

# HARRIS-STOWE STATE UNIVERSITY

**HSSU**  
**Office of Student Activities**

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Harris-Stowe State University  
Student Government Association

Harris-Stowe State University  
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## Harris-Stowe State University Student Government Association

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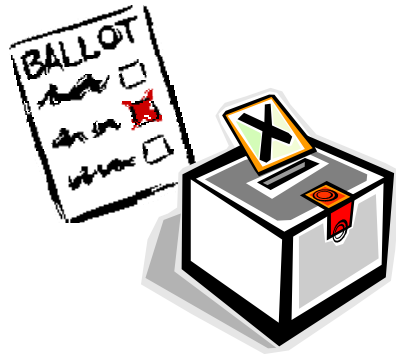
### Election Guidelines



### SGA

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Election will be held each academic year in April . Installation will be held in the following September.



**Elected SGA Offices**

- SGA President
- SGA Vice-President
- SGA Recording Secretary
- SGA Corresponding Secretary
- SGA Treasurer
- SGA Parliamentarian

**Senior Class**

- Senior Class President
- Senior Class Vice-President
- Senior Class Secretary
- Senior Class Treasurer

**Junior Class**

- Junior Class President
- Junior Class Vice-President
- Junior Class Secretary
- Junior Class Treasurer

**Sophomore Class**

- Sophomore Class President
- Sophomore Class Vice-President
- Sophomore Class Secretary
- Sophomore Class Treasurer

**Freshman Class**

- Freshman Class President
- Freshman Class Vice-President
- Freshman Class Secretary
- Freshman Class Treasurer

Five members at large from classification (Freshman, Sophomore, Junior, Senior)

COMMITTEE	PRESIDING OFFICER	#MEMBERS	CHARGE OF COMMITTEE
Public Relation Committee	President –Sophomore Class	5	<ul style="list-style-type: none"> <li>● Shall provide leadership to the SGA for:                             <ol style="list-style-type: none"> <li>1. Publicizing all student events to ensure adequate audiences</li> <li>2. Developing an outreach mechanism to interested citizens, institutions and organizations</li> <li>3. Providing yearbook and Harris-Stowe magazine copy and Pictures.</li> <li>4. Developing new means for giving publicity to events and activities of the University.</li> </ol> </li> </ul>
Program Committee	Vice President-SGA	7	<ul style="list-style-type: none"> <li>● Research, plan and develop programs for education, training, motivation and entertainment for SGA.</li> <li>● Shall present such plans as recommendations to the body for approval and for commitment of funds.</li> </ul>
Judicial Review Committee	Parliamentarian	7 & 2 alternates	<ul style="list-style-type: none"> <li>● Review the processes used on other campuses to deal with non-academic issues on the campus.</li> <li>● Make a recommendation to the body about these processes.</li> <li>● The charge to the committee shall then be written to reflect the recommendation.</li> </ul>

**CHART OF HSSU-SGA COMMITTEE AND OFFICES**

COMMITTEE	PRESIDING OFFICERS	# MEMBERS	CHARGE OF COMMITTEE
Constitution & By-Laws	President , Freshman Class	5	<ul style="list-style-type: none"> <li>Accept and review all written &amp; proposed amendments to the Constitution &amp; By-laws.</li> <li>Report out proposed amendments to the Constitution &amp; By-laws.</li> <li>Proposed amendments shall be presented as stated in the amendments sections in the Constitution &amp; By-laws</li> </ul>
Advisory Committee	President, Senior Class	5 One of which must be the Parliamentarian	<ul style="list-style-type: none"> <li>Interpret the Constitution &amp; By-laws.</li> <li>Shall maintain a roster of ready and willing students to serve on advisory, University and administrative committees.</li> </ul>
Finance Committee	Vice President, Junior Class	5	<ul style="list-style-type: none"> <li>Work with the Executive Board to develop a budget</li> <li>Work with the Executive Board to set up and run budget hearings.</li> <li>Work with the Executive Board to develop fund-raising activities for SGA.</li> </ul>
Election Committee	President, Junior Class	5	<ul style="list-style-type: none"> <li>Prepare the official ballots.</li> <li>Monitor the election with the assistance of OSA and other University personnel as selected by OSA.</li> <li>Shall plan, implement and monitor the official campaign debate</li> <li>Shall provide and official counting staff of members of the committee not running for office themselves.</li> <li>Shall count the ballots on the day(s) of the elections.</li> <li>Upon completion of the ballot counting shall notify the President and the Executive Board. (The committee's word shall be final on approval of the OSA.)</li> </ul>

**SGA**

**Nominations and Election**

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

- All nominees must be currently enrolled at HSSU in a minimum of 12 credit hours.
- All nominees must have a cumulative GPA of 2.5 or above and have Sophomore 1 through Senior 1 status. Candidates must be able to serve for two consecutive semesters. Students who will intern or student teach during their term or not eligible.
- 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 meeting of the HSSU-SGA.
- 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 15th with nominations being accepted during Freshman Orientation and 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:

Freshman representatives	0-29 hours
Sophomore representatives	30-59 hours
Junior representatives	60-89 hours
Senior representatives	90-120 hours

The 2.5 cumulative grade point average must maintained throughout the term of office.

### Duties of SGA Officers

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



1. 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 ties, performs all other duties of the office, implied and/or delegated. Should the office of 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.
2. 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.
3. 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.
4. 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 Director of Student Activities and to the library and shall supervise the Student Government mailboxes.

## SGA

5. 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.
6. 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.
7. 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 Director 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 deposition shall be presented in writing to the Vice-President for Academic and Student Affairs and the Office of Student Activities.