



***The* CONSTITUTION  
of the  
STUDENT GOVERNMENT  
ASSOCIATION**

Ratified: Fall 2024

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### **Preamble**

**W***e, the students of Harris-Stowe State University, strive to promote the general welfare of our academic community by maintaining free discussion, inquiry, and self-expression; upholding the fundamental rights of all students; and will assure proper execution of the policies of the university. To these ends, we do hereby ordain and establish this Constitution of the Student Government Association of Harris-Stowe State University.*

## **Article I. AUTHORITY**

The University's structure is composed of the Board of Regents, Administration, Faculty, Staff, and the student body. The Constitution is an article of delegation of authority and responsibility. It is recognized that mutual respect for the rights and responsibilities of each of these constituents is essential for the general and harmonious welfare of the institution.

Thus, the STUDENT GOVERNMENT ASSOCIATION OF HARRIS-STOWE STATE UNIVERSITY shall form an effective and efficient student government by serving the collective interests of the University community while representing the student body. The Student Government Association is the highest ranking student organization at Harris-Stowe State University and is officially chartered to be the governing agency within the student body of the University and shall assume the responsibility of supporting, coordinating, and expediting programs, projects, and policies necessary and proper for the welfare of the student body of the university as so designated by the Constitution. The Harris-Stowe State University Student Government Association is designed to work toward full student participation in virtually every aspect of university life, 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 service to the students, alumni, metropolitan area, and state.

The Student Government Association shall additionally ensure the integrity of the STUDENT BILL OF RIGHTS cited herein.

## **Article II. FRANCHISE**

### **Section II.01 Name**

The name of this organization shall be Harris-Stowe State University Student Government Association, hereafter referred to as the HSSU-SGA, shall represent the student body of Harris-Stowe State University in all areas of student government.

### **Section II.02 Jurisdiction**

Upon enrollment at Harris-Stowe State University, all students registered at the University who have paid all necessary financial fees so designated by Administration of the University shall become members of the SGA and shall be entitled to vote in HSSU-SGA business brought forth to the student body. All qualifying students, as defined by this article shall be called the General Student Body.

### **Article III. OFFICER QUALIFICATIONS**

- A. Any candidate vying for a Student Government Association position must have a cumulative GPA of 2.5, as of the date he or she files a nominee application, and must maintain a current GPA of 2.5 throughout his or her term.
  - I. If a candidate(s) GPA falls below the cumulative 2.5 GPA requirement at the conclusion of the Spring semester in which he or she is elected or appointed, an evaluation of candidate(s) GPA will occur to determine if enrolling in one/two summer school sessions will raise GPA to required minimum prior to the start of the Fall semester.
    - a. If it is determined that the candidate(s) GPA will not meet the required minimum through summer sessions, said candidate will be removed from position immediately prior to the start of the Fall semester. The position will remain vacant until filled by appointment.
  - II. If candidate(s) GPA falls below the cumulative 2.5 GPA requirement at the conclusion of the Fall semester following being elected or appointed, candidate will be immediately removed from the position prior to the start of the Spring semester.
- B. All candidates are required to maintain full time academic enrollment status (12 credit hours minimum) during the duration of their time in office.
  - I. if candidate(s) fails to maintain full academic enrollment at the conclusion of the Fall semester following being elected or appointed, candidate will be immediately removed from the position prior to the start of the Spring semester.
- C. The SGA President shall be at least a junior in standing (as determined by completed credit hour: minimum of 60) at the conclusion of the semester he or she is inaugurated or assumes office.
  - I. The SGA President shall serve in the position for no more than two (2) consecutive terms.
- D. The Vice President of SGA shall be at least a sophomore in standing (as determined by completed credit hour: minimum of 30) at the conclusion of the semester he or she is inaugurated or assumes office.
- E. Any candidate for the Office of the President must have served within SGA as an officially elected/appointed officer for a minimum of one year to hold the position of SGA President.
- F. Mister/Miss HSSU shall be at least a senior in standing (as determined by completed credit hour: minimum of 90) at the conclusion of the semester he or she is inaugurated or assumes office

- J. Any candidate for Class Officer positions shall be at least a member of the respective classification the position presides over (as determined by credit hour) at the conclusion of the semester he or she is inaugurated or assumes office.
- K. Royal Court Class King/Queen shall be at least a member of the respective classification the position presides over (as determined by credit hour) at the conclusion of the semester he or she is inaugurated or assumes office.
- L. All SGA Officers are prohibited from holding any other SGA position, appointed or elected, during their respective term, and until the respective term has officially ended.
- M. All SGA Officers are prohibited from seeking or holding their offices if under academic/disciplinary penalty, as imposed by the University.
- N. At the time of the ratification of the constitution and any future election period, incumbent officers are only permitted one term in their elected or appointed position (with the exception of the SGA President, who may serve two consecutive terms).
- O. The President, Mister HSSU, and Miss HSSU are prohibited from serving as a Resident Advisor (RA) within the residence halls during the term of his or her position.
- P. Each officer is expected to conduct him/herself, in all official matters, in a manner, which allows the best representation of his/her constituents.
- Q. SGA members must adhere the student handbook and/or Student Code of Conduct that can be found on the HARRIS-STOWE STATE UNIVERSITY website or in the Department of Student Affairs.

#### **Article IV. ELECTION BY-LAWS AND PROCEDURES**

All positions of Student Government Association are to be open to the Student Body for fulfillment by way of election excluding; Judicial Board Members, and Special Interest Representatives. Excluded positions are subject to appointment. All elections shall be conducted under the laws and procedures contained herein.

- A. An interest meeting shall be administered by the HSSU-SGA Advisor with the assistance of current position holders the second week of February (Spring elections)/ first week of September (Fall/Freshman only elections)
  - I. A minimum of two (2) interest meetings sessions must be held.
  - II. Within said meeting, an informational packet shall be provided to all attendees; outlining the HSSU-SGA CONSTITUTION
- B. Nominations of persons with the intent to hold an HSSU Student Leadership office shall come from qualified members of the student body in the form of an electronic application.
  - I. Applicants are required to meet discussed application deadline. Failure to do such will result in immediate forfeit of the applied position.
- C. Confirmed candidacy will be announced the Monday following application deadline.
- D. All campaigning material must receive approval from the HSSU-SGA Advisor
  - I. Campaigning may begin immediately after confirmed approval
- E. All campaigning events must receive approval from the Office of Student Engagement.



- G. Denied campaigning location(s) may include, but not limited to; trees, glass surfaces, pool tables, gaming consoles/equipment, café buffet stations, traffic/parking signs. Doing such will result in immediate candidacy suspension.
  - I. All campaigning material subject to be placed in residence halls must receive approval from the Office of Communications.
- H. There shall be no deliberate removal, destruction, and/or defacing of campaigning material of any candidate. Doing such will result in immediate candidacy suspension.
- I. There shall be no campaigning within election hours.
  - I. Campaigning being, but not limited to; verbal formatives/persuasion, events, giveaways, material presentation, etc.
- J. All campaigning material must be removed within 24-hours post election result announcements
- K. In the case of position vacancy upon the conclusion of the initial election process, the President of which the incoming SGA members will serve under will have full control to decide how he/she will go about filling such positions

## **Article V. INSTALLATION**

- A. The elected/appointed Executive Board Officers and elected/appointed Class (Senior, Junior, Sophomore) Board Officers of the Student Government Association shall be installed by the Student Government Association Advisor, or his/her designated appointee.
  - I. Installation of the officers shall take place with Freshman Class Officers the third Saturday of September of the Fall Semester.
- B. Officials elected or appointed during spring elections shall assume the responsibilities of the role one week, prior the completion of spring semester final exams.
- C. Oath of Office
  - I. **(Raise your right hand.)** “I, \_\_\_\_\_, do solemnly swear to uphold the Constitution of the Student Government Association of Harris-Stowe State University, the University Code of Conduct, and the University’s Core Values; and I swear to perform, to the best of my abilities, the duties and responsibilities of the office which I now assume.”

## **Article VI. PRIVILEGES**

All members of the Executive Board of the Student Government Association will be issued a stipend for the Fall and Spring semester. They may also attend, without charge, all Student Government Association athletic functions upon presentation of a non-transferable authorization pass. Other events subject to free entry by members of Student Government Association will be determined by the HSSU-SGA Advisor. The President a will have their room & board charges satiated, being housed in a single suite in the on-campus residential hall. The President and Vice President will also be presented with a private office in the Student Leadership sector of the Gillespie housing complex.

## **Article VII. STUDENT GOVERNMENT ASSOCIATION**

### **Section VII.01 Authority**

The organization of the Student Government Association shall be the elected/appointed SGA Officers and the Student Body. Within this structure, the SGA shall include three (3) interacting governmental branches, which shall check and balance the powers of the other: Executive, Legislative and Judicial branch.

### **Section VII.02 The Executive Board**

The executive power of the Student Body shall be vested in the President of the Student Body, who, shall be elected annually on a dual-ticket during the spring semester by a majority of those voting in the Student Body elections, and shall serve for a term of one year. The Executive Branch is composed of the Executive Board (elected positions and appointed positions).

### **THE PRESIDENT**

The Student Government Association President shall serve as the chairperson of the executive board and chief student representative on all matters relating to the University, which involve the student body. The Student Government Association President will ensure that all processes to be carried out by the Student Government Association are done so with tact and diplomacy and in the best interest of the Student Body at large. The President of the Student Body shall have the power and responsibility to:

- A. Represent the Student Body in dealings with faculty, the administration, the Board of Regents, official guests, visitors of the University, and with students from other schools
- B. With the advice and consent of the Student Senate, create executive committees or other offices as deemed beneficial to the student interest and nominate qualified students to sit on various boards, committees, or commissions
- C. Will call and preside over all General Body Meetings
- D. Appear before the Student Senate at least once a month or at the call of the Senate
- E. Meet with the University President a minimum of once a month during the regular semesters (Fall and Spring)
- F. Enforce and administer laws enacted by the Student Senate within its jurisdiction
- G. This position does not have a vote, except in the case of a tie

### **THE VICE PRESIDENT**

The Vice President shall have the power and responsibility to:

- A. Shall carry out the duties of the President in the absence of such
- B. Assist the SGA President in the performance of his/her various duties
- C. Serve as the chairperson of the Student Senate
- D. Consent to replacements for vacant Senate seats, provided that they fulfill the qualifications of the office.
- E. Conduct duties as delegated by the President

### **THE EXECUTIVE SECRETARY**

The Executive Secretary shall have the power and responsibility to:

- A. Keep accurate and concise minutes of all meetings, present the minutes for approval, place them in official Student Government Association records
- B. Present the minutes of the previous meetings
- C. Record attendance at all General Body, Executive Board, and call of the Senate meetings.
- D. Prepare the General Body meeting agenda
- E. Conduct duties as delegated by the President

### **THE TREASURER**

The Treasurer shall have the power and responsibility to:

- A. Receive and disburse all HSSU-SGA funds and maintain control over said funds
- B. Have the responsibility of assuring that no HSSU-SGA funds are misappropriated or otherwise misused
- C. In cooperation with the President of the SGA, prepare the annual budget of the SGA
- D. Retrieve monthly written financial reports on all activities supported by the Student Activities Fees
- E. Maintain permanent records of all financial transactions of the HSSU-SGA
- F. Keep all records and files in working order so they may be presented for audit upon request by authorized individuals.
- G. Review the financial condition of the Student Government Association and to submit monthly financial statements to the President of SGA and Executive Board.
- H. Give financial reports at the meetings of the Executive Boards meeting and call of the Senate.
- I. Conduct duties as delegated by the President

### **THE DIRECTOR OF PUBLIC RELATIONS**

The Director of Public Relations shall have the power and responsibility to:

- A. Implement multimedia strategy of the Student Government Association.
- B. Develop creative and unique videos and flyers regarding the activities of the Student Government Association.
- C. Responsible for SGA social media accounts
- D. Ensure photography and videos are up-to-date and relevant, and furthermore are shared in a timely manner.
- E. Perform any additional duties, subject to this Constitution, its Amendments, and the Bylaws of the Student Government Association.
- F. Conduct duties as delegated by the President

### **STUDENT REPRESENTATIVE TO THE BOARD OF REGENTS \*Ex-officio**

The Board of Regents Representative shall have the power and responsibility to:

- A. Attending and participating in all meeting of the Board of Regents.
- B. Reviewing the meeting agenda prior to said meeting to prepare discussion topics; to inform the Student Government Association of upcoming discussion topics in efforts to more effectively serve the student body
- C. Act as the sole connect between HSSU-SGA and Harris-Stowe State University Board of Regents.
- D. Attend all General Body meetings, Board of Regents meetings, and Issues forums unless discussed with the HSSU-SGA; in the case of absence, arrange to receive a copy of the meeting notes from the Recording Secretary and/or their designee
- E. Reporting to HSSU-SGA and the General Body meeting what has been discussed in the most recent Board of Regents meeting
- F. Report to the Harris-Stowe State University Board of Regents concerns of the student body and HSSU-SGA

### **MISTER/MISS HARRIS-STOWE STATE UNIVERSITY**

Mister and Miss HSSU shall have the Student Government Association power and

responsibility to:

- A. Shall serve as an Admissions Ambassador
- B. Shall be flexible to speak to campus and community groups when the request arises.
- C. Shall make preparation for speeches and pageant competitions available in advance for advisor review.
- D. Must attend key home sporting events and classics.
- E. Shall be available upon request by special events as coordinated.
- F. Shall compete in the Mister/Miss HBCU Pageant
- G. Shall delegate to Class Kings/Queens, who are elected by the Student Body, to serve as meeting representatives in Mister/Miss HSSU's absence.
- H. Attend SGA General Body Meetings and abide by means of impeachment (Article X.)
- I. Attend Executive Board Meetings
- J. Must implement programs and activities

### **CAMPUS ACTIVITY BOARD PRESIDENT**

Campus Activity Board President and Vice President shall have the Student Government Association power and responsibility to:

- A. Shall be responsible for overseeing collaboration with campus clubs and the Collaboration Fund.
- B. Shall attend key home sporting events and classics.
- C. Shall be available upon request by special events as coordinated.
- D. Attend SGA General Body Meetings and abide by means of impeachment (Article X.)
- E. Attend Executive Board Meetings

### **CABINET**

The President of the Student Body shall have the assistance of an Executive Cabinet, which shall consist of elected and appointed members. The Executive Cabinet must consist of: President of the Student Body, the Vice President of the Student Body, the Director of Public Relation, Chief Justice, Executive Treasurer, Executive Secretary, Campus Activities Board President, and Mister and Miss Harris-Stowe State University. The Executive Cabinet shall advise the President of the Student Body on any matters of student or University policy or on any student programs and services.

### **ORDER OF ASCENDANCE**

- A. In case of the removal of the President of the SGA from office, or of his/her resignation, death, disenrollment from the University, or inability to discharge the duties and powers of the office; the Vice President of the SGA shall become Acting President and shall officially assume the duties and powers of the President upon confirmation by the Senate, who shall declare him/her President. The newly appointed President shall adhere to the aforementioned, prescribed procedure and laws as written and confirmed in this Constitution. He/she shall then nominate a new Vice President of the SGA who shall take his/her office upon approval by the Senate. Special elections for vacant executive offices shall be called by the Senate should the successor be unable to exercise the prescribed

duties and shall be decided upon by simple majority vote.

- B. In the event that prior to his/her entering into office, the President-elect is unable for any reason to be installed as President; the Vice President-elect shall become President-elect and shall be sworn in as President of the SGA on the designated installation date and time. After he/she shall enter into the office of President in such manner, he/she shall nominate a new Vice President of the SGA who shall take office upon confirmation approval by the Senate by simple majority vote. In the event that both the President Elect and Vice President Elect, prior to entering into office, are unable for any reason to be installed as President and Vice President of the SGA; new elections by the student body for these offices shall be conducted immediately as determined by the Senate, and the new President Elect and Vice President Elect of the SGA shall take their respective offices upon confirmation of the election results by the Student Body.

### **Section VII.03 Legislative Branch**

The legislative power of the Student Body shall be vested in the Student Senate, which shall be representative of the Student Body. The Legislative Branch is composed of four (4) Class Representatives, four (4) Senators, and three (3) Special Interest Representatives, thus giving a total of eleven (11) seats.

#### **CLASS REPRESENTATIVES**

The Class Representatives shall have the power and responsibility to:

- A. Work closely with the Executive Treasurer in preparing a workable budget with funds from executive board
- B. Keep respective class abreast of important university news, events, and initiatives through consistent meetings and programs
- C. Attend trainings, retreats and conferences as recommended by advisor or SGA president
- D. Consult, advise and collaborate with other active organizations on campus for events and programming to create a sense of community
- E. Be available to assist in the recruitment and retention of students by attending various events
- F. Attend all general body meetings to provide questions or concerns on behalf of perspective classes.

#### **CLASS SENATORS**

The Class Senators shall have the power and responsibility to:

- A. Attend trainings, retreats and conferences as recommended by advisor or SGA president
- B. Serve as a member of the senate to vote on various needs as it pertains to SGA
- C. Attend all general body meetings to provide questions or concerns on behalf of perspective classes
- D. Be available to assist in the recruitment and retention of students by attending various events
- E. Keep respective class abreast of important university news, events, and initiatives through consistent meetings and programs



- F. Consult, advise and collaborate with other active organizations on campus for events and programming to create a sense of community
- G. Take roll of the attendees and minutes of the proceedings at class meetings. Prepare and distribute minutes and attendance records in a timely manner.

### **INTERNATIONAL STUDENT SPECIAL REPRESENTATIVE**

The International Student Representative shall have the power and responsibility to:

- A. Act as a liaison between the President of Student Government Association and the international students
- B. Communicate and collaborate with the Office of Student Engagement to plan events for the population of the student body he/she represents.
- C. Should be knowledgeable of all university events to encourage participation amongst the population of the student body he/she represents.
- D. Attend all general body meetings to provide questions or concerns on behalf of the population of the student body he/she represents.
- E. Attend and participate in meetings established by the Office of Student Engagement

### **STUDENT-ATHLETE SPECIAL REPRESENTATIVE**

The Student Athlete Representative shall have the power and responsibility to:

- A. Act as a liaison between the President of Student Government Association and the Athletics Department
- B. Communicate and collaborate with the Office of Student Engagement and the Director of Athletics Department to plan events for the population of the student body he/she represents
- C. Should be knowledgeable of all athletics and university events to encourage participation amongst the population of the student body he/she represents.
- D. Attend all general body meetings to provide questions or concerns on behalf of the population of the student body he/she represents.
- E. Attend and participate in meetings established by the Athletics Department and the Office of Student Engagement

**COMMUTER STUDENT SPECIAL REPRESENTATIVE**

The Commuter Student Representative shall have the power and responsibility to:

- A. Act as a liaison between the President of Student Government Association and the commuter, non-traditional, and online students
- B. Communicate and collaborate with the Office of Student Engagement to plan events for the population of the student body he/she represents.
- C. Should be knowledgeable of all university events to encourage participation amongst the population of the student body he/she represents
- D. Attend all general body meetings to provide questions or concerns on behalf of the population of the student body he/she represents.
- E. Attend and participate in meetings established by the Office of Student Engagement

**SPECIAL INTEREST REPRESENTATIVE INSTALLMENT**

- A. The Executive Vice President of SGA shall select the representative for commuter, non-traditional, transfer, and online students.
- B. The Director of Student Engagement shall select the representative of international students.
- C. The Athletic Director and/or designee shall select the representative for student athletes

**Section VII.04 Judicial Branch**

The judicial power of the Student Body shall be vested in the Judicial Branch, which shall be composed of the Chief Justice and five (5) Student Justices. The Judicial Branch shall be authorized to protect the rights of the Student Body and the University community and to maintain the balance between student rights and University behavioral and academic policies, procedures, and the Student Body Constitution.

### **CHIEF JUSTICE**

The Chief Justice shall have the power and responsibility to:

- A. Oversee the general operations of the Judicial Branch;
- B. Develop orientation and training for members of the Judicial Branch;
- C. Communicate regularly with members of the Judicial Branch regarding meetings, notices, and new procedures;
- D. Maintain a schedule for regular In-Services hours
- E. Provide feedback to members of the Judicial Branch;
- F. Maintain regular communication with the various members of the Judicial Branch and with the Dean of Students Office; and,
- G. Serve as the representative of the Judicial Branch to the University community, including developing and scheduling presentations regarding the various University policies and procedures.
- H. Shall be knowledgeable and prepared to preside following Roberts Rule of Order
- I. Embody duties of the Parliamentarian

### **JUDICIAL BOARD**

The Judicial Board shall consist of five Student Justices selected through an appointment process coordinated by the President, the Dean of Students Office, and Chief Justice and confirmed by a majority vote of the Student Senate.

The Office of the Judicial Board shall have the power and responsibility to:

- A. Serve as members of a Hearing Panel to adjudicate cases involving alleged violation(s) of the *Student Code of Conduct* that involves SGA funded organizations and,
- B. Review all cases involving the constitutionality of any legislative or executive action of the Student Body organizations and declare void any act within the Student Association or other bodies established under this Constitution if it deems such action to be unconstitutional after review of a complaint filed with the Chief Attorney General by any member of the University community.

## **Article VIII. Committee**

Elections Committee: The Chairperson of this committee shall be the representative of the Senior Class. This committee shall consist of three (3) appointed members by the Student Government Association Advisor, in addition to the Chair and Student Government Association Vice President. Appointed members may be an active member of the Student Senate that is not anticipating to participate in the spring elections. This committee will prepare the official ballots and monitor the elections with the assistance of the HSSU-SGA Advisor. This committee shall also, plan, implement, and monitor the official campaign debate. 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.

## Article IX. FINANCE AND COMPENSATION

With the exception of specified stipends for the SGA Executive Board, the components of the budget will be developed by the members of the Executive Board contingent upon approval by the Student Senate and the HSSU-SGA Advisor.

A stipend will be paid to the SGA positions outlined below. Distribution of compensation will be conducted in four (4) payments. The first payment (25% of stipend) will be issued the fourth week of the fall semester. The second payment (25%) will be issued upon a review by the HSSUSGA Advisor the eighth week of the fall semester. The third second payment (25%) will be issued upon a review by the HSSU-SGA Advisor the fourth week of the spring semester. The final fourth payment (25%) will be issued upon a review by the HSSU-SGA Advisor the eighth week of the spring semester. The HSSU-SGA Advisor has the power the authorize or disapprove the payment of a stipend for the SGA Executive Board determined by a review of performance.

POSITION(S)	FALL	SPRING
<b>SGA President</b>	\$2,000	\$2,000
<b>SGA Vice President</b>	\$1,000	\$1,000
<b>Chief Justice</b>	\$250	\$250
<b>Executive Secretary</b>	\$250	\$250
<b>Executive Treasurer</b>	\$250	\$250
<b>Director of Public Relations</b>	\$250	\$250
<b>Miss Harris-Stowe State University</b>	\$500	\$500
<b>Mister Harris-Stowe State University</b>	\$500	\$500
<b>CAB President</b>	\$500	\$500

## **Article X. IMPEACHMENT PROCEEDINGS**

### **Section X.01 Impeachment**

In the interest of maintaining a responsible and cohesive governing body, some attention must be given to the means by which an irresponsible party might be removed from office.

- A. In order for an Officer to be impeached, an Officer of Student Government Association must present formal charges to the Chief Justice, and if such charges meet the justifications for impeachment (Article X, Section 10.02 A-F), the Chief Justice shall seek an indictment from the Senate.
- B. If the Chief Justice finds merit in the charge, the Senate has the power to render an indictment. Then the Chief Justice must notify the HSSU-SGA President and Student Government Association Advisor of the indictments;
- C. The Chief Justice shall give written notice to each indicted official informing the individual of the charge(s) and the date, time, and place of the Senate Impeachment Session. They shall forward this notice to the HSSU-SGA President and the Advisor to advise them of the delivery of the letters of indictment;
- D. The HSSU-SGA President and Advisor shall acknowledge receipt of the indictment notice.
- E. Impeachment may only occur by a four-fifths (4/5) vote of the Student Senate, and with the approval of the Student Government Association Advisor.
- F. If the official, so charged, would like to appeal the ruling from the impeachment process, it must be done within five (5) business days of said ruling. Final impeachment actions will be suspended pending outcome of the appeal. If the appeal hearing is granted it will be heard within five (5) business days from the day the appeal is received.
- G. The Student Government Association Advisor may, at any time, terminate the contract of any member of the Student Government Association who fails to meet the qualifications (Article III, A-N), the SGA expectations, as outlined per this constitution, or who is deemed to serve as a detriment, or dire embarrassment, to the overall campus community.

### **Section X.02 Justifications for Impeachment**

- A. Proof that said official is not a Harris-Stowe State University student;
- B. Proof that said official was found guilty of a crime, excluding minor traffic violations according to State and Federal law;
- C. Proof that said official has been expelled, suspended, and or placed on disciplinary probation;
- D. Proof that said official has or attempted to embezzle, or to misuse or attempted misuse of Student Government Association funds;
- E. Proof that the said official has not adequately performed duties as outlined in this Constitution.
- F. Proof that said official has failed to represent his or her office in a manner that serves a detriment to the office of which the student holds, the welfare of university operations, or the overall campus community.

- G. Proof that said official has exceeded the allotted three (3) unexcused absences
  - I. Unexcused absence is defined to be a lack of appearance to a General Body meeting, Executive Board meeting, call of Senate, or mandatory event that was not communicated with the Executive Board Secretary, at minimum, 48 hours prior to meeting. An unexcused absence can also extend to events made mandatory by either the SGA President, HSSU-SGA Advisor, or University calendar.
  - II. At which point, two (2) unexcused absences have been met, a warning letter will be served by way of the Executive Secretary. After a warning letter has been received the next offense will result in the process of impeachment.
- H. Any code of ethics violation which is but is not limited to the academic integrity, social media conduct, or judicial proceedings will be evaluated by the advisor and Dean of Students. This violation, depending on its severity, will cause for the removal of the officer.
- I. Any misuse of the Student Government Association's property (keys, letterhead, SGA office, etc.) can result in immediate suspension/expulsion from the SGA.

## **Article XI. STUDENT ORGANIZATION ALLOTMENT FUNDING REQUEST**

### **Section XI.01 Eligibility**

All University recognized student organizations that are currently registered and not on probation are eligible for allotment funding. The treasurer of the requesting organization shall complete an application for program funding. All campus organizations, in order to be considered active, must register through Student Engagement and comply with the rules and regulations set forth by the Student Code of Conduct and the Student Organization Handbook.

### **Section XI.02 Viewpoint Neutrality**

Viewpoint neutral criteria for evaluating funding application shall only consider factors that are NOT tied to viewpoint such as fiscal responsibility, relevance to mission, and level of services provided. Nonetheless, viewpoint neutrality does not mean that funding levels must be equal for all organizations. Different groups may be funded at different levels because different organizations require different amounts of money to function effectively on campus.

### **Section XI.03 Distribution of Funding**

Upon receiving the annual budget, the Student Government Association will allocate 10% to Campus Activities Board to fund events included in Welcome Week, Homecoming, Welcome Back Week, and Spring Fest. Applications for the funding of student organization allotment funding's will be made available and accepted during both spring and fall semesters in which the programs will take place. Student organizations must submit one application for each program for which funding is requested. All applications must be received by the Treasurer.

### **Section XI.04 Funding Terms and Conditions**

All purchases made from Student government accounts must conform to the program descriptions provided in the original allotment application. Student organizations may only spend funding on purchases related to the specific events for which they requested and received student government funding. Student organizations will maintain transaction records after receiving allocated funding from Student Government Association and present upon request of the President to generate an annual report.

### **Section XI.05 Program Change Amendments**

If an organization wishes to use funding for programs other than those for which it received funding, the treasurer of the requesting organization shall complete a program change application and submit it to the Executive Treasurer. If approved, the treasurer will inform the organization and changes will be made to the financial report.

### **Section XI.06 Allotment Funding Notification**

Upon receiving the funding request, the SGA President shall have up to five (5) working days to approve or deny an organization request. After the HSSU-SGA President approves the decision of the funding, the Executive Treasurer shall notify the applicant representative of the outcome within 48 hours.



## **Article XII. AMENDMENTS**

### **Section XII.01 Proposal of Amendment**

Amendments to this Constitution may be proposed by two-fourths (2/4) of the membership of the Student Senate in good standing or by a petition signed by at least five-percent (5%) of the Student Body. Proposed amendments shall be presented to the Student Government Association Administrative Advisor.

### **Section XII.02 Voting Procedures**

A vote of the members of the Student Senate shall be taken during a call of Senate meeting presented by the HSSU-SGA Vice President.

### **Section XII.03 Ratification**

In order to amend this Constitution, two-thirds (2/3) of the votes cast by the Student Senate shall be in favor of the proposed amendment. Amendments approved by the Student Senate shall become effective immediately.

## **Article XIII. IMPLEMENTATION**

### **Section XIII.01 Ratification**

This Constitution shall take effect upon approval of the Vice President of Student Affairs, and shall supersede any previous Harris-Stowe State University Constitution of the Student Government Association.

### **Section XIII.02 Review**

During the spring semester of each year, the Student Government Association shall review this Constitution and recommend any necessary revisions.

## **Article XIV. MEETING CONDUCT**

### **Section XIV.01 General Body Meeting**

A General Body Meeting is a meeting of the student body, advisors, University personnel, and HSSU-SGA officers. The HSSU-SGA is required to host a General Body Meeting once, during months of full operation (i.e September, October, November, February, March, April). These meetings are to be presided over by the HSSU-SGA President and/or his designee.

- A. All HSSU-SGA officers are required to attend General Body Meetings, unless absence is discussed prior.
- B. Quorum is to be met at every General Body Meeting. Quorum must be met in order for all motions to go into effect, all allocations to be granted, and for any official declarations/amendments to be finalized.
  - I. Quorum is defined as 66% of HSSU-SGA Executive Board officers; including President, Vice President, Chief Justice, Executive Secretary, Treasurer, Mister and Miss Harris-Stowe State University, and Campus Activity Board President
  - II. In the case quorum is not obtained, a special vote committee will be enacted which shall consist of HSSU active organizations Presidents and Vice Presidents.
- C. General Body meetings are to be established at the annual revision of the HSSU-SGA CONSTITUTION. Annual revision of the HSSU-SGA CONSTITUTION shall take place after the commencement of the Spring elections and before the assumption of Presidential powers by the President Elect. The President-elect has the responsibility of declaring the location and time of the General Body Meeting prior to the fall semester of his/her Presidential term.
- D. Order of Business
  - I. Call to Order
  - II. Quorum
    - a. Is Quorum met?
    - b. Executive Board Attendance administered by the Chief Justice
  - III. Old Business
    - a. Reading of the minutes from previous General Body Meeting
    - b. Presented by the standing Executive Secretary
  - IV. Executive Branch Reports
    - a. Executive Secretary is to present any upcoming business within HSSU-SGA
    - b. Board of Regents Student Representative is to present matters discussed in most recent Board of Regents meeting
  - V. Legislative Branch Reports
    - a. Class Representatives are to present any upcoming business within the department
  - VI. New Business
    - a. Chief Justice is to make any motions at this time
    - b. Treasurer is to discuss any allocations of funds needing to be processed

VII. Open Floor

- a. General members of the student body will have the opportunity to discuss any questions, concerns, ideas, recommendations, or furthermore they may have

VIII. Adjournment

Section XIV.02 Executive Board Meetings

An Executive Board meeting is to be attended by all members of the Executive Board (President, Vice President, Chief Justice, Executive Secretary, Treasurer, Mister and Miss Harris Stowe State University, and Campus Activities Board President. The meeting should be used to discuss upcoming business, event planning, and evaluate effective ways to serve the student body.

- A. Executive Board meetings are to be established at the annual revision of the HSSU-SGA CONSTITUTION. The President-elect has the responsibility of declaring the location and time of the Executive Board Meeting prior to the fall semester of his/her Presidential term.

Section XIV.03 Call of the Senate

The purpose of the Call of the Senate meetings is to enfranchise on any matters relating to the student body or any student programs and services. Call of the Senate meetings are to be presided over by the HSSU-SGA Executive Board Vice President. The President is to attend this meeting on a need bases determined by the Senate and/or Vice President. The HSSU-SGA Executive Secretary or his/her designee shall be in attendance of these meetings with the responsibility of recording attendance and notes to submit to the President in his/her absence. The Chief Justice shall be in attendance of these meetings with the responsibility of bringing forth motions before the Senate. The Executive Board shall also be in attendance and maintain the right to vote on the related motions, excluding the SGA President except in the case of a tie. The HSSU-SGA Treasurer, President, and advisor shall be in attendance to the Call of the Senate to manage the allocation of funds needing to be made. The Call of the Senate shall be made open for all student, faculty, and staff to attend in efforts to allow all charter organization of the university, excluding city-wide Greek letter organizations, to allocate funds.

- B. Call of the Senate is to be established at the annual revision of the HSSU-SGA CONSTITUTION. The Vice President-elect has the responsibility of declaring the location and time of the General Body Meeting prior to the fall semester of his/her Presidential term.

Section XIV.04 Town Hall Meeting

A Town Hall meeting is to be held by way of the HSSU-SGA President. This meeting shall allow general members of the student body to present any issue/concerns they may have. This meeting is to be held at the discretion of the student body and/or Senate on a need basis.

Section XIV.05 Special Meetings

Special Meetings may be call by notice from the Executive Board. This meeting will serve as an emergency tactic when need to discuss time sensitive business. The student Body must be notified of this a minimum of forty-eight (48) hours prior to the call to

order of the meeting.