

# **Shawnee State University Student Government Association Constitution**

## **Preamble**

We, the students of Shawnee State University, in recognizing our role and accepting our responsibility of self-government within the organizational framework of the Shawnee State community, seek to promote the intellectual, social and cultural opportunities available to this community by representing the interests and addressing the concerns of the student body and by promoting the diversity of and giving voice to the student body, do hereby establish the Student Government Association of Shawnee State University.

## **Article 1 Name**

The name of this organization shall be the Student Government Association (SGA) of Shawnee State University.

## **Article 2 Membership**

Membership of Student Government Association shall be limited to registered, full-time undergraduate (at least 12 credit hours) and graduate (at least 9 credit hours) students of Shawnee State University. Post-secondary students may be members but they cannot go on trips that the Student Government Association or University sponsors through Student Government Association. Other specific qualifications are listed in Article 4 Sections 5, 7, and 8.

## **Article 3 Structure**

Student Government Association shall be comprised of the following branches of governance: Executive Board (executive branch) and Student Congress (legislative branch).

## **Article 4 Executive Board**

### Section 1 Purpose

The purpose of the Executive Board shall be to coordinate the efforts of the Student Government Association in order to more effectively meet the needs of the student body, to ensure the execution of all administrative responsibilities of the Student Government Association, and to foster communication between the Student Government Association and the Shawnee State University community.

### Section 2 Positions

The Executive Board shall be comprised of the following positions: Student Government Association President, Student Government Association Vice President, Student Government Association Secretary, Student Government Association Treasurer, and Inter-Club Council Chair and appointed Communications Chair.

## Section 3 Officers

### A. President

1. Is the elected representative of the students and is vested with the executive power of the Student Government Association.
2. Shall serve as the chair of the Student Government Association Executive Board.
3. Shall call and preside at all weekly Executive Board meetings.
4. Shall sit ex-officio, (non-voting) on any committee, council, board, or agency of the Student Congress or Executive Board.
5. Shall have the power to call the Student Congress and/or Executive Board into special session.
6. Shall act as the official representative of the student body at all official functions.
7. Shall serve as the chief officer for the Student Government Association and assume final responsibility for the proper execution of the decisions and desires of the Executive Board and the Student Congress.
8. Shall take direct responsibility for activities and policies in the area of student relations and shall initiate appropriate legislation on such, with the assistance of the Executive Board.
9. Shall present all Executive Board matters to the Student Congress for consideration.
10. Shall sign all legislation passed by the Student Congress.
11. Will co-sign, with Student Government Association Treasurer on all approved disbursements.
12. May veto any undesirable legislation passed by the Student Government Association by submitting a formal letter to that body within one week of passage, stating the reason for veto.
13. Shall initiate actions necessary for the execution of the acts of Student Government Association.
14. Shall include as an agenda item any members' violation of the attendance code for further action.
15. Retains the right to review the financial transactions of any organization that is funded through the Student Government Association.
16. Shall create and appoint ad hoc committees and University-wide committees, with approval of Executive Board.
17. Must have served in Student Government Association for two full semesters prior to taking office.
18. Must post and keep 5 hours a week in the Student Government Association Office.
19. Shall receive a bi-semester stipend of \$525.00.

### B. Vice President

1. Will be an elected representative of the student body.
2. Shall serve as an ex-officio member of the Student Congress committee Academic Affairs and aid the Chair when necessary.
3. Shall call and preside over meetings of the Student Congress.
4. Shall assume the duties of the President when the President is absent.
5. Shall become President when the office is vacated.
6. Shall have direct responsibility for activities and policies in the area of off campus, state and national affairs but they can appoint other members to help with this task.
7. Responsible for selection of an Executive Board approved Election Board.

8. Responsible for coordinating Student Government Association elections and announcing election results.
9. Shall recommend to the Student Government Association President, Student Congress members to be appointed to University wide committees.
10. Shall schedule all student representatives on University-wide committees to speak at Student Congress meetings.
11. Shall extend invitations to any Administration, Faculty or Staff that Student Government Association feels would be an asset to a meeting.
12. Shall perform any other duties, as directed by Executive Board.
13. Must post and keep 5 hours a week in the Student Government Association Office.
14. Will receive a bi-semester stipend of \$450.00.

#### C. Secretary

1. Will be an elected representative of the student body.
2. Shall serve as an ex-officio member of the Student Congress committee Student Life and aid the Chairperson when necessary.
3. Shall record all proceedings of all meetings of the Student Congress and Executive Board.
4. Shall distribute copies of Executive Board and Student Congress minutes and important announcements to study body and designated Faculty/Staff.
5. Shall distribute a copy of the Student Government Association minutes to all members at the following meeting.
6. Shall notify members of all Student Congress meetings, stating items that will be considered and voted upon at future meetings.
7. Shall keep attendance and make appropriate notifications for absences to Student Government Association President. Attendance and absences will be noted in the weekly minutes.
8. Shall maintain, with their consent, a list of all Student Government Association members, their addresses, phone numbers, and class schedules, plus a record of their tenure of office, and their status (whether elected or appointed). This information should be posted and recorded in the Student Government Association office.
9. Shall perform any other duties, as directed by the Executive Board.
10. Must post and keep 5 hours a week in the Student Government Association Office.
11. Will receive a bi-semester stipend of \$375.00.

#### D. Treasurer

1. Will be an elected representative of the student body.
2. Shall serve as an ex-officio member of the Student Congress Budget and Finance Committee and aid the Chairperson when necessary.
3. Can request at any time an audit of any organization funded by the Student Government Association.
4. Shall maintain a current record of all funds allocated to recognized organizations.
5. Shall hold budgeting procedures for clubs/organizations in the spring of each year for the following academic school year during an Inter-Club Council meeting.
6. Will present for approval a projected budget for the following academic year to the Executive Board/Student Congress and the approved budget to the advisor by the eighth week of spring semester.
7. Will co-sign, with Student Government Association President, on all approved disbursements.

8. Shall keep account of the income, expenditures, and allocations of all funds, including approved Student Organizations, under the control of Student Government Association.
9. Audit all Student Government Association funds at the end of the fiscal year and submit a written report to the Student Government Association President before the eighth week of spring semester.
10. Shall have the authority to freeze the Student Government Association funding of any organization with the approval of the Executive Board.
11. Shall perform any other duties, as directed by the Executive Board.
12. Must post and keep 5 hours a week in the Student Government Association Office.
13. Will receive a bi-semester stipend of \$375.00.

#### E. Inter-Club Council (ICC) Chair

1. Will be an elected representative of the student body.
2. Will work with clubs and organizations and concentrate on issues important to the students of Shawnee State University
3. Will oversee the recognition process of clubs and organizations as stated in Article 9 Section 1.
4. Shall preside over four Inter-Club Council meetings per semester; a meeting comprised of a member from each SSU Club and Organization.
5. Shall coordinate the collection of annual rosters from Clubs and Organizations.
6. Shall compile constitutions from all Clubs and Organizations.
7. Shall coordinate the annual "Parade of Clubs and Organizations."
8. Shall review status of clubs, including the recommendation of possible removal of recognition to Student Congress.
9. Shall assist Treasurer with budget allocations to Student Government Association recognized clubs.
10. Shall keep a list of club and organization meeting times for student viewing.
11. Shall serve as an ex-officio member of the Student Congress Committee Budget and Finance and aid the Chairperson when necessary.
12. Shall perform any other duties, as directed by the Executive Board.
13. Must post and keep 5 hours a week in the Student Government Association office.
14. Will receive a bi-semester stipend of \$375.00.

#### F. Communications Chair

1. Will be a hired representative of the student body by the Executive Board and voted on by Student Congress, and will serve at the pleasure of the Executive Board.
2. Shall have the chief responsibility to oversee the Student Government Association communications and relations with all of the University's communities.
3. Coordinate updates of Student Government Association web page.
4. Coordinate photographs of Student Government Association members for necessary publications.
5. Shall coordinate major updates of the Student Government Association web page and related pages.
6. Responsible for daily updates of the Student Government Association and related web pages, including a calendar of upcoming events.
7. Shall provide press releases of recent and future Student Government Association business.
8. Shall coordinate photographs of the Student Government Association members for necessary publications.
9. Shall sit only as the Communications Chair and can hold no other Executive Board Position.
10. Shall be required to sit on an SGA sub-committee of their choosing.

11. Shall follow the web design guidelines set forth through Shawnee State University.
12. Shall update club and organization information on SGA site.
13. Shall maintain archives of electronic copies of minutes, agendas, and the Constitution.
14. Shall hold an informational session about filing electronic forms to aid clubs/organizations each semester during an Inter-Club Council meeting.
15. Shall perform any other duties as directed by Executive Board.
16. Must post and keep a minimum of 5 hours a week in the Student Government Association office.
17. Shall receive a bi-semester stipend of \$300 to be paid Summer, Fall, and Spring semesters.

#### Section 4 Student Senators

Student Senators shall comprise of Congress Members that have been hired by the acting Executive Board. These Senators will be required to attend all Student Government meetings (with a maximum of 3 absents), assigned subcommittee meetings, and assigned University-Wide committee meetings (designated by the SSU President's Office). Senators must submit a written report of each University-Wide committee meeting attended to the Secretary and report it to Congress at the next scheduled Student Government meeting. Senators shall receive a bi-semester stipend of \$50.00. The University Wide Committees to be assigned at the beginning of Fall semester.

#### Section 5 Membership

All elected Student Government Association Executive Board members must have a cumulative 2.5 GPA to be eligible for and to remain in office. In addition, members must have a semesters GPA of 2.0 and maintain full-time status as a student. Members may serve no more than four full or partial terms in Student Government Association. Members of the Executive Board may hold no more than one Executive Board office during one term.

#### Section 6 Meetings

Executive Board shall meet weekly at a consistent time set by Student Government Association President. The meeting must be held prior to the Student Congress meeting. Meetings will be run in accordance with Parliamentary Procedures. A quorum shall be necessary to conduct business. A quorum consists of 50% of all members plus one.

#### Section 7 Attendance

Members of the Executive Board may miss no more than three scheduled meetings per semester. This is inclusive of Executive Board meetings, Student Congress meetings, and Sub-Committee meetings. If any member misses more than three meetings per semester including excused and unexcused absences, he or she will be subject to review and/or removal by the Student Congress.

#### Section 8 Terms of Office

- A) The Executive Board members shall serve a one year term from the day after Spring Commencement to Spring Commencement of the following year.
- B) The Executive Board shall have a training period during the last three weeks of Spring Semester for new incoming officers.

### Section 9 Voting Rights

All Student Government Association members of Executive Board, excluding the Student Government Association President, shall have voting rights during Executive Board meetings.

### Section 10 Sub-Committees

Members of the Executive Board shall be required to sit on a sub-committee of Student Congress excluding the President. These sub-committees are Academic Affairs, Budget and Finance and Student Life. They will sit ex-officio on each of these committees. The Vice President shall sit on the Academic Affairs committee. The Secretary shall sit on the Student Life committee. The Treasurer and the Inter-Club Council Chair shall sit on the Budget and Finance committee.

## **Article 5 Student Congress**

### Section 1 Purpose

The Student Congress shall serve as the legislative body for matters of concern to all students. The Student Congress may initiate legislation and referendum on behalf of the student body of Shawnee State University.

### Section 2 Membership

The Student Congress shall consist of twenty-five (25) members elected by the student body. All elected Student Congress members must have a cumulative 2.25 GPA to be eligible for and to remain in office. In addition, members must have a 2.0 semester GPA and maintain full-time status as a student. Members may serve no more than four full or partial terms in Student Government Association. The Student Government Association Secretary shall be responsible for all Student Congress minutes. The Student Government President shall sit ex-officio at all Student Government meetings. In the event that the Student Board of Trustee representative is an elected member of Student Congress, he or she will have full voting rights unless he or she is acting President.

### Section 3 Chair

The Student Government Association Vice President shall chair all Student Congress meetings. In the event of the Vice President's absence, the Student Government Association President will serve as chair of Student Congress.

### Section 4 Meetings

Student congress shall meet weekly on Tuesdays at 4:00 pm. In addition, they must attend any special meetings called by the Student Government Association Vice President. Meetings will be conducted in accordance with Parliamentary Procedures. A quorum shall be necessary to conduct business. A quorum consists of 50% of all members plus one. In addition, each new member must attend 3 consecutive meetings before they are allocated voting power.

### Section 5 Attendance

- A) Members of the Student Congress may miss no more than three scheduled meetings per semester. This is inclusive of Student Congress meetings and Sub-Committee meetings. If any

member misses more than three scheduled meetings per semester including excused and unexcused absences, he or she will be subject to review and/or removal by the Student Congress.

- B) Each member will be required to attend a minimum of three activities per semester. The activities include, but are not limited to, anything the Student Government Association promotes and asks for volunteers for and any activity that the Student Government Association is directly involved with. If a majority of the congress members feel that three activities were not attainable for a semester then the Executive Board can review the situation. By not completing the requirements a congress member would be suspended from Student Government Association for the following semester, but would receive the opportunity to reapply after their suspension expires. If a congress member is unwilling to fulfill the requirements after they have been suspended once, they will not be permitted to reapply for a second time.

#### Section 6 Terms of Office

- A) Student Congress members shall serve a one year term from the day after Spring Commencement to Spring Commencement of the following year.
- B) The Student Congress shall have a training period during the last two weeks of Spring Semester for the new Congress Members.

#### Section 7 Voting Rights

All Student Government Association members of the Student Congress shall have one vote. Presidential veto may be overridden by a two-thirds vote of the current Student Congress. All new members will be allocated voting power after they have attended 3 consecutive Student Congress meetings. Congress Members returning from the previous semester shall be allowed to forgo the regulation of attending 3 consecutive Congress meetings before allocated voting privileges, provided the prior absences are of an excused status (i.e. a class conflict, or a sports practice).

#### Section 8 Committees

All Congress Members must serve on a Student Government Sub-Committee and have the option to serve on a University-Wide Committee. Student Government Sub-Committees shall include, but not limited to, Student Life, Budget and Finance, and Academic Affairs.

- A. Student Life- this committee shall study all basic policy changes affecting students.
- B. Budget and Finance- this committee shall review proposals from the Student Government Association Treasurer and recommend funding requests to the Student Congress for approval.
- C. Academic Affairs- this committee shall review all policy changes affecting academic degrees, majors, programs, etc.
- D. Once a basic policy has been introduced, the Chair of the Student Congress shall designate which committee shall review basic policy changes and shall forward legislation to the respective committee. The committee shall review each piece of legislation and support or oppose the policy and all other measures it deems necessary. The committee may originate legislation in its respective field.

## **Article 6 Filling Vacancies**

### Section 1 Replacement of Member

In case of a Student Congress or Executive Board opening, the Student Government Association Executive Board will hold an interview process to fill the vacancy. The Executive Board will recommend the replacement to the Student Congress for approval.

### Section 2 Removal from Office

A. The Student Congress shall have the power to remove any elected Executive Board officer, congressperson or committee appointee. Such proceedings are to be incurred only in the instances of negligence that can be proven, incompetence, or violation of Constitutional duties.

The proceedings are as follows:

- I. To bring charges before the Student Congress seeking removal, a member of Student Government Association should initiate such charges.
- II. If such charges are brought before the Student Congress, a simple majority vote must pass to continue further investigation.
- III. A two-thirds vote of the Student Congress will result in the removal of any member of Student Government Association.

B. In all matters of impeachment, the official in question will have the opportunity to present his/her defense at a hearing during the next scheduled Student Congress meeting. If the Vice President's position is in question, the Student Government Association President shall preside over the hearing.

### Section 3 Replacement of Members Called to Active Duty

If a Student Congress or Executive Board member is activated by a branch of the armed services, his or her position will be held until the end of his or her service obligation and/or until the end of his or her Student Government Association term.

## **Article 7 Election Procedures**

### Section 1 Voting Procedures

- A. The Executive Board and Student Congress elections shall be held the same day and at the same time.
- B. Applications for both branches will be available the Monday of Spring Break and due by the first Monday in after.
- C. The election shall begin the Monday preceding
- D. A student shall vote for 25 separate students for the Student Congress.
- E. A student shall cast one vote for each position of Student Government Association President, Student Government Association Vice President, Student Government Association Secretary, Student Government Association Treasurer, and Inter-Club Council Chair.

- F. Voting will take place during three consecutive days.
- G. The Vice President shall recommend an election board to the Student Government Association President.
- H. Students must present a student I.D. in order to vote.
- I. Two Student Government Association members are necessary at the election table at all times.
- J. The election committee shall be responsible for counting ballots.
- K. The Coordinator of Student Activities shall be present during ballot counting to ensure validity.
- L. All ballots will be counted a minimum of two times to ensure accuracy.

### Section 2 Campaign Regulations

- A. Students cannot campaign within 100 feet of the election site on the Election Days.
- B. Students may speak about issues at a candidates' forum organized by the Vice President.
- C. Students must follow the posting policies outlined in the Student Handbook and coordinated by the Office of Student Activities for all signs and banners.

### Section 3 Election Board

The election board shall have jurisdiction over all elections, special or regular, and shall settle all controversies relating to such elections. The election board must use this constitution as a basis for such decision or, if any issue is not covered by this constitution, the election board's decision must be compatible with this constitution. All decisions of the election board in these matters are final.

### **Article 8 Advisor**

The Coordinator of Student Activities shall serve as advisor to the Student Government Association. *The Director of Student Activities shall countersign all disbursements.*

### **Article 9 Recognition and Funding of Student Clubs and Organizations**

#### Section 1 Recognition

The Inter-Club Council Chair, according to the "Application Packet for Registration of New Student Clubs and Organizations", shall coordinate recognition of reactivated or new clubs or organizations. This is in addition to the following rules: all paperwork must be filled out completely and turned in electronically on time as designated by the Inter-Club Council Chair. The Inter-Club Council Chair, and the two highest available members of the club or organization (as stated in the paperwork) must attend the Student Government Association meeting the day the voting will take place to answer questions and give information. All recognized organizations must attend three of the four hosted meetings. The Inter-Club Council Chair will recommend for recognition an approval to the Student Congress all student clubs or organizations seeking recognition. The vote will be taken after the interview has finished by means of paper ballot in cases of necessity. Student Congress shall submit all recommendations for recognition to the Coordinator of Student Activities. The Student Congress shall also have the authority to remove recognition status of any club or organization to be found not operating in Shawnee State University's best interest. The Inter-Club Council Chair will recommend removal of recognition of any club or organization to Student Congress.

## Section 2 Funding

Student Government Association Treasurer shall recommend to Student Congress all student organization annual and special funding allocations. For approval club presidents and treasurers must attend a club funding training session at the beginning of fall and spring semesters. Once approved, allocations will be made to the organization's university account. If deemed appropriate by Student Government Association, funds allocated by Student Government Association can be frozen.

## Section 3 Inter-Club Council Meetings

There shall be an Inter-Club Council meeting four times a semester; this meeting will be to inform the clubs and organizations of proper procedures and of Student Government Association undertakings. Attendance is mandatory for all recognized clubs and organizations. Each recognized club or organization must attend three-fourths of the meetings. If a one-week notification has been given to the Inter-Club Council Chair for the missed meeting, the absence will be excused, once per semester. Therefore, if the club or organization is absent, recognition and funding will be revoked for the following semester (with the exception of summer semester, i.e. if the infraction occurs during spring semester then the suspension will be in effect during the proceeding fall semester). The club or organization's funding/recognition will be reactivated upon attendance to the first Inter-Club Council meeting of the semester following the suspension.

### **Article 10 Amendments**

Proposed amendments to these bylaws must be submitted in writing to the Student Congress at a regular meeting of Student Congress. To be adopted, an amendment must receive a two-thirds vote at the regular Student Congress meeting.

### **Article 11 Approval**

This constitution shall supersede all previous Constitutions of the Shawnee State University Student Government Association and became effective Spring 2009 upon receiving a two-thirds affirmative vote of Student Congress.