

**CONSTITUTION
STUDENT GOVERNMENT ASSOCIATION
HARRIS-STOWE STATE UNIVERSITY**

(Revised, September, 2006)

PREAMBLE:

We, the students of Harris-Stowe State University, in order to provide for greater participation in the governance of this institution and promote the general welfare of our academic community have formulated the following Constitution for the Harris-Stowe State University Student Government Association (HSSU-SGA).

ARTICLE I:

The name of this organization for carrying out the provisions of this Constitution shall be the Harris-Stowe State University Student Government Association (HSSU-SGA).

ARTICLE II:

The purpose of the Harris-Stowe State University Student Government Association is to provide an organization through which the various responsibilities and activities of the student body may be implemented. The HSSU-SGA will enact and enforce guidelines promoting high and intelligent standards for personal conduct. The SGA will also form a body for the expression of Student opinion and recommendation regarding matters of general interest to the University. The Harris-Stowe State University Student Government Association is designed to work toward full student participation in virtually every aspect of university life, university affairs and policy making. In addition, the Harris-Stowe State University Student Government Association shall work with the faculty and administration toward the objective of creating and maintaining an institution of increasing service to the students of Harris-Stowe State University, the Alumni, the metropolitan community, and the state.

ARTICLE III:

All students currently enrolled shall be members of the Harris-Stowe State University Student Government Association and shall have the right to vote in meetings .

ARTICLE IV:

There shall be a general membership meeting of the Harris-Stowe State University Student Government Association at least once a month during regular semesters.

ARTICLE V:

The officers of the Harris - Stowe State University Student Government Association shall be a President, Vice-President, a Recording Secretary, a Corresponding Secretary, a Treasurer, a Parliamentarian, and a Trustee. All of these members, except the Parliamentarian, shall constitute voting members of the Executive Board. The Parliamentarian shall be ex officio on the Executive Board. There shall also be four representatives from each classification (Freshman, Sophomore, Junior, and Senior). Also there shall be a Senate composed of up to 36 senators (one from each organization supported by the Student Government Association). There will be an election held annually during the Spring Semester, during which the officers and representatives shall be elected. The President will not vote, except in cases of a tie. The five at large representatives **will** represent the student body.

ARTICLE VI:

The Harris-Stowe State University Student Government Association shall co-operate and coordinate its activities with the administration, provide guidelines for carrying out all purposes of the Constitution, appropriate, provide for, and authorize the disbursement of its funds. The Harris-Stowe State University Student Government Association shall have jurisdictional powers as the Board of Arbitration in cases of disputes between student and/or organizations. The Student Government Association shall represent the students in association with the faculty, the Administration, and the community, except in cases of academic disputes/grievances. The HSSU-SGA shall accept all other responsibilities so delegated by the Administration or other HSSU authorities.

ARTICLE VII:

Any member of the HSSU-SGA may make a written request for a change in the Constitution to the Constitution and By-Laws Committee. The Committee must review the amendments and make a recommendation to the Executive Board. Whereupon, the Executive Board will review the recommendation and take a vote as to whether the recommendation shall be put forward as a proposed amendment to the membership. If the Executive Board votes favorably, then the proposed amendment shall be read at two consecutive membership meetings. At the following meeting, the proposed amendment must be presented on a written ballot to the membership. In order for the amendment to be adopted it will take two-thirds majority of those present and voting.

BY-LAWS

STUDENT GOVERNMENT ASSOCIATION

HARRIS-STOWE STATE UNIVERSITY

The by-laws of the Harris-Stowe State University Student Government Association are designed to enhance the operation of the Association and ensure implementation of the Constitution.

Section 1: Conduct of Meetings.

The HSSU-SGA shall use Robert's Rule of Order when conducting all official business.

Section 2: Amendments to the By-Laws.

Proposed amendments to the by-laws of the HSSU-SGA shall be submitted in writing to the Constitution and By-laws Committee two weeks prior to actual presentation to the HSSU-SGA membership. The amendment shall be presented by the chair of the Constitution and By-Laws Committee at the next membership meeting in the forms of a motion for possible adoption. In order for a proposed amendment to the by-laws to become adopted, it requires a favorable vote of two- third majority of the persons present in voting. Voting on amendments to the by-laws will be done by roll call. Amendments to the by-laws will go into effect immediately, unless otherwise stated in the amendment.

Section 3: Meetings.

There shall be regular meeting of the general membership at least once a month, during regular a semester. Regular meetings shall be held on the second Wednesday at noon and on the fourth Wednesday at 4 pm. These times are designed to reach both day and evening students so that all will be informed. These meetings shall be presided over by the president, or next ranking

officer in his/her absence. Special meetings of the assembly may be called by the president, Executive Committee. Once per semester an issues forum shall be held in which the HSSU-SGA entertains issues of concern that students have. The issues must be presented in an orderly fashion. If the issues require action, the HSSU-SGA must investigate and present findings as soon as possible.

A regular meeting agenda shall be established. The agenda shall include but not be limited to the following items:

1. Reading and approving the minutes from the previous meeting.
2. The report from the Executive Board.
3. Treasurer's Report.
4. Corresponding Secretary's report.
- 5 Reports from the Standing Committees.
6. Old Business.

Old action items.

Second and Third Readings.

7. New Business.

New action items.

First readings.

8. Announcements.

Section 4: Officers of the Student Government Association.

The officers of the Student Government Association shall be a president, vice president, a recording secretary, a corresponding secretary, a treasurer, and a parliamentarian. All of these members, except the parliamentarian, shall constitute the Executive Board. There shall also be four representatives from each classification (freshmen, sophomores, juniors and seniors) and five at-large representatives, for a total of 27 student body representatives.

There shall be an election held annually during the spring semester, during which the officers and representatives shall be elected. The five at- large representatives **will** represent the student body without regard to classification.

Installation of officers, class representatives and members at-large shall occur early in the fall semester.

- a. The president of The Harris-Stowe State University Student Government Association (HSSU-SGA) shall be considered a member of the association and shall preside over all meetings, serve as chairperson of the Executive Board, represent the student body in consultation, and shall represent the student body in advisory sessions with the president of the University, or other

Administrators of the University. The president shall cast the deciding vote in the case of a tie, perform all other duties of the office, implied and/or delegated. Should the office of the president become vacant during any unexpired term, the vice president shall assume all powers and duties of the presidency until a Special Election can be held.

b. The vice president shall carry out the duties of the president in the absence of such and serve as the Chairperson of all social activities of the Harris-Stowe State University Student Government Association.

c. The recording secretary shall keep accurate and concise minutes of all meetings, present the minutes for approval, place them in official Student Government Association records and take regular attendance at all meetings.

d. The corresponding secretary shall attend to all correspondence and its preparation subject to the approval of the President and/or Executive Board. He/She shall give a copy of the minutes from meetings held to the coordinator of Student Activities and to the library and shall supervise the Student Government mailboxes.

e. The treasurer shall be responsible for all funds collected by the HSSU-SGA with proper documentation of receipts, expenditures, and deposits. He/She shall prepare a budget in collaboration with the finance committee. Probable receipts and expenditures shall be prepared as early as possible and submitted for approval by the Student Government membership. Reports of income, expenses and balances should be reported at each meeting.

f. The parliamentarian will attend all meetings of the Executive Board, the Executive Committee, and the membership. The parliamentarian shall have a vote only in membership meetings but shall rule on all matters pertaining to parliamentary procedure. The parliamentarian shall be knowledgeable of Robert's Rules of Order and their application.

g. Each Class shall have one representative that will be elected. These representatives will make up the SGA Senate.

g. The Trustee will be the sole connect between SGA and HSSU Board of Regents. The duties of the Trustee will include attending Board meetings, reporting to the SGA at regularly held meetings the goings on in the Board meeting, and reporting back to the Board about the opinions of the student body. A Trustee is a member of trust, which can be set up for any of a variety of purposes, and is entrusted with the administration of information on behalf of others.

e. Any officer may be removed from office for malfeasance, violation of the rules of the institution, failure to discharge his/her official duties, misrepresentation of his/her office and behavior which violates the rules of the University, laws of the municipality, state or federal government. The removal process shall require that the officer who is being removed be provided with a written notice of intent to remove from office citing the reason(s) and offering a date, time and place for the officer to appear and defend himself or herself. Such a meeting must include at least five members of the Executive Board and a quorum of the representatives, and the coordinator of Student Activities. Official minutes must be taken and the officer must be allowed to defend all charges. After such meeting the officers and representatives must take a vote on the disposition of the matter. Such disposition shall be presented in writing to the Vice President for Academic and Student Affairs and the Office of Student Activities.

h. There shall be an annual HSSU-SGA retreat held no later than October. Whenever funds permit the retreat shall be held off campus. Newly elected Student Government officers,

representatives and at-large members shall be the target population for this retreat. There should be two or three members from the previous group of officers or representative who also attend to help with transition issues such as the preparation of forms and documents for the University, conduct of meetings, development of people skills, team building, organizational development, motivation of persons and other such topics.

Section 5: The committees and their duties shall be as follows:

a. Constitution and By-Laws Committee: The chairperson of this committee shall be the president of the freshman class. This committee shall accept and review all written and proposed amendments to the constitution and by-laws. The committee shall report out the proposed amendments as stated in the amendment section of the constitution and by-laws. There shall be five members on this committee.

b. Advisory Committee: The chairperson of this committee shall be the president of the senior class. This committee shall interpret the Constitution and shall maintain a roster of ready and willing students to serve on advisory, university, and administrative committees. There shall be five members of this committee, among which shall be the Parliamentarian.

c. Finance Committee: The chairperson of this committee shall be the vice president of the junior class. This committee shall consist of five members. It shall be the responsibility of this committee to work with the Executive Board to develop a budget, to set-up and run the budget hearings and to provide the leadership in developing fundraising activities for the HSSU-SGA.

d. Elections Committee: The chairperson of this committee shall be the president of the junior class. This committee shall consist of five members. This committee will prepare the official ballots and monitor the elections with the assistance of the staff of the Office of Student Activities and other University personnel as selected by the Office of Student Activities. This committee shall also, plan, implement and monitor the official campaign debate. The counting staff will consist of the members of the election committee not running for office themselves. The ballots shall be counted on the day of the election and upon completion the President and Executive Board shall be notified. The committee's word shall be final with the approval of the Office of Student Activities staff.

e. Public Relations Committee: The chairperson of this committee shall be president of the sophomore class. This committee shall consist of five members. The committee shall provide the leadership to the organization for: 1) publicizing all student events to ensure that adequate audiences are present; 2) developing an outreach mechanism so that potentially interested citizens, institutions and organizations can be apprised of HSSU events; 3) providing yearbook and Harris-Stowe magazine copy and pictures; and, 4) developing new means for giving publicity to events and activities of the University.

f. Program Committee: The chairperson of this committee shall be the vice president of the SGA. The committee shall consist of seven members. It shall be the charge of this committee to research, plan and develop programs for education, training, motivation and entertainment for the HSSU-SGA. The committee will present such plans as recommendations to the body for approval and for commitment of funds.

g. The Judicial Review Committee shall be chaired by the parliamentarian. This committee shall consist of seven members and two alternates. First, it shall be charged to review the processes used on other campuses to deal with non-academic issues on the campus. The committee should then make a recommendation to the body. Then the charge for the committee should be written to reflect the recommendation.

h. Community Service Committee: The chairperson of this committee shall be the vice president of the sophomore class. This committee shall consist of five members. This committee will provide assistance and aide to the community. The committee should then make a recommendation to the body for approval and commitment of funds if needed.

Section 6: Nominations and elections.

Nominations of persons to hold HSSU-SGA offices shall come from voting members in the form of a written application. The criteria are:

- a. All nominees must be currently enrolled at HSSU with a minimum of 12 credit hours.
- b. All nominees must have a cumulative GPA of 2.5 or above and have Sophomore I through Senior I status. Candidates must be able to serve for two consecutive semesters.
- c. All nominees must be willing to participate in leadership training and development activities if elected to office. Each nominee, if elected, must build his/her class schedule around the regularly scheduled meetings of the HSSU-SGA.
- d. Nominees for representatives or at-large members must meet the same qualifications except classification status. First semester freshmen may seek election as representatives. The election of the freshmen class representatives shall occur by September 15, with nominations being accepted during Freshmen Orientation and at the SGA Get Acquainted event. Other class representatives must meet the classification qualification of earned credit hours by the conclusion of the semester in which the election occurs. The student must be already enrolled in courses that will net the earned credit hours as follows:

Freshmen representatives -- 0 - 25 hours

Sophomore representatives -- 26 - 59 hours

Junior representatives -- 51 - 89 hours

Senior representatives -- 90 -100 hours

Applications of candidates for office must be filed by March 15 except in the first semester in which this constitution and by-laws shall have been established. A complete list of all candidates will be published, no later than a week thereafter. An election in turn must be held before April 30.

Section 7: Debate and Campaign Period for Elections

One week prior to the campaign period an official debate of the candidates will be held by the HSSU-SGA. Campaigning must be limited to seven days following the official debate. Violations of campaign rules, university policies, or violation of any laws of the city, state, and nation will result in disqualification of the candidate. This conduct will be determined by the election committee. No active or passive campaigning shall take place within 15 feet of the voting area.

Section 8.

All powers, duties and obligations not explicitly described in this document are delegated to the Executive Board, the representatives and the members at-large which shall be authorized to collaborate and address these issues.

ARTICLE VII:

Any member of the HSSU-SGA may make a written request for a change in the Constitution to the Constitution and By-Laws Committee. The Committee must review the amendments and make a recommendation to the Executive Board. Whereupon, the Executive Board will review the recommendation and take a vote as to whether the recommendation shall be put forward as a proposed amendment to the membership. If the Executive Board votes favorably, then the proposed amendment shall be read at two consecutive membership meetings. At the following meeting, the proposed amendment must be presented on a written ballot to the membership. In order for the amendment to be adopted it will take two-thirds majority of those present and voting.

Proposed Amendment to the Constitution and By-laws

Alternates

There shall be four persons selected as alternates for positions in the HSSU-SGA. They shall be the persons receiving the second highest number of votes for positions in HSSU-SGA. The alternates shall not have a vote as long as they are in this status.

Alternates shall attend all meetings of the HSSU-SGA if possible and shall keep themselves knowledgeable of HSSU-SGA affairs. Alternates shall not have scheduled classes for noon or 4 p.m. on Wednesdays. All alternates must be enrolled in 12 semester credit hours and have a cumulative grade point average of 2.5 or better.

1. When any office other than President or Vice President of the HSSU-SGA becomes vacated by resignation, removal or any other official reason, the Executive Board and Office of Student Activities personnel shall officially declare the office vacant at the next regularly scheduled meeting of the HSSU-SGA. The alternate with earned credit hours most nearly approximating the earned credit hour criterion for the newly vacated position shall be asked to step in as the person occupying that condition. The selected alternate shall be given the oath and seated in the position. At the time of his/her seating the alternate shall be given the status of the position and s The SGA Executive Board and
2. Senate will be the governing body of the HSSU Student Government Association:
 - The SGA Executive Board and Senate will be elected members of the SGA.
 - The Executive Board will consist of the following of the SGA President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and Parliamentarian.
 - The SGA Senate will consist of elected representatives from each class, freshman, sophomore, junior, and senior.
3. The non-governing body shall consist of the Organization delegates and HSSU Student Body.
 - Delegates will be appointed representatives from each HSSU organization that receives funding from the SGA.
 - Organizations will be responsible for appointing and notifying SGA with their choices of delegates.
 - Organization are required to have a representative from their organization at each SGA meeting during the academic year. Failure to attend meetings will result in the following offenses listed in order of occurrence:

1. Receive Written Notice (Warning)\
2. Perform 10 hours of community service to be determined by the SGA Judicial review committee.
3. Receive 10 percent deduction from the awarded allocation, to be taken in immediately.
 - a. This money will be placed into an emergency fund for students
4. Receive an additional one percent deduction, to be added to the 10-13 percent.