

Constitution
Student Government Association
Harris-Stowe State University
(Revised, March, 2015)

- Corresponding Secretary:
 - Take care of student concerns
 - Sending out invites to the other organizations
 - Public Relations Committee (responsibilities): article 7:G
 - Made up of senator 2 of each class
- Each executive board member will preside over each corresponding class position

- 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 1
 - 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 2
 - 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
- Article 5
 - Sec. A:
 - The officers of the Harris- Stowe State University Student Government association shall be a President, Vice- President, Recording Secretary, Corresponding Secretary, Treasurer, Parliamentarian, and the student rep from the Board of Regents. All of these members, except the Parliamentarian, shall constitute voting members of the Executive Board. The Parliamentarian shall be on the Executive Board.
- Article 6
 - The Harris- Stowe State University Student Government Association shall preside over the allocation of funds given to each student body organization. They shall also have jurisdictional powers as the Board of Arbitration in cases of disputes between students and/ or organization. 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; HSSU President, Dean of Student Success, and the Assistant Dean of Student Success.

By- Laws

Student Government Association

Harris-Stowe State University

1. Meeting Structure

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

2. Amendments to the By-Laws:

- a. 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 senate. Whereupon, the Senate will review the recommendation and take a vote as to whether the recommendation shall be put forward as a proposed amendment to the Executive Board. 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.

3. Meetings:

a. Executive Board

- i. The executive board meetings are closed to the general body

b. Organization Presidents

- i. There shall be a professional development meeting at least once a month. These meetings will be held on the fourth Monday of each month at 7 pm. It is Mandatory that the president from each organization/ designated appointee shall be in attendance. Failure of attendance could result in reductions of funds (refer to

c. General Body

- i. There shall be a regular meeting of the general membership at least once a month, during the semester. Regular meetings shall be held on the second Monday at noon and at 7 pm. These times are designed to reach both day and evening students so that all students/ student organizations will be informed. These meetings shall be presided over by the SGA President, or

the 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 addresses the 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.

ii.

d. The senate

- i. There shall be a regular meeting of the senate every first Sunday of the month at 6pm. These meetings are designed to cover the budget of funds that shall be allocated to each committee/organization. The president of each committee or an appointed representative of each committee shall attend this meeting once a month with the senate. These meetings will cover the business of each committee and the budget of the allocated funds.

e. Committees

- i. Each committee shall meet at least three times per semester. The first meeting is to; acknowledge the responsibilities of the committee and to come up with a semester plan to execute their responsibilities. This meeting will also introduce the issues/concerns of last semester, come up with solutions addressing these issues/concerns, and to look at issues/concerns coming up in the upcoming semester. The second meeting is to check the progress and to evaluate the status of the semester plan. The third meeting is to evaluate (SWAT analysis) the year, come up with a summary of everything that has been addressed, and to archive all of the minutes for the semester.

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

- i. Reading and approving the minutes from the previous meeting.
- ii. The report from the Executive Board
- iii. Treasurer's Report
- iv. Corresponding Secretary's Report
- v. Reports from the Standing Committees
- vi. Old business.
 - 1.Old action items
 - 2.Second and Third Readings
- vii. New Business
 - 1.New action items
 - 2.First Readings
- viii. Announcements

4. Officers of the Student Government Association

- a. The officers of the Student Government Association shall be a President, Vice President, a Recording Secretary, A corresponding Secretary, and a treasurer. All of these members shall constitute the executive board. There shall also be six representatives from each classification (freshmen, sophomores, juniors, and seniors), and one representative from each college, for a total of 27 student body representatives.
- b. There shall be an election held annually during the third month of the spring semester. During this election the class officers and the executive board shall be elected. The representatives from each college will represent the student body without regard to classification.
- c. Installation of officers, class representatives and college representatives shall occur at the end of the spring semester.

- d. **SGA president**
 - i. The duties of the SGA president are to, preside over all meetings of the Executive Board and student body meetings; standing committees, ad hoc committees; to appoint persons to the college committees; to create ad hoc committees; to appoint the Chief Justice, Honor & Conduct Review Board; to approve or veto proposed legislation upon one week of receipt from the Senate; to uphold the name of Harris Stowe State University; enforce this constitution and to initiate, coordinate and implement programs to benefit the student body.
- e. **Vice President**
 - i. The duties of the Vice President are to act in the full capacity of the SGA President in case of his absence, resignation or dismissal; to attend all meetings of the Executive Board and Student body; to preside over all regularly scheduled meetings of the Student Senate, to uphold the name of Harris Stowe State University, in the absence of such and serve as the Chairperson of all social activities of the Harris Stowe Student Government Association, enforce this constitution ad to initiate, coordinate, and implement programs, in conjunction with the SHA President, for the benefit the student body; and to perform all other reasonable tasks delegated by the SGA President.
- f. **Treasurer :**
 - i. The duties of the treasurer are to consistently maintain accurate records of all financial expenditures and revenues handled by the Executive Board

during his tenure; to process financial transactions to the Business Office and the Student Senate upon request to attend all meetings of the Executive Board and student body; to uphold the name of Harris Stowe State University, enforce this constitution, and to benefit the student body; and to perform all other reasonable tasks delegated by the SGA President.

g. **Recording Secretary:**

- i. The duties of the Recording Secretary are to accurately type and prepare all minutes from Executive Board meetings; attend all meetings of the Executive Officers and the Student Body; to uphold the name of Harris Stowe, enforce this constitution, to initiate, coordinate, implement programs in conjunction with the SGA president, to benefit the Student body; and to perform all other reasonable tasks delegated by the SGA President. Present all minutes for approval.

h. **Corresponding Secretary**

- i. The duties of the Corresponding Secretary are to type and prepare all outgoing correspondence material; to attend all meetings of the Executive Officers and the Student body; to uphold the name of Harris Stowe State University, 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, enforce this constitution, and to initiate, coordinate, and to implement programs, in conjunction with the President, to benefit the student body; and to perform all other reasonable tasks delegated by the President.

i. **Trustee**

- i. 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 going on in the Board meetings, 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.
- j. There shall be a maximum of two (2) faculty advisors to the Executive Board without vote. The advisors shall be chosen by simple majority vote of the Executive Officers.
- k. In the event that a class senate seat becomes vacant, it shall be filled by appointment of the president of that class and is not subject to the confirmation of The Senate. In the event that an at large senate seat becomes vacant, that seat shall be filled by appointment by the President of the Senate and is subject to confirmation by the Senate.

- l. In the event that a Senate seat is not filled after certification of the elections results, it shall be deemed vacant and filled by the procedure prescribed in part c of this section.
 - m. Presidents of the chartered organizations of The College shall be non-voting members of the Senate.
 - n. The Dean of the Delegation shall be selected by the senators of their respective classes (i.e. all senators who are juniors will meet to decide which senator among them will be the Delegation Dean of the Junior Class.) At-large senators are eligible to be the delegation dean of the class of which he is a member. The Dean of the Delegation shall be the only senator to also be a member of his class's respective class council.
5. The Senate Staff shall consist of the following:
- a. Secretary of state
 - b. Clerk of the Senate
 - c. Parliamentarian of the Senate
 - d. Recording Secretary
 - i. The secretary of the Senate shall be the head of the Senate Staff:
 1. Have charge of all records and documents of The Senate.
 2. Prepare and maintain all records and documents of The Senate
 3. Take the minutes of every Senate assembly and provide copies, upon request to all senators.
 4. Take and maintain attendance records of every chartered organization of the Senate.
 5. Determine if a quorum is present at each meeting
 6. Record the votes during the business of The Senate
 - ii. The Clerk of the Senate Shall:
 1. Handle and prepare all amendments, bill, and resolutions produced by The Senate
 2. Refer amendments, bill and resolution to the appropriate committees as provided by the Bylaws of the Senate.
 3. Handle day-to-day operations of vacant senate seats
 4. Assist the Secretary of The Senate
 - iii. The Parliamentarian shall:
 1. Help to maintain order and decorum in all meetings of The Senate pursuant to the Constitution, the Bylaws of the Senate, and Robert's Rules of Order – The Modern Edition, or the most recent edition
 2. Advise the President of The Senate, other officers, and senators on proper parliamentary procedure

3. Perform the vocal duties of the Senate (i.e. reading of the Senate membership roll during roll call and roll call votes, reading of legislation, and other reading at the request of the president of the Senate, President Pro tempore of the Senate, or a majority of the Senate.
6. Each Senator is required to attend all regularly scheduled meetings of the Student Senate
7. The Student Senate shall have the authority to:
 - a. Approve or deny any budget proposal initiated by the student organizations that request funds from the Student Senate.
 - b. Approve or deny appointments made by the President of the Student Government Association
 - c. Initiate Senate Appropriations Budget to be sent to the SGA President for approval. The SGA president reserves the right Line item veto (LIV) any budget proposal
 - d. Initiate any Senate investigation pertaining to matters involving the SGA
 - e. Override a veto of the SGA President with a $\frac{3}{4}$ - majority vote.
8. The committees and their duties shall be as follows:
 - a. Finance committee
 - i. Shall consist of 5 accounting major students
 - ii. Students that want to learn about numbers
 - iii. Business/ math
 - iv. The SGA executive board treasurer shall preside over this committee
 - b. Constitution and bi-laws committee:
 - i. Made up of each class presidents
 - ii. SGA parliamentarian will preside over this committee
 1. Cannot vote unless there is a tie amongst the committee
 2. Chair shall be the senior class president
 - c. Advisory committee
 - i. SGA recording secretary will advise this committee
 - ii. This committee shall interpret the Constitution and shall maintain a roster of ready and willing students to serve on advisory, university, and administrative committees.
 - d. Judicial Review Committee
 - i. This committee shall be charged with figuring out solutions concerning non-academic issues on the campus. Executive board Vice President shall preside over this committee
 - e. Within each committee a chair person will be voted in

