

**CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION
OF UNION UNIVERSITY**

Ratified by the Senate and approved by the student body: May 2001
Last amended: May 2007

PREAMBLE

With the consent of the administration, faculty, and trustees, we, the students of Union University, in order to foster unity between students and school, to promote student concerns, and to advance the general welfare of the school, do ordain and establish this Constitution for the Student Government Association of Union University.

Article I. Association

- Section 1** This institution shall be called the Student Government Association of Union University, hereinafter referred to as the Student Government Association (herein referred to as SGA).
- Section 2** Upon enrollment in Union University, each student shall become a member of the student body, and shall be subject to the rules and regulations of the Student Government Association. As a member, students expressing concerns shall be represented by a Senator in the Student Senate who shall present his/her issue(s) as it pertains to the general welfare of the school and to student concerns.
- Section 3** The Student Government Association shall be the governing body for the students of Union University.
- Section 4** Any apportionment of funds by the college administration to the SGA shall be managed by its officers under the direction of the SGA Advisor. The SGA officers shall receive scholarships for the year in which they hold office, according to the following amounts: SGA President, \$500 per semester; Vice-president, \$300 per semester; Treasurer, \$300 per semester; Secretary, \$300 per semester; SAC President, \$500 per semester. Scholarships will be managed by the Office of Student Financial Planning.

Article II. Executive Branch

- Section 1** The purpose of the Executive Branch of the SGA shall be to pursue the fulfillment of the enactments of the Student Senate, and to perform other duties as outlined for individual offices in the Constitution and By-laws.
- Section 2** The Executive Branch of the SGA shall be led by of the President, whose Cabinet includes the Vice-president, Treasurer, Secretary, SAC President, Attorney General, Chief of Staff, Ambassador and the SGA Public Relations

Coordinator. The president may appoint other members of the Student Body to his/her Cabinet at his discretion.

Section 3 Executive Duties

A) SGA President

1. The SGA President shall be charged with the responsibility of enforcing and maintaining the Constitution and By-laws of the SGA.
2. The SGA President shall serve as a connecting link between the students and the college administration. He/she shall represent the Student Body and shall voice student opinion when called upon, or when deemed necessary by the President of the Student Senate.
3. The SGA President shall appoint members of the Executive Branch or the Student Body to aid in carrying out the responsibilities of the President. The SGA Advisor may aid the SGA President in appointing members of the Executive Branch.
4. The SGA President shall, under normal circumstances, deliver a welcome at the opening convocation of the university.
5. The SGA President has veto power over Senate legislation. He/she must either approve or veto a bill within fourteen (14) days after its passage in the Student Senate, or the bill shall go into effect without his/her endorsement.
6. The SGA President shall be responsible for recommending student members to the faculty/staff committees of the university.
7. The SGA President shall be an Executive Officer of the SGA. He/she shall present legislation, with or without the Ambassador, to the administration for approval.
8. The SGA President may choose to report to the Student Senate action which has been taken on a bill passed by Senate or may appoint the Ambassador to do so.
9. The SGA President shall attend Student Senate meetings without voting privileges. He/she has voice privileges concerning SGA matters, but may not speak for or against any legislation.
10. The SGA President shall be available in the SGA office three (3) hours per week, when school is in session (excluding summer and winter terms). His or her hours shall be posted.
11. The SGA President shall, upon his/her discretion, deliver a State of Union address before the full Senate.

B) Vice-president

1. The Vice-president shall serve as President of the Student Senate.
2. The Vice-president shall serve as President of the SGA in the absence of the President.
3. The Vice-president shall assume any other duties assigned him/her by the President.
4. The Vice-president shall duly instruct all senators as to the standing rules and procedures observed by the Student Senate.
5. The Vice-president shall vote in the Student Senate only to break a tie.

6. The Vice-president shall be available in the SGA office two (2) hours per week, when school is in session (excluding summer and winter terms). His or her hours shall be posted.

C) Treasurer

1. The Treasurer shall keep accurate records of all financial transactions enacted by the Senate.
2. The Treasurer may be called on to make a financial report at Student Senate meetings.
3. The Treasurer shall work with the other SGA officers to present a budget for expenditures during his/her term in office.
4. The Treasurer may not authorize or distribute any money of the SGA without the approval of the Dean of Students and/or the SGA Advisor and the SGA President.
5. The Treasurer must present an itemized report of the SGA budget at a meeting of the Student Senate each semester.
6. The Treasurer shall attend Student Senate meetings with voice privileges, but no voting privileges.
7. The Treasurer shall be available in the SGA office one (1) hour per week, when school is in session (excluding summer and winter terms). His or her hours shall be posted.

D) Secretary

1. The Secretary shall keep accurate records of all executive meetings.
2. The Secretary shall handle all correspondence relative to the SGA.
3. The Secretary shall assume any other duties delegated by the President of SGA.
4. The Secretary shall take roll and keep minutes of all Senate meetings. Copies of the minutes shall be sent to the SGA Advisor and the Dean of Students.
5. The Secretary shall keep the Student Body informed of the actions and activities of the SGA through the medium of the Cardinal and Cream or other such desired means.
6. The Secretary shall attend Student Senate meetings with voice privileges, but no voting privileges.
7. The Secretary shall deliver, upon request, a true and accurate copy of the Constitution of the SGA to any member of the Student Body.
8. The Secretary shall be available in the SGA office one (1) hour per week, when school is in session (excluding summer and winter terms). His or her hours shall be posted.

E) SAC President

1. The Student Activities Council President shall preside over SAC meetings and serve as the primary liaison between SAC and the SGA Executive Council.
2. The SAC President shall not hold an SGA Class Office during his/her term as SAC President.
3. At the time of his/her election, the SAC President must currently serve on SAC and have served for three consecutive semesters.

4. The SAC President shall attend all Student Senate meetings without voting privileges. He/she has voice privileges concerning SAC matters but can not speak for or against legislation.
5. The SAC President shall fulfill all other obligations as outlined in the SAC Constitution and/or Bylaws.

F) Attorney General

1. The Attorney General shall be appointed by the SGA President. The appointment shall be made after the SGA Executive elections in the fall semester.
2. The Attorney General shall not occupy a SGA Class or Senatorial office.
3. The Attorney General shall be the chief legal officer in any student litigation specifically concerning the SGA.
4. The Attorney General shall be responsible for the enforcement and maintenance of the Constitution and By-laws of the SGA. He/She shall serve as counsel for the SGA.
5. The Attorney General shall submit written opinion concerning questions of law to the President and Vice-president of SGA upon request. The Attorney General has two weeks to issue said opinion from the time the action took place. A copy of the opinion shall be placed in the SGA Archives.
6. The Attorney General, with the Secretary, shall administer all elections. The Attorney General shall be responsible for preparing all ballots and conforming them to proper SGA format.
7. In cases of election violations and conflicts, the Attorney General shall confer immediately with the SGA Vice-president. A written decision must be issued by the Attorney General within twenty-four hours.

G) SGA Public Relations Coordinator

1. The SGA Public Relations Coordinator shall be appointed by the SGA President and confirmed by the SGA Senate. The appointment shall be made following the SGA Executive elections in the Fall.
2. The SGA PRC is responsible for all appropriate public relations issues impacting the SGA, including but not limited to campus like issues, Senate, and special SGA-sponsored events.
3. The SGA PRC must exhibit a working knowledge of graphic design as well as having a requisite level of artistic skill.
4. The SGA PRC shall be available in the SGA Office one (1) hour per week, when school is in session.

Article III. Legislative Branch

Section 1

The Legislative Branch shall be composed solely of the Student Senate. Its purpose shall be to represent the entire Student Body through legislation. It shall have the power to pass bills and resolutions concerning student government and other aspects of student life. The Student Senate shall be able to make recommendations to the University's administration concerning any matter which pertains to student welfare.

- Section 2** The Student Senate shall meet no less than twice a month (except in the case of holidays). Special meetings may be called by the SGA President. In all meetings of the Student Senate, quorum shall consist of a simple majority of the total Senate. Procedure shall be governed by Robert's Rules of Order and the Student Government Association Constitution and By-laws.
- Section 3** The Student Senate shall be composed of two (2) senators from each organization recognized by the University. It shall also include Class Officers (4), four (4) senators from the Freshman Council, and two (2) senators representing commuter students-at-large, selected by the SGA Executives.
- Section 4** **Senator's Rights and Duties**
- A) Each Senator shall have one (1) vote in Senate meetings. Each organization, except those specified above, shall have two (2) votes per organization. A Senator may present legislation, provide discussion or debate on a piece of legislation, or make club announcements, provided he/she does all of these within the proper Senate context and regulations.
 - B) Each Senator is allowed two (2) absences during the semester, provided he/she secures a substitute from his/her organization for those absences. Any Senator absent without a substitute shall be expelled. When a Senator's absences have exceeded two (2) in number, the Senator in question shall be expelled from Senate, at the discretion of the SGA Vice-president, and that Senator's organization shall be notified to appoint a replacement. If the newly appointed Senator is absent from two (2) Senate meetings, he/she shall be expelled from the Senate, at the discretion of the SGA Vice-president, and that organization shall not be allowed a replacement for that semester. Any Senator having been expelled from Senate has the right to appeal to a panel composed of Senate officers.
 - C) The Senate substitute shall represent only the absent Senator and must be a member of the Senator's organization. Substitutes must identify themselves at sign-in with the Sergeant-at-Arms, or the Senator will be recorded as absent. The Senator is responsible for obtaining all resolutions and other materials from his/her substitute.
- Section 5** The offices of President Pro Tempore and Clerk shall be elected by the Senate in its first regular meeting of the calendar year. The offices of Chaplain and Sergeant-at-Arms shall be appointed by the SGA Vice-president and confirmed by a simple majority in the full Senate.
- A) The President Pro Tempore shall preside at Senate meetings in the absence of the SGA Vice-president and shall assume any other responsibilities designated to him or her by the Vice-president.
 - B) The Clerk shall present the title of each piece of legislation according to the President of the Senate's instruction and record any amendment(s) to bills. He or she shall also assume the Secretary's Senate duties in his or her absence.
 - C) The Chaplain shall provide spiritual leadership and support for the Senate body. He or she shall also lead the Senate in prayer.
 - D) The Sergeant-at-Arms shall be charged with maintaining conduct of the Senators and guests. At the discretion of the President of the Senate, the

Sergeant-at-Arms may be called upon to remove disorderly individuals from the Senate chamber.

Section 6 All legislation passed by the Senate must be presented to the SGA President for approval. He/she may either approve or veto the legislation. If no action is taken by the President within fourteen (14) days after the bill is presented to him/her by the President of the Senate, the bill becomes effective. A two-thirds (2/3) majority vote of the Senators present at a meeting is required to override the President's veto. All approved legislation shall be presented by the President and/or Secretary to the Ambassador, who carries signed legislation to the Dean of Students. The Dean of Students then directs the Ambassador to the appropriate channels for action. The Ambassador reports back his/her findings to the Senate as progress is made. The Ambassador may also publish legislation reports and actions in the Cardinal & Cream with proper publishing permission.

Article IV. Elections

Section 1 Each candidate for an Executive office shall have a 2.5 GPA or higher and shall maintain a 2.5 GPA throughout his/her term in office. Each candidate for an SGA Executive office shall present a petition with fifty (50) signatures from the student body to the Attorney General or SGA Advisor. Candidates for SAC President must also present a petition with fifty (50) signatures from the student body, but at least ten (10) of these signatures must be those of current SAC members. An Executive office candidate may not be a first-year student during the term in which he or she would hold office. An SGA Executive office candidate must have student government experience while a student at Union University in either a Class office or Class council position. The candidate must have participated in one full semester of SGA leadership, which may include the semester in which the candidate campaigns for office.

Section 2 Each candidate for a Class office shall have a 2.5 GPA or higher and shall maintain a 2.5 GPA throughout his/her respective term in office. Each candidate for a Class office shall present a petition with twenty-five (25) signatures from members of his/her class to the Attorney General or SGA Advisor. Each candidate for and current Class Officer must live in campus housing.

Section 3 The rules and regulations concerning campaigns are found in the By-Laws.

Section 4 Elections shall be held in accordance with the rules and regulations found in Article I of the By-Laws. A candidate shall be declared the winner if he/she has received a plurality of the votes cast. In the event of a tie, a runoff election shall be conducted.

Section 5 Automatic installation of Class officers and Executive Officers shall take place immediately after the election results are confirmed. Executive officer terms follow calendar years, beginning on 1 January and concluding 31 December. Class officer terms follow academic years, beginning with the last day of class in the year in which they are elected and concluding on the last day of class in the following year. Appointments are made by the newly elected SGA President on or before the beginning of his or her term.

Section 6 Each organization shall elect Senators by the second week of each semester. Organizations must notify the SGA Secretary and Advisor of its appointed Senators by the second week of each semester or shall be subject to expulsion from Senatorial privileges for the concurrent academic year, upon approval from the SGA Advisor.

Article V. Class Government

Section 1 The purpose of Class government shall be to provide an effective structure within which class activities and actions can be implemented.

Section 2 The class officers shall be as follows: President, Vice-president, Treasurer and Secretary.

A) The President of each class shall be the executive officer of that class, shall be in charge of all class activities and shall preside at all class meetings.

B) The Vice-president of each class shall preside at class meetings in the absence of the President. He or she shall assume any other duties assigned by the class President.

C) The Treasurer of each class shall keep accurate records of any monetary transactions made by the class and shall report such transactions at each class meeting. No transactions may be made without prior approval from the class President and the SGA Advisor.

D) The Secretary of each class shall keep accurate records of class meetings and shall be responsible for all publicity pertaining to class activities.

E) Each elected Class government is required to appoint a class council of no less than four people.

Section 3 The Freshman Council shall be the governing body of the freshman class. It shall be comprised of fourteen to sixteen members selected from the freshman class at large who apply for the position. The two advisors to the Freshman Council, as appointed by the SGA President, shall form a standing committee with the express purpose of selecting members of the Freshman Council, with the advice and consent of the SGA President.

A) The Freshman Council shall, in the fall semester, elect from itself a Chairperson, a Vice-chairperson, a Treasurer and Secretary whose duties shall coincide with those outlined for class officers.

B) The Freshman Council shall also elect four (4) Senators from itself to represent the freshman class in Senate (see Article III, Section 3).

C) The Freshman Council advisors may appoint a new member if a vacancy on the council occurs.

D) In the event of a Freshman Council member failing to fulfill such expectations as attending meetings or performing duties entrusted to him or her, the Freshman Council Chairperson or Vice-chairperson may present such grievances to the Freshman Council advisors. Upon reviewing the information, the Freshman Council advisors may decide to remove the individual. If the individual is removed, the advisors may appoint a replacement who must be from among the group of original applicants.

Section 4 Upon his/her discretion, class meetings shall be called by the President of the class. At least one (1) class meeting per semester shall be required.

Section 5 Each class is required to present two (2) pieces of legislation per semester to the Senate for consideration.

Section 6 Vacancies in class government shall be filled by election (see By-Laws).

Article VI. Referendum

All decisions of the Student Government Association, including legislative and executive, are subject to dissention. After all constitutional means have been exhausted, the dissenting group may petition the Senate to call for a referendum by the Student Body. Said dissent requires one-quarter (1/4) written affirmation of the Student Body. Upon receipt of a valid petition, the Student Government Association will present said referendum to a vote by the Student Body. The referendum will become enacted by the Student Government Association provided it receives a two-thirds majority vote of the Student Body.

Article VII. Impeachment and Expulsion of Officers

Section 1 All officers of the Student Government Association shall be subject to impeachment for the following reasons:
A) Failure to maintain a 2.5 GPA throughout his or her term in office.
B) Failure to carry out responsibilities as defined in the SGA Constitution, for executive officers (Article II, Section 3) and for class officers (Article V, Section 2), as well as the SGA Bylaws.

Section 2 To impeach an executive officer, a petition with one-tenth (1/10) of the Student Body's signatures shall be presented to the President Pro Tempore of the Senate and must be approved by a three-fifths majority vote of the Senators present. To impeach a class officer, a petition with one-tenth (1/10) of the signatures of the members of his or her class be presented to the President Pro Tempore of the Senate and must be approved by a three-fifths majority vote of the Senators present

Section 3 Upon notification of impeachment, the officer shall be allowed one week to prepare adequate defense. The expulsion proceedings shall commence in the Senate one week after the issuance of impeachment to said officer. To expel an officer, the Senate must support the motion with a two-thirds (2/3) majority vote.

Section 4 If an officer is expelled, the SGA President (or Vice-president in the event a President is expelled) shall appoint an officer pro tempore to assume the duties of the vacant office until an election for said office is held.

Article VIII. Resignation of Officers

Upon resignation of the SGA President, the Vice-president shall assume the office of President and the Executive officers shall appoint a new Vice-president to be approved by two-thirds (2/3) majority vote of the Senate. Other offices which become vacant shall be filled by appointment of the Executive officers with simple majority approval of the Senate. Scholarships for SGA executives will be pro-rated according to the number of weeks served by the resigning executive officer.

Article IX. Constitutional Amendments

An amendment must be presented to the Senate and passed by a two-thirds (2/3) majority vote of the Senators present. Upon passage, the proposed amendment shall be conspicuously publicized and shall be presented to the Student Body for adoption by popular election. It shall be passed by two-thirds (2/3) majority of the voting Student Body. Failure to achieve said majority shall prohibit adoption of the proposed amendment to the Constitution.

Article X. Constitutional Convention

Upon petition by five hundred (500) members of the student body, and three-fourths (3/4) approval of said petition in the full Senate, a Constitutional Convention shall be established. The delegates of said convention shall be comprised of the SGA President, Vice-president, Treasurer, Secretary, SAC President, Attorney General, and SGA Public Relations Coordinator, as well as seven (7) Senators elected with plurality by the Senate. The Convention's proposed constitution must obtain two-thirds (2/3) approval from the Student Senate and by popular election for ratification. Upon ratification, the new constitution shall be established at the commencement of the following academic semester.

Article XI. By-Laws

Section 1 The By-Laws of the Student Government Association shall be established and maintained by the Executive Council and ratified by the Student Senate.

Section 2 Amendments to the By-Laws shall be adopted in the Senate by a two-thirds (2/3) majority vote of Senators present.