

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

PREAMBLE

We, the students of Harris-Stowe State University, strive to provide 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

NAME

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

PURPOSE

The purpose of the Harris-Stowe State University Student Government Association is to govern organization through 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 area, and the state.

ARTICLE III

MEMBERSHIP

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

MEMBERSHIP MEETING

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

- Section 1: Regular Meetings
Regular meetings of the SGA will be held on the 2nd and 4th Wednesday during the academic year.
- Section 2: Time and Place
The time and place of the SGA meetings shall be determined at the beginning of each academic year.
- Section 3: Special Meetings
Special meetings may be called at any time and place within two days of such meeting by notice from the President or his/her designee.
- Section 4: Quorum
The quorum shall be at least two-thirds of the total membership of the SGA Officers as well as active organizations.
- Section 5: Order of Business
Unless altered or suspended at any meeting by the majority vote of the members present, the following shall be the order of business at meetings of the SGA:

Call to Order
Quorum
Old Business
Executive Board Reports
New Business
Open Floor
Adjournment

Rules of procedure laid down in Robert's Rules of Order shall govern the SGA except as otherwise herein provided.

ARTICLE V

SGA Officials

The officers of the Harris -Stowe State University Student Government Association shall be constituting voting members of the Executive Board:

SGA President
SGA Vice President
SGA Recording Secretary
SGA Corresponding Secretary
SGA Treasurer
SGA Parliamentarian
Mister Harris-Stowe State University
Miss Harris-Stowe State University
Campus Activity Board President

The SGA Stipend shall not act as scholarship but as a paid stipend.

A stipend of \$1194.00 per semester, will be paid to the SGA President.

A stipend of \$597.00 per semester, will be paid to the SGA Vice-President.

A stipend of \$199.00 per semester will be paid to the Recording Secretary, Corresponding Secretary, Treasurer, and Parliamentarian of the SGA.

The Parliamentarian shall be ex officio on the Executive Board.

The Senate

There shall also be officers within the SGA, who shall be elected by the student body called the Senate:

Class Presidents (4)
Class Vice Presidents (4)
Class Recording Secretary (4)
Class Corresponding Secretary (4)
Class Treasurer (4)

Class Parliamentarian (4)

Additional Senators can be appointed upon approval by the elected Executive Board. (One from each organization supported by the Student Government Association and/or representatives from each College of Harris-Stowe State University). A stipend will not be paid to the Senate.

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

COORDINANCE

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 students 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

CONSTITUTION ADMENDMENTS

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: Responsibilities of Officers

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 (Freshman, 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 Engagement and to the library.

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.

h. 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

i. 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 2: Conduct of Officers

Section 1: Attendance

- a. Attendance at SGA meetings is defined as presence from the initial roll call through adjournment.
- b. SGA members who have a total of three (3) unexcused absences will be evaluated for removal by the SGA's advisor.
- c. Excused absences will determined by the SGA's Advisor.
- d. Three (3) tardies will constitute an absence.
- e. Absence from mandatory workshops will count as a regular absence.
- f. Absentee notices can be denied based on severity and reason for the absence. Absentee notices will be evaluated, documented, and archived by the advisor and SGA President.

Section 2: Academic Integrity

- a. Each officer is required to maintain the 2.5 cumulative grade point average at which he/she was elected. If he/she fails to meet the cumulative grade point average at the end of the semester, the SGA's advisor will be responsible for removing the SGA member.

Section 3: Conduct

- a. Each officer is expected to conduct him/herself, in all official matters, in a manner, which allows the best representation of his/her constituents.
- b. 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.
- c. SGA members must adhere the student handbook and or Student

Code of Conduct.

Section 4: Inactive Membership

An officer of the SGA may enter into inactive membership under these terms:

- I. If role and obligations to the office are unfulfilled because of extremely low attendance, academic pressures (i.e. failing grades, reports from professors or advisors, etc.), conduct, work related conflicts, and other behaviors deemed by the advisor as a conflict with the mission and purpose of the SGA.
- II. Inactive membership does not supersede or overrule the entire article ix which outline how a member of student government association will be removed or disciplined. If there is a case of expulsion, suspension, removal, or inactive membership of an officer, the final determinant of expulsion, suspension, removal, or inactive membership will be decided by the SGA's advisor.

Under the terms listed in *Inactive Membership*, the officer who goes into inactive membership forfeits:

- I. Wearing any SGA paraphernalia to any **official** event.
- II. Participating in any SGA events as an officer (i.e. operational meetings, leadership trainings, and social, intellectual, and/or informative events).
- III. Voting and other privileges as notated in SGA's Constitution.

Section 5: Fulfillment of Officer Responsibility

- a. Fulfillment of officer or committee responsibility shall be determined by evaluation of the execution of duties of officers as outlined and the duties of committee chairs assigned.
- b. Any misuse of the Student Government Association's property (keys, letterhead, SGA office, etc.) can result in immediate suspension/expulsion from the SGA.

Section 6: Process: Warning Letters

- a. Will be given at 2 tardies. After a warning letter has been received

- the next offense will result in an absence.
- b. Will be given at 2 absences. After a warning letter has been received the next offense will result in expulsion.

Section 3: Removal of Officers

a. 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 Engagement.

Section 4: 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 Senior 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 Sophomore 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 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 Vice-President of the Senior 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 Freshmen 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 5: Conduct of Meetings

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

Section 6: 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 4:00 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:

- I. Call to Order
- II. Quorum
- III. Old Business
- IV. Executive Board Reports
- V. New Business
- VI. Open Floor
- VII. Adjournment

Section 7: Student Organization Responsibilities

All campus organizations must register with the SGA through the Student Engagement. All campus organizations, in order to be considered active, must comply with the rules and regulations set forth by the Student Activities Committee.

The non-governing body shall consist of the Organization delegates and HSSU Student Body.

- Delegates will be appointed representatives from each HSSU student organizations that receive 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% deduction from the awarded allocation, to be taken in immediately.
 - a. This money will be placed into the 1857 Campaign
4. Receive an additional 1% deduction, to be added to the 10% penalty which will also be automatically deposited into the 1857 Campaign for the core operating budget.

Section 8: Debate and Campaign Period

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 9: 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:

- I. All nominees must be currently enrolled at HSSU with a minimum of 12 credit hours.
- II. 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.
- III. All nominees campaigning for SGA President and Vice President must have served within Student Government Association for one (1) year prior to nominations and elections.
- IV. There will be an interest meeting and leadership training for all positions before the elections. This meeting is not a substitution but an addition to the mandatory candidates' meeting. At this time, all interested candidates will be administered an exam on Harris-

- Stowe State University Student Government Association Constitution, in which he/she must pass with 75% or better correctly answered.
- V. The Student Government Association's advisor will be responsible for gathering the cumulative grade point average of each possible candidate, prior to application pick-up.
 - VI. All activities for campaigning must be cleared through the Office of Student Engagement.
 - VII. There shall be no campaigning or any attempt to influence a student's vote on Election Day. All campaigning must be 100 feet from the polls.
 - VIII. No campaign rallies, concerts, etc., should be held in or around academic areas during class hours.
 - IX. No placing of campaigning materials on trees, glass surfaces, pool tables, games, salad bar, or traffic signs. (See Residential Hall Coordinators for placing of material within the residence halls.)
 - X. Campaigning may begin immediately following approval by the Office of Student Engagement.
 - XI. Verbal campaigning will be defined as speaking to or appearing before any group to influence decisions in the election.
 - XII. All verbal campaigning must adhere to professional manner.
 - XIII. Removal of campaigning materials must take place within 24 hours after the election, unless candidates qualify for run-off election.
 - XIV. There should be no deliberate removal, destruction, or defacing of any items of campaigning materials of any candidate.

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 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 - 30 hours

Sophomore representatives -- 31 - 60 hours

Junior representatives -- 61 - 90 hours

Senior representatives -- 91 - 120 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 10: Allocation of Funds

An active student organization is defined as “a group of Harris-Stowe State University students joined in the pursuit of a common purpose, which is in support of the mission, goals, and values of Harris-Stowe State University.” The organization must be guided by a lawful constitution, directed by chosen officers and approved advisors, and chartered by the Director of the Office of Student Engagement and approved by the Dean of Student Success.

Recognition as a student organization in no way implies that Harris-Stowe State University necessarily endorses positions or points of view expressed privately or publicly by members of recognized student organizations.

As a condition of University recognition, student organizations are open to all registered students without regard to race, color, creed, gender, physical impairment, national or ethnic origin, or age. Social fraternities and sororities may restrict membership to students of the same gender. Implementation of this policy is the responsibility of the regional and national guidelines.

In order to receive allocation of funds from the SGA, a Charter must be granted by the Office of Student Engagement to groups wishing to become an approved student organization. The application for Charter must be submitted in duplicate or via email to the Dean of Student Success as well as Corresponding Secretary of the SGA. The application requests the following information:

- Name of the organization
- Purpose of the organization
- Proposed activities of organization
- List a minimum of 8 prospective members (name, student ID number, and classification) must be in good academic and citizenship standing
- Name, email address and telephone number of faculty and/or staff advisor(s)
- A statement of non-discrimination in the selection of members
- A statement indicating support of missions, goals, and values of Harris-Stowe State University

The Director of Student Engagement will review the application for the University Charter to be approved or disapproved. If primary approval is given to start an organization, the interested students are given permissions to hold an initial meeting to write a proposed constitution. The proposed constitution must be signed by a minimum of eight (8) prospective members and advisor(s). Three copies of the proposed constitution must be submitted to the Office of Student Engagement for distribution to the Dean of Student Affairs, the Corresponding Secretary of Student Government Association and the files of the Office of Student Engagement. Upon approval of the constitution by the Office of Student Activities, the group may function as a chartered College organization. If the constitution is not approved, the group may not function until appropriate revisions have been made to and approved by the Office of Student Engagement.

In the first meeting of the new club, after its charter has been granted, the group must elect its full slate of officers and submit three copies of same or email to the Office of Student Engagement on the following business day.

Each recognized student organization of the University must renew its charter annually with the Office of Student Engagement by the first week of September. Charters are used to update the organization's slate of officers and to record constitutional changes.

Organizations must conduct their selection of primary student officers as well as yearly organizational budget, prior to the end of Spring semester for the renewal application to be accepted as complete. Failure to comply with the renewal deadline shall result in revocation of the organization's charter and privileges to operate as a Harris-Stowe State University student organization.

Any organization in good standing with the University which allows its charter to lapse over a 2 month period of no events, conduct business without knowledge and/or attendance of an Advisor(s), as well as no record of SGA General Body Meetings attendance is denied all rights and privileges accorded students organizations as specified in this document and shall not operate on the campus. Repeated attempts to operate without University recognition shall result in disciplinary action against the individual students and may result in suspension from the University.

Section 11: 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 12: Powers

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

***Proposed Amendment**