, may not be on academic or disciplinary probation, and *must* be a registered voter.
- B. Candidates may run for only one (1) elected position per election.
- C. To be eligible to run for an Executive Officer position, a student must have at least one (1) semester experience as a Congress officer with the exception of the Executive Treasurer position who must also have served on the Finance Committee for at least one (1) semester.
- D. The class an officer is eligible to represent is denoted according to the student's voter registration card.
- E. Write-in candidates are not eligible to win an election.

Section 2. Voter Eligibility

- A. Any student who seeks to vote in SGA Elections (to include class officer, cabinet, homecoming, and Mr. & Miss Catawba elections must be a registered voter.
- B. A registered voter is defined as a day student who currently attends Catawba College who has fully completed a voter registration card.
- C. The voter registration card will include (in ink) the students name, students ID number, date of birth, and class (with the year written in numbers- ex. Class of 2014) which they would like to be classified with for the duration of their time at Catawba College not to exceed the graduation date of the class they initially registered with.
- D. Classes will be identified with the graduation date of the current school year to be representative of the senior class. For example, for the 2010-2011 school year, the Class of 2011 will be considered the "senior" class within the scope of the election.
- E. Students will only be able to vote within the class that they registered with. Exception will be made solely in the case of students who attend Catawba College for an excess of 8 semesters. The students who have attended Catawba for more than 8 semesters will have the option to vote with the current senior class only. They may not re-register to vote.

Section 3. Candidate Registration

- A. Any student who seeks candidacy for any position must pick up an election packet and submit it by the deadline stated (four (4) days prior to the first election day by 5:00pm, or if the deadline falls on a weekend day, the deadline will be the Friday before at 5:00pm) to an SGA Advisor.
- B. No student may run for two positions at one (1) time.
- C. To be eligible to campaign and be placed on the ballot, a candidate must have been a registered voter. In addition, a candidate must have read, signed and turned in a campaign rules form to an SGA Advisor verifying knowledge of the rules and their adherence. No campaigning will be allowed prior to turning in this form; any violations may be subject to disqualification.
- D. Optional campaigning will begin one (1) week prior to the election date.
- E. Mandatory campaigning will begin three (3) days prior to the election date. All eligible candidates are required to formally campaign in some manner during this time.
- F. In the event that someone is running for a single position (executive and class officers—not to include senators) and no one else has turned in an election packet and fulfilled the campaign requirements, they will run unopposed.
- G. In the event that someone is running for a double position (senators and senators-at-large) and no one else has turned in an election packet and fulfilled the campaign requirements, the position will be separated on the ballot and they will run unopposed.
- H. In the event of a vacancy for any position, to be placed on the ballot, interested persons must notify the SGA Advisor at least twenty-four (24) hours prior to election day and must submit an election packet prior to the start of the voting period.
- I. If a vacancy remains after the elections are over, the Executive President in conjunction with the Executive Vice President and SGA Advisor(s) may either appoint officers (with a 2/3 majority vote of Congress) or hold another election.
- J. At the discretion of the Executive Vice President, a presentation of speeches may be scheduled separately or in conjunction with another event. The presentation shall be held during the week prior to elections and all candidates must be given at least 48 hours notice. If a candidate cannot attend, he or she may submit a videotaped speech to be played.

Section 4. Election Dates

- A. Three elections shall be held: one for executive officer positions; one for class officer and senator-at-large positions (excluding freshman class officers); and one for freshman class officers.
- B. The Executive Vice President and SGA Advisor(s) will set Spring election dates for the executive officers, class officers, and senator-at-large elections (excluding the freshman class officers).
- C. Freshman Class Officer elections will be held in the fall semester within the first one (1) month after classes have begun.
- D. A minimum of one and a maximum of two voter registration weeks will be held during the school year. One of these voter registration weeks *must* be held within the first 3 weeks of the school year, focused on (but not limited to) first year voters.

Section 5. Campaigning Guidelines

- A. The cost of campaigning materials for each candidate shall not exceed \$75 (including, but not limited to: advertising material, food/candy giveaways, other gift items, or contributions made on behalf of the candidate). If questionable, receipts for campaign materials may be

- requested by the Executive Vice President and must be turned over immediately upon request. Receipts must be kept through the end of the election process.
- B. Candidates will not be able to run as a team (including, but not limited to: campaign materials or any other means described below)
 - C. All campaign materials must be approved in advance and initialed by an SGA Advisor. Unapproved materials must be removed immediately and failure to do so may result in disqualification.
 - D. A candidate may contact another student to assist in the campaign efforts, but a candidate may not solicit through mail, email, phone, or any other means of telecommunication (not including websites).
 - E. A candidate may not libel or slander any other candidate. Violations may be subject to sanctions imposed by the Student Conduct Administrator and the candidate may be subject to disqualification.
 - i. Libel is defined as: a false statement, which is publicized to at least one (1) other person, that has the potential to or causes damage to another's reputation.
 - ii. Slander is defined as: a false statement, which is made orally to at least one (1) other person, that has the potential to or causes damage to another's reputation.
 - F. Posters or other written material may not be affixed to or hung from: signposts, light posts, exterior buildings, trees, etc. Glass paint and sidewalk chalk may not be used anywhere.
 - G. No microphones, public announcements or group cheers may be used on behalf of a candidate in any building on campus.
 - H. Door-to-door campaigning is not allowed, not to include the distribution of flyers within the residence halls.
 - I. No campaign material is allowed in visible sight of the balloting area during the election period.
 - J. The destruction or removal of another candidate's campaign materials is strictly prohibited. Any person found in violation may be subject to disciplinary action for vandalism. If another candidate is caught destroying or removing another candidate's campaign materials, they will automatically be disqualified.
 - K. All candidates are responsible for removing all campaign materials, residue left by adhesive, and any trash created by their campaign within one (1) week following the last day of elections. If a candidate fails to do so, a \$50 fine per day will result.

Section 6. Cabinet Elections

- A. The Executive Vice President must notify the Public Relations Committee within two (2) weeks of the first election day of the voting dates and time for the purposes of advertising.
- B. The ballots will be created by the Executive Vice-President and their representatives no more than twenty-four (24) hours in advance of the first election day.
- C. All voting will be done by secret ballot, conducted by the Executive Vice President and their representatives. Anyone who appears on the ballot may not be a part of the elections process in any way. If the Executive Vice-President is on the ballot, the Executive President or their appointed representative will perform any duties that may be considered a conflict of interest.
- D. All SGA members (except those appearing on the ballot) must help run the elections by staffing the voting table as needed. At least two (2) people must be staffing the table at all times.
- E. The candidate may only approach the voting table to cast his/her own vote.

- F. No candidate or someone acting on behalf of a candidate is allowed in the voting area on election day unless they are casting their ballot or have a legitimate reason for being in the area.
- G. No proxy voting or absentee ballots (from students overseas) will be allowed.
- H. The voting box and materials will be kept in an SGA Advisor's office between voting times, and a lock must be placed on the voting box that only the SGA Advisor has a key to.
- I. Only registered Freshmen, Sophomores, Juniors, and Seniors who not graduating that year may vote. Each person may only cast one (1) vote.
- J. A majority by popular vote is required to win.
- K. The outcome of elections will be communicated to all candidates either by phone or in person the same night that the polls close.
- L. In the event of a tie, a runoff election will be held 48 hours (or two (2) class days in the event of a weekend) after the original voting period.
- M. The Executive Vice-President (with help if needed from the Executive Secretary or SGA Advisor) will send an email to the Student Body, Faculty and Staff announcing the results of the election within twenty-four (24) hours of the closing of the voting period, which will remain open no less than six (6) hours.
- N. Elections cannot be contested on the basis of non-knowledge of voting times or candidate eligibility base on credit hours/ voter registration. The class that is listed for the student to represent on the voter registration card overrides credit hours in all cases.
- O. Candidates will be given the right to know the results of their election upon their request.
- P. Candidates must contact the SGA Advisor within one (1) week after the election in order to call for a recount. The ballots will be destroyed one (1) week after the election.

Section 7. Class Officer and Senator-At-Large Elections

- A. Each class shall have a separate elections ballot distinguished by color coding.
- B. Voting eligibility is based on student voter registration cards. Only members of the respective class, according to voter registration records, may vote on class officers for that class.
- C. All election guidelines found in Section 5. Cabinet Elections will apply to Class Officer and Senator-At-Large elections unless otherwise noted within this section.

Section 8. Freshman Class Officer Elections

Any voter registered to vote with the freshman class, according to voter registration cards, can vote for the freshman candidate(s). Freshman class officers will begin their term immediately following the election. All election guidelines found in Section 5. Cabinet Elections will apply to the Freshman Class Officer election unless otherwise noted within this section.

ARTICLE IX: HOMECOMING ELECTIONS

Section 1. Nominations

- A. Nominations will be held no fewer than two weeks before the Homecoming football game. The entire student body (regardless of being registered to vote) consisting of all freshman, sophomores, and juniors will nominate two males and two females from their respective classes according to credit hour. Seniors will nominate four males and four females from their class. Exceptions will be made only for voters and nominees that were previously

- registered to vote with another class. In these cases, the student may be classified with the class with which they registered.
- B. The ballot is such that there are blank spaces for nominations. Each class will be represented by a different colored ballot.
 - C. Nominations will be held at least 48 hours prior to the elections.
 - D. The Executive Vice President will inform the Public Relations Committee of the voting dates and times to be advertised appropriately for nominations, elections and Homecoming King and Queen.
 - E. Homecoming elections will be open to the entire student body regardless of being registered to vote and will be based on Catawba College records according to credit hour. Exceptions will *only* be made in cases where students have registered to vote and their registration card signifies that the student represents a different class. The SGA members staffing the table are required to have pre-registered voting cards OR a computer-generated copy of all registered voters and their respective voting classes (to be provided by the Executive Vice President) available at the table to verify the student is a member of a different class. Students will not be allowed to register to vote during this time. All election guidelines found in Section 5. Cabinet Elections will apply to Homecoming elections as necessary or unless otherwise noted within this section.
 - F. Classes within this election will be defined as follows: Senior class: any day student with 90+ credit hours plus anyone who registered to vote with the class that will graduate that year, Junior class: any day student with 60-89 credit hours plus any student who registered to vote with the class to graduate one year after the current senior class, Sophomore class: any day student with 30-59 credit hours plus any student who registered to vote with the class to graduate two years after the current senior class, Freshman class: any student will 0-29 credit hours plus any student who registered to vote with the class to graduate three years after the current senior class.

Section 2. Freshman, Sophomore and Junior Homecoming Courts

- A. The Homecoming ballots will consist of the four (4) males and four (4) females from each class who received the most nominations. All homecoming rules apply (see Article VIII, Section 1. Part E).
- B. Elections will be held at least 48 hours following the nominations. Members of each class shall have only one (1) class vote and vote for one (1) male and one (1) female appearing on the ballot.
- C. The one (1) male and one (1) female candidate receiving the most votes will win a spot on their class Homecoming Court.
- D. In the event of a tie, both candidates will be accepted to the Homecoming Court.
- E. A campus wide email will be sent out by the Executive Vice President (with help from the Executive Secretary or SGA Advisor as needed) the next day notifying the Student Body, Faculty and Staff of the winners.

Section 3. Senior Homecoming Court

- A. The Senior class ballots will consist of the eight (8) males and eight (8) females who received the most nominations. Mr. and/or Ms. Catawba are not eligible for Homecoming Court. If nominated, their nominations will be ignored, and replaced with the next eligible student with the next most nominations.
- B. Elections will be held 48 hours following the nominations. Members of the senior class shall vote for up to three (3) males and three (3) females appearing on the ballot.

- C. The three (3) male and three (3) female candidates receiving the most votes win a spot on their class Homecoming Court.
- D. In the event of a tie, both candidates will be accepted to the Homecoming Court.
- E. A campus wide email will be sent out by the Executive Vice President (with help from the Executive Secretary or SGA Advisor as needed) the next day notifying the Student Body, Faculty and Staff of the winners.

Section 4. Homecoming King and Queen

- A. The ballot for Homecoming King and Queen will consist of the three (3) male and three (3) female Senior Homecoming Court representatives. Elections will be held one (1) week following the original elections.
- B. Members of each class shall also have only one (1) vote and vote for one (1) male and one (1) female appearing on the King and Queen ballot.
- C. The one (1) male and one (1) female candidate receiving the most votes wins the title of Homecoming King and Queen.
- D. In the event of a tie, runoffs will be held 24 hours after the King and Queen Election.
- E. Results of the election will be announced during halftime of the Homecoming football game.
- F. During halftime, Mr. and Ms. Catawba (and/or SGA Executive President—unless otherwise involved with the ceremony) will first present the winners of the freshmen, sophomore and junior courts. Second, they will present the three (3) males and three (3) females of the senior court. Lastly, they will present the Homecoming King and Queen after the winner discovery process.
- G. The Chair(s) of the Special Event Committee, in a sealed envelope, will give the announcer of the football game or other selected representative the class King and Queen names and bios to read during the presentation. They will also be given the names and bios of the senior court nominees to read. After the winner discovery process, the announcer will announce the Homecoming King and Queen.

ARTICLE X: MR. & MS. CATAWBA ELECTIONS

- A. Candidates for the position of Mr. and Ms. Catawba will be members of the rising senior class as decided by the Mr. and Ms. Catawba nominations committee. Candidates must have a minimum of 60 credit hours completed to be considered for Mr. and Ms. Catawba nominations. Preliminary nominations for Mr. and Ms. Catawba will be selected by a committee consisting of the Junior Class President, Senior Class President, SGA Executive President, SGA Executive Vice-President, and the Faculty Advisor(s). The number of candidates shall consist of no fewer than twenty (20) males and twenty (20) females, but no more than thirty (30) males and thirty (30) females who have exemplified the qualities of leadership, participation, and service to the College community.
- B. Upon nomination, each candidate will be contacted to see if they will accept the nomination. If they do not accept the nomination, they will no longer be eligible to be considered. If they do accept the nomination, they must fill out a Mr. or Ms. Catawba application. Failure to do so by a time specified by the application deadline will result in automatic forfeiture of nomination.
- C. All applications must be submitted to the SGA Advisor(s) prior to the application deadline.
- D. A committee consisting of: the SGA Advisor(s); Dean of Students; Assistant Dean of Campus Activities and Programming; at least two (2) faculty members representing different disciplines; one (1) member of Student Affairs (in addition to SGA Advisor(s) if applicable); and other appropriate representatives as needed per the SGA Advisor(s).

- E. The committee will narrow down the nominations to no less than five (5) males and five (5) females to be placed on the ballot.
- F. Voting for Mr. and Ms. Catawba will be on a date specified by the Executive Vice-President and SGA Advisor(s). All students may cast one (1) vote for Mr. and Ms. Catawba. At the voting site, portions of the application submitted by the candidates (photos and bios at minimum) will be displayed for consideration by the student body.
- G. Winners will be determined by popular vote (i.e. who receives the most votes). In the event of a tie, a run-off election will be held.
- H. The winners of Mr. and Ms. Catawba shall act as a liaison for Catawba College at any events deemed necessary including Homecoming Court.
- I. Winners of the Mr. & Ms. Catawba election will be announced to the college community at Awards Convocation of the same calendar year.

ARTICLE XI: FACULTY AND STAFF MEMBER OF THE YEAR

- A. Voting for Faculty and Staff Member of the Year will occur at the same time as voting for Mr. and Ms. Catawba. Preliminary nominations will be solicited from the Student Body through email and recommendations will be brought to the Congress meeting. All members of Congress will review nominations, have the opportunity to add additional names for consideration, and narrow the list to no less than three (3) and no more than five (5) faculty and staff members (in their respective categories).
- B. The persons receiving the most votes in each category will win. In the event of a tie, both members of the faculty or staff will be honored.
- C. Winners of the Faculty & Staff Member of Year award will be announced to the college community at Awards Convocation of the same year.