



**BEULAH HEIGHTS**  

---

**UNIVERSITY**

Student  
Government



**STUDENT GOVERNMENT ASSOCIATION OF  
BEULAH HEIGHTS UNIVERSITY  
CONSTITUTION AND BY-LAWS**  
Revised May 3, 2011

**ARTICLE I. Name**

The name of the organization will be the Student Government Association (herein referred to as “SGA”) of Beulah Heights University.

**ARTICLE II. Purpose**

The purpose of the SGA will be:  
To develop student responsibility, leadership and initiative; to establish a spirit of cooperation among students, faculty, and administration; and to uphold a high standard of character, achievement, and appreciation for the policies and goals of this institution.

**ARTICLE III. Composition of the Associated Student Body**

**A. Membership**

The body of the organization will consist of all students enrolled at Beulah Heights University; herein referred to as the “Associated Student Body.” The group empowered to vote on matters before the body will be known as the Student Government Representatives.

**B. Executive Officers**

The executive officers of the association shall consist of President, Vice President and Secretary/Treasurer.

The executive officers are elected in a general campus election.

**1. Term**

All officers shall serve a term of one academic school year.

**2. Qualifications**

The executive officers must:

- a. Be a member of the incoming junior or senior class.
- b. Maintain an overall scholastic average of 3.0.
- c. Carry a minimum of twelve (12) credit hours.
- d. Maintain a report of unquestionable character and integrity.

### 3. Duties of Officers

#### a. The President of the SGA will:

- i. Call and preside over all meetings of the SGA Representatives.
- ii. Inform all students of powers, actions, and decisions of the SGA affecting the welfare of the entire body by posting them in an accessible and public place or by making the appropriate announcements.
- iii. To propose the following items to the Vice President of Student Life and Enrollment Management for approval and implementation:
  - a. The annual budget,
  - b. The formation of committees,
  - c. Appointment of chairpersons to committees,
  - d. Student activities, projects and methods for accomplishing them.
- iv. To supervise the progress of all SGA officers who work to fulfill the administration provided by the SGA president.
- v. Serve as an intermediary for students, SGA and the administrative officials of Beulah Heights University.
- vi. Submitting an annual report of SGA activities.
- vii. Be expected to operate as general student body representative publically and at social functions.

#### b. The Vice-President of the SGA will:

- i. Assist the President in informing all students of powers, actions, and decisions of the SGA affecting the welfare of the entire body.
- ii. Work with the President to propose the following to the Vice President of Student Life and Enrollment Management for approval and implementation:
  - a. The annual budget,
  - b. The formation of committees,
  - c. Appointment of chairpersons to committees,
  - d. Student activities, projects and methods for accomplishing them.
- iii. Help serve, as communicated in the President's administration, as an intermediary for students,

SGA and the administrative officials of Beulah Heights University.

- iv. Assist the President in submitting an annual report of SGA activities.
- v. Be expected to operate as a general student body representative publically and at social functions.

**c. The Secretary/Treasurer will:**

- i. Record accurately and preserve the minutes of all student body and SGA meetings.
- ii. Keep an accurate record of all sources of income and disbursements of SGA funds.
- iii. Present a financial statement each month.
- iv. Assist the President in the creation of the proposed annual SGA budget.
- v. Keep attendance/participation records of all voting members of the SGA body.
- vi. Be a voting member of SGA
- vii. Be expected to operate as a general student body representative publically and at social functions.

**ARTICLE IV. Elections to the SGA**

SGA positions are filled through a four (4) week general election process in the Spring semester. This process is facilitated by the “Election Committee” which is made up of the current SGA, the Vice President of Student Life and Enrollment Management, and appointed faculty and/or staff.

**A. Nominations (Week 1)**

- a. The Election Committee must notify the Associated Student Body of the opportunity to nominate students for SGA positions.
- b. After the stated deadline, nominees must be evaluated for eligibility.
- c. Nominees must be notified of their nominations and given the option to accept or deny.
- d. Nominees who accept will become candidates.

**B. Campaigning (Week 2)**

- a. Candidates are allowed one week to campaign for the position they have been nominated for.
- b. The Vice President of Student Life and Enrollment Management will determine and communicate acceptable forms of campaigning according to the methods available at the present time.

**C. Elections (Week 3)**

- a. The Election Committee must notify the Associated Student Body of the process and opportunity to elect students to the SGA.
- b. Election results must be captured and recorded.

**D. Verification (Week 4)**

- a. The election committee must confirm and verify the eligibility of the elected officers.
- b. Elected officers must be notified of their election and given the opportunity to accept or deny.
- c. Announcement of the election results are made at the annual Spring Banquet.
  - i. In the event that there is no Spring Banquet, The current SGA and the Vice President of Student Life may determine an alternate form of notification to the Associated Student Body.

**E. Removal of Officers**

- a. May be performed by action of the faculty and administration or its representatives for failure to maintain qualifications.
- b. May be performed by two-thirds majority of the Associated Student Body in a properly scheduled meeting (“properly scheduled” implies five (5) days notice to all parties expected to attend) for the following reasons:
  - i. Misconduct in office.
  - ii. Any member of the Student Government Association who fails to earn at least a 3.0 GPA during any semester shall automatically lose their position.
  - iii. Excess of two unexpected consecutive absences from properly scheduled meetings of the SGA.
- c. Any removal may be appealed to the Academic Dean of Beulah Heights University.

**ARTICLE V. Amendments**

Amendments to this constitution will be initiated in the following manner:

- A. The Academic Dean, the Vice President of Student Life and Enrollment Management, or an SGA representative may propose an amendment to the Constitution and By-Laws.
- B. The person making the proposal must state their intent verbally and by distributing a printed documentation that thoroughly explains the proposed amendment at a properly scheduled SGA meeting.

- C. A two-thirds vote in favor of the amendment must be secured for the proposed amendment to move forward into adoption.
- D. The Vice President of Student Life and Enrollment Management maintains veto power.
- E. Amendments become effective upon signed approval by an Associated Student Body representative, a faculty representative, and an administration representative.

**ARTICLE VI. Meetings**

- A. The Associated Student Body and the SGA shall meet regularly at properly scheduled times determined by the SGA.
- B. The president must give five (5) days notice prior to any meeting they desire to schedule.
- C. Any properly scheduled meeting may proceed with its business with the number present.
- D. Special meetings must be properly scheduled when petitioned by twenty-five percent (25%) of the Associated Student Body.
- E. The purpose of all meetings scheduled by the SGA must be in regard to matters that concern the Associated Student Body and/or Beulah Heights University.
- F. Failure to attend a meeting not properly called will not be considered as a justification for "Removal of Officers" as outlined in Article IV: Section E.

**ARTICLE VII. Relation of the Faculty to the Student Body**

One Beulah Heights University faculty or staff member shall work as counselor or advisor to the Associated Student Body. This person shall serve by appointment of the President of Beulah Heights University, and/or the Academic Dean, and/or the Vice president of Student Life and Enrollment Management.

**ARTICLE VIII. Adoption of the Constitution and By-Laws**

This constitution and by-laws shall go into effect upon signed and documented approval by an Associated Student Body representative, a faculty representative, and an administration representative.

**This Constitution and By-Laws of the Beulah Heights Student Government Association is hereby approved by:**

\_\_\_\_\_  
Student Body Representative: Print Name

\_\_\_\_\_  
Sign Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty: Print Name

\_\_\_\_\_  
Sign Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administration: Print Name

\_\_\_\_\_  
Sign Name

\_\_\_\_\_  
Date









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Beulah Heights University is a member of the **Transnational Association of Christian Colleges and Schools (TRACS)** [15935 Forest Road, VA 24551; Telephone: (434).525-9539; e-mail: info@tracs.org] **having been awarded Reaffirmation II of its Accredited Status as a Category IV institution** by the TRACS' Accreditation Commission on April 4, 2012. **This status is effective for a period of ten years.** TRACS is recognized by the United States Department of Education, the Council for Higher Education Accreditation and International Network for Quality Assurance Agencies in Higher Education (INQAAHE). Beulah Heights University is also a member of the **Association for Biblical Higher Education (ABHE)** [5850 T.G. Lee Blvd., Ste. 130, Orlando, FL 32822; Telephone: (407).207-0808; email: info@abhe.org] **having been awarded Reaffirmation of its Accredited Status as a Category IV institution** by the ABHE's Accreditation Commission on February 20, 2012. **This status is effective for a period of ten years.** The Association for Biblical Higher Education is recognized by United States Department of Education, the Council for Higher Education Accreditation and is a part of a global network that relates to regional or continental higher educational agencies through the International Council for Evangelical Theological Education.