

**The Constitution of the
Knights of the Roundtable
of Lynn University**

Adopted December 2013
Ratified
Ratified March 2019

Contents

Preamble	4
Article I: Establishment of KOR.....	4
1 Name	4
2 Purpose.....	4
3 Parliamentary Authority.....	4
Article II: Definitions.....	4
Article III: Membership	5
1 Composition.....	5
2 Term of Office	5
Article IV: Code of Conduct.....	5
1 Behavioral Policy.....	5
2 Code of Silence	6
3 Code of Honor.....	6
4 Violating the Code of Conduct	6
Article V: Committees	6
1 Committees	6
2 Standing Committees	6
Article VI: Meetings	6
1 Meeting Variation	6
Article VII: Voting.....	8
1 Process	8
2 Quorum	8
Article VIII: Elections.....	8
1 Application Requirements	8
2 Process	8
Article IX: Removal of a Knight	9
1 Resignation of a Knight	9
2 Dismissal Process.....	9
3 Impeachment Process.....	9
4 Appeal Process.....	10
Article X: Appointment of a New Knight.....	10
1 Process	Error! Bookmark not defined.
Article XI: Amendments.....	11
1 Proposing an Amendment.....	11

Preamble

We, the Knights of the Roundtable of Lynn University, strive to provide a voice for representation and advocacy of students. We work to serve as a liaison between the student body while promoting scholastic pride and ethical integrity.

Article I: Establishment of KOR

2 Name

- 1.1 The name of this organization shall be Knights of the Roundtable of Lynn University, hereinafter referred to as KOR

3 Purpose

- 3.1 To consistently work toward students being represented in every phase of the University experience
- 3.2 To represent student rights, interests, and opinions to the Administration, Staff and Faculty of Lynn University
- 3.3 To provide opportunities for students to actively participate in dialogue, idea sharing, and activities to develop personal skill and potential of the individual and community as a whole
- 3.4 To promote community development by serving as an ambassador and role model to fellow students via student leadership, action, stewardship, and accessibility.
- 3.5 To support the principles of student's involvement with the campus community through budgetary support to University recognized student-led clubs and organizations, developmental opportunities, and interaction with all students of the institution

4 Rules of Order for Conducting Business

- 4.1 All Executive Board decisions will be made using consensus
- 4.2 Consensus is reached when all member of a group can honestly state that they understand each other's point of view, that their own views are understood, and that they can support the decision of the group because it was made openly and fairly
- 4.3 Once consensus decisions are made, they must be positively supported and should not be interfered with at a later time
- 4.4 All General Assembly and Executive Board business will be conducted using Parliamentary Procedure
- 4.5 Senate, Council of Presidents, and committee meetings can be conducted using consensus or Parliamentary Procedure, as determined by the chair
- 4.6 Any current edition of Robert's Rule of Order will govern any item of operation not specified in the KOR governing documents

Article II: Definitions

Knights:

The collective body of both Officers and Senators together

Executive Board:

Elected members of the Knights of the Roundtable also referred to as Officers

Senators:

Appointed members of the Knights of the Roundtable

Quorum:

The minimum number of members of Officers or Senators that must be present at any of its meetings to make the proceedings of that meeting valid.

Ticket:

A single election choice which fills more than one office or seat such as the President and Vice President

Article III: Membership

1 Composition

1.1 The Executive Board shall consist of these positions

1.1.1 President

1.1.2 Vice President

1.1.3 Secretary

1.1.4 Chair of the Council of President

1.1.5 Public Relations Officer

1.1.6 Student Activities Board Officer

1.2 The Senate shall consist of

1.2.1 Six Senators

1.3 The collective body of the Executive Board and Senate will be referred to as Knights

1.4 Advisors will hereby be

1.4.1 The Vice President of Student Affairs

1.4.2 The Associate Dean of Students

1.4.3 and/or their designees

1.5 Descriptions for each of the positions can be found in Enclosure 1 of the Bylaws

1.6 General Assembly shall be

1.6.1 The student body at large and consist of all enrolled students at Lynn University

2 Term of Office

2.1 The length of term for each Knight is one (1) calendar year commencing and concluding on May 1

2.2 Knights shall not be allowed to serve more than two (2) terms during their enrollment as a Lynn University student

Article IV: Code of the Knight

1 Behavioral Policy

1.1 KOR will adhere to all policies written in Lynn University Student Handbook and regulations from the Center for Student Involvement

2 Code of Silence

- 2.1 Members are expected to keep each member's individual contributions to the discussion and voting decisions during meetings confidential
- 2.2 The decision to keep a matter entirely confidential will be made at the discretion of the President

3 Code of Honor

- 3.1 Treat all students, faculty, and staff with respect in a professional and courteous manner always, whether in person or written communication including e-mail
- 3.2 Refrain from using profanities, insults, or other disparaging remarks
- 3.3 Endeavor to cite only the truth and not knowingly misrepresent, mischaracterize, or misquote information received from others
- 3.4 Work together with other students, faculty, and staff in a spirit of cooperation toward our common goals of seeking and providing a quality education
- 3.5 Strive to uphold the right to privacy and not talk about others
- 3.6 Respect the differences in people and their ideas and opinions and reject bigotry
- 3.7 Refrain from speaking poorly of fellow Knights, students, and other University community members
- 3.8 Uphold and follow the rules and provisions set forth in these governing documents

4 Violating the Code of the Knight

- 4.1 If a Knight finds another Knight breaking the Code of Honor, they will discuss the infraction with the Knight in a private setting
- 4.2 If the Knight continues to behave inappropriately, the Knight will be brought to the advisors' attention

Article V: Committees

1 Committees

- 1.1 A committee will be formed for the purpose of, but not limited to, event and project planning, document revisions, or elections
- 1.2 Each committee will consist of members and at least one Chair that is appointed by the President

2 Standing Committees

- 2.1 The standing committees shall be
 - 2.1.1 Financial Committee
 - 2.1.2 Election Committee
 - 2.1.3 Transitional Committee
- 2.2 See Article V of the Bylaws for committee specific proceedings

Article VI: Meetings & Absence

1 General

- 1.1 General Assembly and Executive Board meetings of the Knights of the Roundtable shall be held as set forth by the Executive Board

- 1.2 All meetings are open to the students, unless otherwise specified prior to the beginning of the meeting
- 1.3 Special Executive Board meetings may be called without notice to the student body
 - 1.3.1 All special Executive Board meetings are considered closed
- 1.4 The Executive Board will retain the same rights and privileges during special Executive Board meetings as at any other normal Executive Board meeting

2 Meeting Variation

- 2.1 There will be five types of meetings
 - 2.1.1 Executive Board
 - 2.1.1.1 The Executive Board meetings are mandatory for all members of the Executive Board
 - 2.1.1.2 Guests may be permitted at Executive Board meetings to speak at the discretion of the Executive Board when deemed useful or necessary
 - 2.1.2 Senate
 - 2.1.2.1 All Senate meetings are mandatory for the Executive Board and Senators
 - 2.1.3 General Assembly
 - 2.1.3.1 All General Assembly meetings are open to all current Lynn University students
 - 2.1.3.2 All KOR General Assembly meetings are mandatory for the Executive Board and Senators
 - 2.1.4 Committee
 - 2.1.4.1 Committee meetings are only open to appointed members of the respective committee and invited guests
 - 2.1.5 Council of Presidents
 - 2.1.5.1 The Chair of the Council of Presidents must be present at all Council of Presidents meetings
 - 2.1.5.2 Elected Presidents or a member of the executive board from all recognized student clubs and organizations must be present at all Council of Presidents meetings
- 2.2 See Article II of the Bylaws for meetings specific proceedings

3 Absence

- 3.1 The Executive Board are permitted a total of four (4) excused absences per calendar year unless permitted by the President due to special circumstances
 - 3.1.1 This applies to all meetings at which the Executive Board presence is required
- 3.2 The Executive Board are permitted a total of one (1) unexcused absence per calendar year
 - 3.2.1 At the time of this absence, a warning letter will be sent by the secretary or vice president, dependent on if the secretary is absent

Article VII: Voting

1 Process

- 1.1 Officers on the Executive Board shall vote on all matters in the scope of KOR
- 1.2 Officers shall conduct all business by a majority vote of the members present and voting, unless dictated otherwise by the governing documents or the parliamentary authority

2 Quorum

- 2.1 Quorum to conduct business is one more than half of the composition of the voting members of the Executive Board of KOR
- 2.2 Any combined majority of the Senate, Council of Presidents, and Executive Board members present shall constitute quorum in General Assembly meetings
- 2.3 Only when a quorum is present shall business be conducted or a vote be taken
- 2.4 A majority of the Executive Board members present shall constitute a quorum in Executive Board meetings
- 2.5 A majority of Senators and Executive Board members shall constitute a quorum at Senate meetings
- 2.6 A majority of Club/Organization Presidents present shall constitute a quorum at Council of President meetings

Article VIII: Elections

1 Application Requirements

- 1.1 Must be enrolled on campus for the full academic year
- 1.2 Undergraduate students must have attended Lynn for one full academic year and have a minimum cumulative 2.75 GPA
- 1.3 Graduate students must be enrolled full time with a minimum cumulative 3.0 GPA

2 Process

2.1 Executive Board

- 2.1.1 Interested students must submit an application with a resume and personal statement
- 2.1.2 Qualified candidates will be asked to attend a Candidate Meeting discussing campaign policies and procedures
- 2.1.3 Slated candidates will be allowed to begin campaigning
- 2.1.4 The President and Vice President must run on a ticket
- 2.1.5 Elections will take place where all current students are eligible to vote
- 2.1.6 The President, Vice President, Sectary, and Public Relations Officer will be elected by popular vote of the General Assembly
- 2.1.7 All candidates will be notified via email of the elections results

2.2 Chair of the Council of Presidents organization

- 2.2.1 Candidates must serve or have served on the Executive Board of a student organization to run for the position
- 2.2.2 All candidates will be notified via email of the elections results

2.3 Student Activities Board Officer

- 2.3.1 The Student Activities Board President will be elected by the Student Activities Board following their procedures in their governing documents
- 2.3.2 The SAB President must be elected by April 30th each year
- 2.4 Senators
 - 2.4.1 Interested students must submit an application with a resume and personal statement
 - 2.4.2 The committee will review all applications with the ability to invite potential candidates for interviews
 - 2.4.3 The Executive Board will appoint all Senators
 - 2.4.4 All candidates will be notified via email of the elections results

Article IX: Removal of a Knight

1 Resignation of a Knight

- 1.1 In the event of a Knight resigning during the academic year, a letter of resignation must be presented to the President and the Advisors and the appointment of a new Knight will take place

2 Dismissal Process

- 2.1 Violation of University Policies and/or the Student Code of Conduct as well as failure to maintain appropriate academic standing will result in immediate removal from office, there is no exception to this rule
- 2.2 If a Knight is dismissed after January, the duties will be absorbed and distributed amongst remaining Knights

3 Impeachment Process

- 3.1 KOR shall have the power to impeach and remove any of its members found in violation of the provisions set forth by the governing documents by a two-thirds majority vote of the current total membership
- 3.2 Should there be any indications that a Knight is not fulfilling their duties and responsibilities, they will also be required to meet with the President and KOR Advisor for further counsel
 - 3.2.1 If counsel is required, the KOR Advisor will document progress of the Knight and evaluate if this individual is demonstrating improvement in performance
 - 3.2.2 Failure to improve during counseling shall be grounds for initiating an impeachment process against the Knight
- 3.3 If the KOR Advisor determines that the counseling process will achieve no positive effects, they shall send written notification to the Secretary of the failure of the counseling process
 - 3.3.1 The Secretary shall issue a letter of Impeachment to the Officer
- 3.4 An Executive Board member must sponsor an impeachment resolution to the Senate
- 3.5 Knights may be impeached and removed from office for failure to fulfill the duties and responsibilities mandated by the Constitution and By-Laws of the Knights of the Roundtable

- 3.5.1 An Executive Board member must sponsor an Impeachment Resolution in the Senate
- 3.6 The KOR Advisor(s), the Vice President for Student Affairs, and the Dean of Students shall judge whether the impeachment charges against the Knight are justified and valid
 - 3.6.1 If invalid, the charges of impeachment are dismissed
- 3.7 Any Knight subject to impeachment shall be notified at least five (5) business days in advance of their removal hearing and notified by University email receipt requested
- 3.8 At the meeting where an Impeachment Resolution is to be heard, a removal hearing shall be the first order of business of the Senate meeting
- 3.9 A quorum must be established to conduct the proceeding and a vote must be conducted requiring a three-fourths (3/4) majority vote for an impeachment to pass
- 3.10 The KOR Advisor(s) and Vice President for Student Affairs shall be present at all removal hearings
- 3.11 If impeached, the Knight may choose to accept the outcome or they may submit a letter of appeal, in writing, within 72 hours to the Secretary.
 - 3.11.1 Once received, the Secretary will submit the written letter of appeal received to the KOR Advisor(s) within 24 hours
 - 3.11.2 The KOR Advisor(s) will review the appeal and render a final decision within 72 hours of receipt of the written notice from the Secretary

4 Appeal Process

- 4.1 If the Knight chooses to appeal an impeachment or a dismissal, a written appeal must be submitted within two business days to the Secretary Knight, who will then present the appeal to Advisors
- 4.2 A decision will be rendered, by advisors, within 1 business day of the appeals review

Article X: Appointment of a New Knight

1 Appointment for Executive Board

- 1.1 In the event of an Officer leaving the Knights of the Roundtable during the academic year, it will become necessary for the Executive Board fill the position
 - 1.1.1 If the President leaves office, the Vice President will become the acting President and the acting President will then choose a new Vice President to take their place
 - 1.1.1.1 The newly selected Vice President will be slated and approved by the Advisors
 - 1.1.2 If the Vice President leaves office, the President will then choose a new Vice President to take their place
 - 1.1.3 If the President and Vice President leave office, there will be an election for their positions
 - 1.1.4 If the Public Relations Officer leaves office, a senator will be voted in by the Executive Board to take their place

- 1.1.5 If the Chair of the Council of Presidents or the Student Activities Board Officer leaves office, refer to the procedures in Article VIII
 - 1.2 All newly appointed Officers must meet the requirements set forth in Article VIII section 1
 - 1.3 The candidate will then be approved by the advisor and they will become an Officer
 - 1.4 In the event of an Officer leaving office after January, appointment of a new Officer is not required to take place
- 2 Appointment for the Senate
 - 2.1 In the event of a Senator leaving the Knights of the Roundtable during the academic year, it will become necessary for the Executive Board to select a new Knight
 - 2.2 During a Closed Meeting, the floor shall be opened for discussion to allow the Executive Board to present the names of potential candidates
 - 2.3 The Officers will then vote to determine which candidate will be appointed
 - 2.4 All newly appointed Senators must meet the requirements set forth in Article VIII section 1
 - 2.5 The candidate will then be approved by the Advisor and they will become a Senator
 - 2.6 In the event of a Knight leaving office after January, appointment of a new Senator is not required to take place
- 3 Absorbing Duties
 - 3.1 If a Knight leaves office after January and their position is not filled it will be the responsibility of the the Executive Board to allocate the responsibilities of the absent position amongst the remaining Knights

Article XI: Amendments

- 1 Proposing an Amendment
 - 1.1 This Constitution may be amended by a two-thirds vote of the voting body at any KOR Executive Board Meeting provided that any proposed amendment has been submitted to the President and Advisors in writing two (2) week prior to the vote
 - 1.2 Any proposed amendment to this Constitution shall be made available for public inspection and forwarded to the KOR Advisor(s) within two (2) weeks of the regular scheduled meeting where the amendment will be voted on
 - 1.3 Amendments shall be voted on at Executive Board meetings provided the appropriate steps outlined in this Constitution were followed
 - 1.4 Any amendments to this Constitution proposed within the Knights of the Roundtable must be passed by a two-thirds (2/3) majority of the Executive Board
 - 1.5 Such amendments shall be presented to the members of the Executive Board as well as to the KOR Advisor(s)
 - 1.6 If an amendment receives the majority of votes cast, the KOR President shall forward the amendment to the Senate within one (1) week for acceptance or rejection

Article XII: General Provisions

- 1 General

- 1.1 The same person shall not hold two (2) elected offices simultaneously, nor shall two (2) persons simultaneously hold the same elective office
- 1.2 The Student Government Association may not make any endorsements in any campus elections
- 1.3 This Constitution supersedes all previous Constitutions of the Student Government Association
 - 1.3.1 This constitution shall take immediate effect upon ratification.
- 1.4 This Constitution and its associated rules and regulations are subject to Lynn University policies and regulations
- 1.5 Upon ratification, this constitution shall become effective as the constitution of the Knights of the Roundtable of Lynn University superseding the Constitution currently in effect