

# **Student Government Association Constitution**

of the

## **University of North Texas at Dallas**

Ratified Summer 2017

### **Preamble**

We, the Students of The University of North Texas at Dallas, hereby recognize the Student Government Association (SGA) as the forum of student opinion and to serve as the official voice of the Student Body on matters of Student welfare, campus policy, and the implementation of this policy. The SGA shall operate within the laws of the state of Texas and the Rules and Regulations of the University of North Texas System. The SGA shall assist the University with identifying and communicating the interests, programs, and goals of the majority of students; and assist the University in providing students with programs to meet students' needs.

### **Article I - Name**

The organization of the Student Body as a whole at the University of North Texas at Dallas shall be known as the Student Government Association, abbreviated as SGA.

### **Article II Purpose**

The Student Government Association shall:

1. Provide a legislative body that is representative of the student body and serve as the central and all-encompassing student organization on campus.
2. Create, promote, and support programs of benefit to all students.
3. Communicate within administrators, faculty, and student bodies of other institutions.
4. Participate in regulation and appoint members to the Student Service Fee Advisory Committee (SSFAC) according to the University of North Texas at Dallas Policies and Procedures.
5. Above all, to ensure that the voice of the Students Body is always heard at the University of North Texas at Dallas administration, faculty and staff.

### **Article III Composition of the Association**

#### **Section I. Membership**

1. Every registered student, as defined by the University of North Texas at Dallas, shall have equal membership and voting rights in the Student Body.
2. Membership will not be denied or discriminated upon the basis of gender, ethnic origin, physical challenges, sexual orientation, religion, or any other qualities that have no bearing on a Student's ability to function as a member of the Student Body.

#### **Section II. Composition**

The Association will consist of the voting Student Body, an Executive Office, and a Student Senate.

# **Article IV Executive Office**

## **Section I. Officers**

The executive office of this association shall be a President, Vice President, Finance Officer, Records Officer, Programming Officer, and Outreach Officer. All executive officers shall be active official members of SGA for at least one semester and enrolled students at UNT Dallas.

## **Section II. Election of Executive Office**

The method of election shall be by written/electronic ballot during the Spring semester. The Executive Office shall be popularly elected by the majority of all voting students during the spring semester. No person may be elected to the same office for more than two terms, with one term referring to one academic year. All officers shall assume their duties on June 1st of each year.

1. If there is no viable candidate running for the executive positions, any previous executive officer may run again to fill the position, regardless of terms served.

## **Section III. Eligibility**

1. The Executive Office board members file application.
2. Be in good academic status with the University by the time of his/ her assumption of office.
  - a. Good academic status is defined by a 2.5 GPA
3. For President and Vice President, a student must have served two long semesters in an official capacity within the Student Government Association
4. All other Executive Officers must have served at least one long semester in an official capacity (senator position) within the Student Government Association.

## **Section IV. Vacancies**

1. Vacancies occurring between elections in any office shall be filled by appointment of the President with approval of the Executive Committee (Except the office of the President which shall be filled by the Vice-President), with first priority given to Student Senate members.
2. In the event of the resignation, death, or absence of a member of the Executive Committee for two consecutive meetings of the committee per semester, without justification, that office shall be declared vacant by the President or majority of the Executive Office.
  - a. In the case of an exception to the absence policy, the Executive Officers will have final say by a vote.

## **Section V. Duties and Powers**

Upon the Executive Office shall rest (in the interim of the regular meeting) the duties, responsibilities, and authority for the conduct of the association in all matters.

### *The President shall:*

1. Preside and chair at all meetings of the association and the Executive Office.
2. Approve all official communications sent in the name of our organization.
3. Assist all officers in overseeing the execution of all pieces of legislation passed by the Student Senate and all Senate business.
4. Be responsible for maintaining communication with the student body, Student Senators, and University officials.
5. Act as the face of the student body and University at all times.
6. Work 10 hours a week in the office.
7. Be paid \$1000/semester upon completion of job responsibilities and office hour requirements.

### *Vice President shall:*

2. Attend all function called by the President.
3. In the absence of the President, assume the duties of that office.
4. Assist Student Senate in identifying issues and concerns from the Student Body and present those at General Assembly meetings.
5. Assign and remove Senators to and from standing committees or the general assembly.
6. Work 8 hours a week in the office.
7. Be paid \$750/semester upon completion of job responsibilities and office hour requirements.

*Treasurer shall:*

1. Receive and disburse all monies within the general Student Government Association budget line with the approval of the Executive Office.
2. Appoint two senators to serve on Jagger's Den Appropriations Committee.
3. Authorize all monies within the Jagger's Den budget line with the approval of the Jagger's Den Appropriations Committee.
4. Sign all purchase orders authorized by the Executive Office. The Advisor or Administrative official shall sign all purchase orders.
5. Keep an accurate ledger of receipts and expenditures, shall report the financial status at each meeting for the minutes.
6. Stay up on date on regulations affecting the student service fee.
7. Work 6 hours a week in the office.
8. Be paid \$500/semester upon completion of job responsibilities and office hour requirements.

*The Secretary shall:*

1. Keep a record of all meetings of the association and of the Executive Office.
2. Prepare and keep on file a correct list of the names and addresses of the members of the Executive Office and of the organization.
3. Communicate information regarding meetings to members, affiliates, and the general public.
4. Publish all pertinent acts and decisions of SGA to campus and act as historian as needed.
5. Maintain Student Government Association organization within JagSync.
6. Maintain and distribute the Jaguar Roar newsletter
7. Work 6 hours a week in the office.
8. Be paid \$250/semester upon completion of job responsibilities and office hour requirements.

*The Public Relations Officer shall:*

1. Be responsible for coordinating information with all parties within the Faculty, Administration, and Student Body.
2. Publicize functions at the school at least two weeks' prior of upcoming events.
3. Manage all means of collecting information from students on issues of concern.
4. Work with outside organizations to assist with projects and funding.
5. Work with Records Officer to promote events on Student Government Association organization on JagSync, the Jaguar Roar and social media outlets.
6. Serve as the student organization liaison on the Student Organizations President's Council
7. Work 8 hours a week in the office.
8. Be paid \$500/semester upon completion of job responsibilities and office hour requirements.

*The Programming Officer Shall:*

1. Manage all programming including related to SGA & activities
2. Responsible for maintaining budgets for events with the assistance of the advisor or budget

3. Be responsible for submitting all Program Proposal Forms to the Student Government Association advisor for each event.
4. Work with other officers and outside sources to research the most effective means of involving students in programming.
5. Assesses all programs; collects and analyzes all assessment data from SGA programming
6. Work 8 hours a week in the office.
7. Be paid \$750/semester upon completion of job responsibilities and office hour requirements.

*The Parliamentarian Shall:*

1. Implement all aspects of parliamentary procedures;
2. Time keeper of meetings;
3. Keeps the order of business at general meeting.
4. Responsible for knowing Robert's Rules of Order and assisting all Executive Board members with the rules.
5. Responsible for advising the President or chairperson on procedures during meeting.

All Executive Office Board Members shall process a transfer of files of records to his/her successor at the close of the term office within 14 business days.

## **Article V Student Senate**

### **Section II. Composition**

The Student Senate shall consist of a representative from the student body/registered student organizations. The senator representation, numbering 16, shall be as follows:

1. Two seats for each college
  - a. College of Liberal Arts & Sciences
  - b. College of Business
  - c. College of Education
  - d. College of Human Services
2. Two seats from the general Student Body
3. Two seats from the Graduate Student Body
4. Two seats representing the Freshman Class
5. Two seats representing the Transfer population
6. One seat representing the Veteran population
7. One seat representing the Residence Hall population

### **Section III. Eligibility**

The Senate members of the Student Government Association must be in good academic status with the University by the time of his/ her assumption of office with a minimum GPA of a 2.5.

1. Senators will be required to attend at least ten events/programs hosted by Student Government Association each semester.
  - a. It is the responsibility of each senator to maintain their records of attendance at events, signed by an executive officer at each event.
  - b. Their record must be turned in at the end of each semester to the Vice President to remain in good standing.
2. Senators must attend all General Assembly meetings of the Student Government Association, with absences numbering no more than three, without justification.
3. Senators executive liaison will the Vice President.

### **Section IV: Duties and Powers of the Student Senate**

1. The legislative and fiscal powers of the Association shall be vested in the Student Senate
2. Senators have the power to amend the association's legislation by a majority vote.
3. The Student Senate shall have the duty to carry out assigned duties by the Student Government Association.
4. Recommend and pass legislation deemed necessary and proper to carry on business and promote the universal wellbeing of the Student Body.
5. The power of impeachment shall rest solely with the Senate, but three-fourths (12 senators out of 16) of the Senators present at the Senate meeting in which the motion of impeachment presented must agree.
6. Each senator will be required to serve on designated committees assembled by the President.

### **Article VI Fiscal Matters**

## **Section I. Students Service Fee**

1. The Student Government Association shall annually apply for the receipt of Student Services Fees from the University of North Texas at Dallas Student Service Fee Committee.
2. The Association shall function as an independent Student Service Fee unit within the University of North Texas Dallas and shall follow all fiscal procedures pertaining to such status.