



## Student Government Association Constitution

### PREAMBLE

The Missouri Western State University Student Government Association (SGA) is committed to enhancing campus life and promoting a positive image of the university. To this end, the Student Government strives to:

- Actively PARTICIPATE in the fulfillment of the university's mission,
- ADVOCATE for the views of the student body by working with the university administration to formulate University policy and serving as members on university committees,
- FACILITATE communication and mutual understanding between the Student Association, faculty, staff, and administration.

### ARTICLE I – NAME

The organization shall be known as the Missouri Western State University Student Government Association. The organization shall henceforth be referred to in this document as the SGA and Missouri Western State University shall henceforth be referred to as the university.

### ARTICLE II – ORGANIZATIONAL STRUCTURE AND OVERVIEW

The SGA consists of four branches (legislative, executive, activities and residential). An overview of the functions and membership of each branch is provided below.

#### Section 1: Legislative Branch

The legislative branch, which is known as the SGA Senate, functions as the main voting branch of the SGA and is charged with serving as the primary student voice for all university students; managing the SGA fee; promoting and sponsoring services for the student body; assuring the procedures in this constitution are upheld; passing legislation, by-laws, and constitutional amendments; and recognizing and supporting student organizations. The legislative branch is chaired by the SGA executive vice president and is made up of twenty (20) elected senators. The legislative branch is outlined in greater detail in SGA Constitution Article III.

#### Section 2: Executive Branch

The executive branch, which is known as the Executive Board, functions to provide general oversight and management of the SGA. The Executive Board shall consist of the SGA president, SGA executive vice president, and SGA vice president for Residence Council (RC), SGA vice president for Western Activities Council (WAC) and all appointed SGA directors and chairpersons. The Executive Board shall be chaired and managed by the SGA president. The executive branch is outlined in greater detail in SGA Constitution Article IV

#### Section 3: Activities Branch

The activities branch, which is known as the Western Activities Council (WAC), functions as the university's official programming organization, and strives to bring a diverse selection of social, educational, recreational, and cultural events to the university and the surrounding community. The activities branch is chaired by the SGA vice president for WAC and is comprised of appointed officers and council members. The activities branch is outlined in greater detail in SGA Constitution Article V.

#### Section 4: Residential Branch

The residential branch, which is known as the Residence Council (RC), functions as the official voice of those students living in the university's residence halls. The council is responsible for communicating student issues and concerns to the residential life and campus dining services staff, creating policies and procedures that improve the quality of life for students residing in the halls, and working with residential life staff to fund and provide social and educational programs.



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The council is chaired by the SGA vice president for RC and is comprised of appointed officers and council members. The residential branch is outlined in greater detail in SGA Constitution Article VI.

### ARTICLE III – LEGISLATIVE BRANCH

#### Section 1: Membership

The legislative powers of the SGA shall be vested in the SGA Senate, and it shall consist of twenty (20) elected senators. The SGA Senate shall also have a presiding officer and a parliamentarian. A quorum of the SGA Senate shall be required for official business to be acted upon. A quorum shall be defined as half, plus one (1), of SGA Senate voting members.

##### A. *Qualifications of Candidates for Senators*

1. To be eligible to be a SGA senator, a candidate must be enrolled at MWSU as a full-time student (and remain as a full-time student during the term of office). He/she must also give assurance to the elections commissioner and the SGA advisor that he/she plans to attend MWSU during his/her term of office. A candidate must also have a 2.25 (on a 4.000 scale) cumulative grade point average.

##### B. *Senator Elections (See SGA Constitution Article VII)*

##### C. *Removal of a Senator*

1. Any SGA senator may be removed from office through a vote of two-thirds (2/3) of all SGA senators (with the exception of the senator in question of removal).
2. An SGA senator shall lose his/her position due to failure of meeting the qualifications of SGA senator during his/her term of office.
3. Any SGA senator may be removed from the SGA Senate if he/she has three (3) unexcused absences.

##### D. *Replacement of a SGA Senator*

1. Should, for any reason, an SGA senator position becomes vacant, the SGA president at his/her discretion shall appoint an associate senator to fill the open SGA senator position. In the event there are no associate senators, the SGA president shall appoint any qualified student to fill the open position. The person appointed by the SGA president shall assume the position upon the approval of a majority of the SGA Senate voting members.

#### Section 2: Powers of the SGA Senate

- A. The SGA Senate shall be the main voting body of the SGA and shall enact such legislation as its members deem necessary in order to carry out legislative functions. All substantive action must be reviewed and approved by the university administration.
- B. The SGA Senate shall be responsible for approving the SGA budget.
- C. The SGA Senate shall be the only voting body within the Association that may pass by-laws to accompany the SGA Constitution. The SGA By-laws shall not conflict with the SGA Constitution or standing university policies and procedures.
- D. The SGA Constitution amendments are made through initiative and referendum and must be ratified by an affirmative vote of the Association. (See SGA Constitution Article XIII).
- E. The SGA Senate shall make sure that all functions of the SGA are for the benefit of all students at MWSU.



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- F. The SGA Senate shall, by a majority vote of the members voting, recognize any group from the Association petitioning to be recognized by the SGA as a campus organization, as recommended by the SGA Senate student relations committee. Additionally, the university president or his/her designee must approve all petitions for club and organization recognition.
- G. SGA Senate committees are defined by the SGA Executive Board and/or Senate voting members. The purpose of the SGA Senate committees is to be proactive in dealing with Association matters.

### Section 3: Parliamentarian of the SGA Senate

The SGA Senate shall, at the earliest opportunity in the fall semester (at least by the third meeting of the SGA Senate during the fall semester), appoint by a majority vote of the members voting, any person they choose to serve as the SGA Senate parliamentarian. The parliamentarian shall serve as an advisor to the presiding officer in making decisions concerning rules of procedures of the SGA Senate meetings and in interpreting the provisions of this constitution and the SGA By-laws. The parliamentarian should inform the presiding officer of any situation in which he/she feels that the rules are not being properly followed.

### Section 4: Legislation of the SGA

The precedence of all SGA legislation shall be in the following order:

1. SGA Constitutional Amendments
2. SGA By-law Amendments
3. SGA Policies/Procedures Amendments
4. SGA Funding and Budget Bills
5. SGA Resolutions

### Section 5: Associate Senators

Members of the student body become associate senators when all twenty (20) SGA Senate seats are filled. Associate senators may replace vacant senators' seats. Applicants for the position of associate senator must attend at least three (3) meetings during the semester of application. The appointment of all associate senators must be approved by a simple majority of SGA Senate voting members. Associate senators shall be given the same privileges, powers and duties as senators with the exception of the power to vote. In addition, associate senators may be removed or replaced under the same criteria as senators.

## ARTICLE IV – EXECUTIVE BRANCH

### Section 1: Executive Board Membership

- A. *SGA President (Elected Position)*  
The SGA president shall be the chief Executive Board member, and all other members of the Executive Board shall report to him/her. It shall be the duty of the SGA president to represent the Association and SGA in all matters. He/she shall also enforce all provisions of this constitution and its by-laws and all other rules of the SGA. He/she shall also make recommendations to the SGA Senate on matters as he/she deems necessary for action. Additionally, the SGA president shall be responsible for maintaining a relationship with external entities that encompass higher education policies.
- B. *SGA Executive Vice President (Elected Position)*  
The SGA executive vice president shall be the second chief Executive Board member and the presiding officer over the SGA Senate. The SGA executive vice president shall assist the SGA president in the performance of his/her duties and shall perform the duties of the SGA president in his/her absence. He/she shall also supervise all SGA Senate standing and special committee chairpersons and keep a record/file of all SGA Senate standing and special committee meetings. The SGA executive vice president shall also perform other such duties assigned by the SGA president. Additionally, he/she shall be responsible for handling all projects assigned to



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him/her by the SGA president or by an SGA Senate resolution. The SGA president supervises the SGA executive vice president.

**C. *Director of Student Relations (Appointed Position)***

The director of student relations shall serve as the primary liaison between the SGA and all recognized student clubs and organizations. He/she shall serve as the chairperson for the SGA student relations committee and be responsible for presenting committee legislation for the recognition of new clubs and organizations to the SGA Senate. He/she shall also be responsible for facilitating the annual student clubs and organization awards application process and ceremony. Additionally, he/she shall be responsible for handling all projects assigned to him/her by the SGA president or by an SGA Senate resolution. The SGA president supervises the director of student relations.

**D. *Director of Finance (Appointed Position)***

The director of finance shall be responsible for itemizing and tracking the SGA budget. He/she shall also serve as chairperson of the Financial Oversight Committee (FOC). Additionally, he/she shall be responsible for handling all projects assigned to him/her by the SGA president or by an SGA Senate resolution. The SGA president supervises the director of finance.

**E. *Director of Communications (Appointed Position)***

The director of communications shall be responsible for all secretarial duties of the SGA Executive Board and Senate. He/she shall also record the minutes of all regular SGA Senate meetings and maintain records of all legislation passed by any SGA branch. He/she shall be responsible for forwarding all records to the SGA advisor to be filed in the SGA master files and forwarded to the appropriate campus administrators. Additionally, he/she shall be responsible for handling all projects assigned to him/her by the SGA president or by an SGA Senate resolution. The SGA president supervises the director of communications.

**F. *Western Activities Council Vice President (Elected Position)***

The SGA vice president for Western Activities Council shall be the presiding officer of the WAC and shall represent the WAC on the SGA Executive Board and the SGA Senate. Additionally, he/she shall be responsible for handling all projects assigned to him/her by the SGA president or by an SGA Senate or WAC resolution.

**G. *Residence Council Vice President (Elected Position)***

The SGA vice president for Residence Council shall be the presiding officer of the RC. The SGA vice president for RC shall represent the RC on the SGA Executive Board and the SGA Senate. Additionally, he/she shall be responsible for handling all projects assigned to him/her by the SGA president or by an SGA Senate or RC resolution.

### Section 2: Ex-Officio Members of the SGA Executive Board

**A. *Student Governor (Appointed by the Governor of Missouri)***

The student governor shall represent the student body on the Board of Governors. The president of the university or his/her designee will advise the student governor.

**B. *Homecoming Chairperson(s) (Appointed Position[s])***

The Homecoming chairperson(s) shall be charged with coordinating all homecoming activities in conjunction with the Center for Student Engagement. Additionally, the chairperson(s) shall be responsible for handling all projects assigned to him/her by the SGA president or by an SGA Senate resolution.

**C. *Election Commissioner (Appointed Position)***

The election commissioner shall be responsible for the maintenance of the election process. He/she shall make sure that each election is conducted in an efficient and effective manner. The election commissioner shall serve as the chairperson of the Elections Commission and be responsible for recruitment of Elections



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Commission members and submitting legislation for membership approval to the SGA Senate. He/she shall also be responsible for presenting all legislation pertaining to SGA elections to the SGA Senate. Additionally, the election commissioner shall be responsible for handling all projects assigned to him/her by the SGA president or by an SGA Senate resolution. (*Additional responsibilities are outlined in SGA Constitution Article VIII.*)

### Section 3: SGA Executive Board Advisement

Advisement of the SGA president, SGA executive vice president, SGA vice presidents, SGA appointed directors, and SGA ex-officio members is determined by the senior student affairs officer and is to be outlined in the SGA By-laws.

### Section 4: Qualifications for and Removal of SGA President and SGA Executive Vice President

#### A. SGA President and SGA Executive Vice President

##### 1. Qualifications

A candidate for SGA president and SGA executive vice president must have attended MWSU for at least two (2) full semesters prior to the semester in which the election is held. A candidate/officer must also have at least a 3.0 (on a 4.0 scale) cumulative grade point average. He/she must also give assurance to the Elections Commission that he/she plans to attend MWSU as a full-time student (is enrolled for at least twelve [12] hours per semester) during his/her term of office. Additionally, in order to serve as the SGA president or SGA executive vice president, candidates must be in both disciplinary and academic good standing with the university and must remain in good standing for the term of his/her position.

##### 2. Removal of the SGA President and SGA Executive Vice President

The SGA president and SGA executive vice president shall be subject to recall by a petition of ten percent (10%) of the members of the Association, or by three-fourths (3/4) vote of SGA Senate voting members, either of which shall put the question of impeachment on a ballot before all members of the Association. The officer shall be removed upon two-thirds (2/3) affirmative vote by the Association in favor of the removal of the officer.

##### 3. Replacement of the SGA President

If for any reason, SGA president position should become vacant, the SGA executive vice president shall assume the office of SGA president until which time the SGA Senate may determine either to hold a special election or confirm the SGA executive vice president as the replacement SGA president.

##### 4. Replacement of the SGA Executive Vice President

If, for any reason, the SGA executive vice president position should become vacant, the SGA president shall select a senator who is qualified for the office of SGA executive vice president to fulfill the unexpired term of the SGA executive vice president. The candidate for the office of SGA executive vice president must be approved by two-thirds (2/3) vote of the SGA Senate voting members before taking office.

### Section 5: Appointed Directors, Election Commissioner and Homecoming Chairperson(s) Appointments

The SGA appointed directors, elections commissioner and Homecoming chairperson(s) will be selected as follows:

- A. The SGA president, in consultation with the SGA executive vice president, shall appoint the SGA directors and the Homecoming chairperson(s) and elections commissioner. These officials shall take office prior to the final Senate meeting of the spring semester and serve for one (1) year from the date of appointment.
- B. The elections commissioner shall have the responsibility of appointing additional members to comprise an Elections Commission.
- C. All appointed member of the SGA Executive Board must be approved by a majority vote of the SGA Senate voting members



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### **Section 6: Qualifications for and Removal of SGA Appointed Directors, Election Commissioner and Homecoming Chairperson(s)**

#### **A. Qualifications**

All appointed directors, the election commissioner and Homecoming chairperson(s) must be enrolled at MWSU, and have and maintained throughout the duration of his/her term at least a 2.5 (on a 4.000 scale) cumulative grade point average. He/she must also give the assurance to the SGA president that he/she plans to attend MWSU during the term of his/her office. In addition, the candidate must have attended at least three meetings of any branch of SGA (SGA Senate, Western Activities Council, or Residence Council). Additionally, in order to serve in a SGA appointed position, as the election commissioner and/or Homecoming chairperson(s) position, candidates must be in disciplinary and academic good standing with the university and must remain in good standing for the term of his/her position.

#### **B. Removal of the Appointed Directors, Election Commissioner and Homecoming Chairperson(s)**

All appointed directors, the election commissioner and Homecoming chairperson(s) may be removed from their position by the recommendation of the SGA president in consultation with the Executive Board and the SGA advisor. Additionally, the appointed directors, election commissioner and Homecoming chairperson(s) work at the pleasure of the SGA Senate and may be dismissed by a (2/3) voting members of the SGA Senate.

## **ARTICLE V – ACTIVITIES BRANCH**

### **Section 1: Mission Statement**

The Western Activities Council (WAC) serves as the University's official programming organization, strives to bring a diverse selection of social, educational, recreational, and cultural events to Missouri Western and the surrounding community; provides influential programs which promote healthy lifestyles; continually explores new programming ideas; accepts and attempts to integrate the input of the student body; performs positively at all times; and to provide leadership opportunities outside the classroom, which encourage student growth and development.

### **Section 2: Executive Board**

The WAC Executive Board shall consist of the following positions:

#### **A. SGA Vice President for WAC (Elected Position)**

The SGA vice president for Western Activities Council shall be the presiding officer of the WAC and shall represent the WAC on the SGA Executive Board and the SGA Senate. Additionally, he/she shall be responsible for handling all projects assigned to him/her by the SGA president or by an SGA Senate or WAC resolution.

#### **B. Vice Chair for Finance and Programming (Elected Position)**

The WAC vice chair for finance and programming is the chief financial officer of the WAC. He/she shall also serve as the parliamentarian of the council and is responsible for evaluating the performance of the WAC directors. He/she shall also be responsible for regular evaluation of the council's programming to ensure consistency with its mission statement and fiscal budget. The Student Engagement Director or his/her designee shall advise the WAC vice chair for finance and programming.

#### **C. Vice Chair for Membership and Public Relations (Elected Position)**

The WAC vice chair for membership and public relations is responsible for recruitment and retention efforts for WAC members, as well as roll call and the recording and distribution of the minutes of all WAC meetings. Additionally, the WAC vice chair for membership and public relations is responsible for WAC public relations efforts including publicizing events, producing press releases for major programs and promoting membership in the WAC to the entire student body. The Student Engagement Director or his/her designee shall advise the WAC vice chair for membership and public relations.

#### **D. Programming Directors (Appointed Positions)**



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The SGA vice president for WAC shall appoint a number of programming directors to support the WAC committees and programming efforts.

### Section 3: Qualifications for and Removal of SGA Vice President for WAC and WAC Vice Chairs

#### A. *Qualifications*

A candidate for SGA vice president for WAC and the WAC vice chair positions must have attended MWSU for at least two (2) full semesters prior to the semester in which the election is held. A candidate must also have at least a 2.5 (on a 4.000 scale) cumulative grade point average. He/she must also give assurance to the Elections Commission that he/she plans to attend MWSU as a full-time student (is enrolled for at least twelve [12] hours per semester) during his/her term of office. Preference will be given to candidates who have served on the WAC at least one semester prior to running for office.

#### B. *Removal of the SGA Vice President for WAC and WAC Vice Chairs*

The SGA vice president for WAC and WAC vice chairs shall be subject to recall by a petition of ten percent (10%) of the members of the Association, or by two-thirds (2/3) vote of the WAC, either of which shall put the question of impeachment before the SGA Senate for a vote. The officer shall be removed upon two-thirds (2/3) vote of the votes cast by the SGA Senate in favor of officer removal.

#### C. *Replacement of the SGA Vice President for WAC*

If for any reason, the SGA vice president for WAC position should become vacant, the SGA president shall appoint a replacement until which time the SGA Executive Board may determine a candidate to fill the vacancy. The replacement candidate for the office of SGA vice president for WAC must be approved by two-thirds (2/3) vote of the WAC and SGA Senate voting members before taking office.

#### D. *Replacement of a WAC Vice Chair*

If, for any reason, one of the WAC vice chair positions should become vacant, then the SGA vice president for WAC shall select a WAC member who is qualified for the office of WAC vice chair to fulfill the unexpired term of the WAC vice chair. The replacement candidate for the office of WAC vice chair must be approved by two-thirds (2/3) vote of the WAC voting members before taking office.

### Section 4: Election of and Terms of Office for SGA Vice President for WAC and WAC Vice Chairs (See SGA Constitution Article VII, Section 2)

### Section 5: Qualifications for and Removal of WAC Directors

#### A. *Qualifications*

All appointed WAC directors must be enrolled full-time at MWSU and have maintained throughout the duration of his/her term at least a 2.25 (on a 4.000 scale) cumulative grade point average. He/she must also give the assurance to the SGA vice president for WAC that he/she plans to attend MWSU during the term of his/her office. In addition, the candidate must have attended at least three (3) WAC meetings. Additionally, in order to serve as a WAC director, candidates must be in both disciplinary and academic good standing with the university and must remain in good standing for the term of his/her position.

#### B. *Removal of WAC Directors*

All WAC directors may be removed from their position by the recommendation of the SGA vice president for WAC in consultation with the WAC Executive Board, the SGA president and the WAC advisor. Additionally, WAC directors work at the pleasure of the WAC and may be dismissed by a (2/3) voting members of the WAC voting members.

### Section 6: Selection Process and Term of Office for WAC Directors

#### A. *Selection Process*

1. Application for WAC director positions will be distributed during the spring semester for those wishing to serve the following year.
2. The SGA vice president for WAC, vice chairs and advisors will interview WAC director applicants.



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3. The WAC directors will be chosen within a two (2) week period of the application deadline.
4. Once selected, the WAC directors will transition with the current position holder until new term of office begins.
5. In the event of a mid-year absence in a WAC director position, the vacancy will be announced and the same application process will be assumed.

### *B. Term of Office*

The term of office for all WAC directors shall be one (1) year. The newly elected Executive Board will vote on issues for the following fall and spring. The current Executive Board will transition the new board during the Spring semester.

## Section 7: WAC Members

### *A. Responsibilities of WAC Members*

The responsibilities of WAC members shall include the following:

1. Attendance and active participation in board meetings.
2. Attendance and work at all respective committee sponsored events, and stay until all work is finished.
3. Work in conjunction with the Center for Student Engagement to schedule a diverse calendar of events each semester.
4. Maintain frequent contact with the advisors, chairs, and WAC Executive Board.
5. Members of WAC are expected to become aware of and to abide by all policies and procedures of the WAC. Members are also expected to abide by the rules and regulations set forth in the MWSU Student Handbook, Clubs and Organization Handbook and the SGA Constitution and By-laws. Additionally, members are expected to do their utmost to maintain a high level of conduct and professionalism at all times.

### *B. Selection Process for WAC Members*

1. Each fall and spring semester applications are available for WAC membership.
2. Once an application is received, the WAC Executive Board members will evaluate and notify applicants of their eligibility based on WAC membership requirements and determine if an interview and selection process is necessary.
3. The number of members will be determined at member selection by the WAC Executive Board and WAC advisors if applicable.

### *C. Qualifications for and Removal of WAC Members*

All appointed WAC members must be enrolled full-time at MWSU, have and maintained throughout the duration of his/her term at least a 2.0 (on a 4.000 scale) cumulative grade point average. He/she must also give the assurance to the WAC vice chair for membership and public relations that he/she plans to attend MWSU during the term of his/her appointment. In addition, the candidate must have attended at least three (3) of WAC. Additionally, in order to participate in the WAC, all members must be in disciplinary and academic good standing with the university.

### *D. Removal of WAC Members*

Any WAC member shall be removed from their position if he/she has three (3) unexcused absences. All WAC members may be removed from their position by the recommendation of the WAC vice chair for membership and public relations in consultation with the WAC Executive Board and the WAC advisors. Additionally, WAC members may be dismissed by a (2/3) voting members of the WAC voting members.

### *E. Terms of Office*

The term of office for all WAC members shall be one (1) year from the date of appointment.

## ARTICLE VI – RESIDENTIAL BRANCH

### Section 1: Mission Statement



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The Residence Council (RC) of MWSU is comprised of a forum of student leaders dedicated to achieving the common goal of improving the community in which students live. As an organization open to all residents of MWSU, RC is committed to communicating with other student organizations and university departments, developing social and educational programs, and representing the student body to the best of our ability. By utilizing leadership, communication, programs, and legislation, RC is driven to improve the on-campus community.

### Section 2: Executive Board

The executive power of the RC shall be vested in the RC Executive Board. The RC Executive Board shall consist of the SGA vice president for RC, RC vice chair, secretary, treasurer, and national communications coordinator. The following report to the RC Executive Board: residency affairs chair, publicity chair, public relations chair, two (2) programming chairs, and website coordinator.

#### A. *SGA Vice President for RC (Elected Position)*

The SGA vice president for RC shall be the chief executive member of the RC. He/she shall act as the presiding officer at all meetings of the RC. He/she shall coordinate all actions and functions of the RC and see that all legislation (policies and resolutions) of RC is carried out. He/she shall also be responsible for channeling all legislation passed by the RC to the SGA president for his/her approval or veto (also within five [5] normal classroom days). Any legislation that is neither approved nor vetoed within five (5) classroom days shall become effective. He/she shall work with the RC treasurer, RC vice chair, and RC advisor or his/her designee to present a budget to SGA for funding. He/she shall keep RC involved in campus activities, sit in all committees, and work with advisor on RA funding. He/she must attend all events for the duration unless excused by an advisor and a replacement has been contacted. The SGA vice president for RC shall be in the office a minimum of ten (10) hours per week. He/she shall be a non-voting member, unless a tie is present, in which case the SGA vice president for RC shall cast the deciding vote. SGA vice president for RC is a voting member in the Executive Board meetings.

#### B. *RC Vice Chair (Elected Position)*

The RC vice chair shall be the second chief executive member of the RC. He/she shall perform the duties of the SGA vice president for RC in their absence. The RC vice chair shall assume the office of the SGA vice president for RC should, for any reason, the office of SGA vice president for RC become vacant. The RC vice chair shall attend all general meetings, officer meetings, and programs for the entire duration. In addition he/she shall oversee all programming and planning of all events, and assist the SGA vice president for RC in appointing committee chairs and members to RC's Executive Board. The RC vice chair shall be in the office a minimum of five (5) hours per week. He/she shall represent RC as the programming representative at MACURH/No Frills/NACURH events. The RC vice chair may only vote in the Executive Board meetings.

#### C. *RC Secretary (Appointed Position)*

The RC secretary shall be responsible for recording, maintaining, and obtaining approval of the previous meetings minutes for all RC meetings. He/she should keep attendance at all RC meetings and events. He/she shall try to attend all meetings and programs for the entire duration, and may only vote in Executive Board meetings. In addition, he/she shall notify individuals when they have attained voting privileges, update roster of voting members, track the amendments made to the constitution, track excused absence by both members and officers, create the agenda for all meeting with the aid of the SGA vice president for RC, and shall work a minimum of one (1) office hour per week. The SGA vice president for RC appoints this position.

#### D. *RC Treasurer (Appointed Position)*

The RC treasurer should attend all meetings and programs for the entire duration, and may only vote during Executive Board meetings. He/she shall be responsible for working with the SGA vice president for RC, RC vice chair, and RC advisor on their terms' budget. In addition, he/she shall give a budget report at all meetings, work with the programming chairs on monetary expenditures for programs, keep the budget updated and report to SGA director of finance, aid the RC advisor in monitoring all RC accounts, and shall work a minimum of one (1) office hour per week. The SGA vice president for RC appoints this position.



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**E. RC National Communications Coordinator (NCC, Appointed Position)**

The RC NCC should attend all meeting and programs for the entire duration, and may only vote during Executive Board meetings. In addition, he/she shall be an official liaison between RC and MACURH/NACURH, provide all members of RC with MACURH/NACURH updates and information, prepare and submit the annual National Information Center (NIC) report NACURH affiliation forms, attend regional, and national conferences and meetings with delegate and transportation fees paid for by RC, notify MACURH with they are elected, participate in NCC chats, maintain RC's affiliation with MACURH/NACURH or its successors, and shall work a minimum of one (1) office hour per week. The SGA vice president for RC appoints this position.

**F. RC Residency Affairs Chair (Appointed Position)**

The RC residency affairs chair should attend all meetings and programs for the entire duration, and be a voting member at all member and Executive Board meetings. He/she shall meet with the director of food services bi-weekly, be a liaison between RC and the Office of Residential Life, research any issues with living on campus, including the residence halls and commons area, shall sit on committees dealing with student affairs when an RC representative is needed, work with residence hall directors to tackle current issues and aid in resolving them, and shall work a minimum of one (1) office hour per week. The SGA vice president for RC appoints this position.

**G. RC Public Relations Chair (Appointed Position)**

The RC public relations chair should attend all meetings and programs for the entire duration, and be a voting member at all member and Executive Board meetings. He/she shall be responsible for finding community service projects, working on special projects with the SGA vice president for RC, fundraising, working with publicity chair on advertising for projects and fundraisers, and shall work a minimum of one (1) office hour per week. The SGA vice president for RC appoints this position.

**H. RC Publicity Chair (Appointed Position)**

The RC publicity chair should attend all meetings and programs for the entire duration, and be a voting member at all member and Executive Board meetings. He/she shall be responsible for the creation and distribution of all RC publicity in a timely manner, removing publicity within three (3) days after program is over, creating and ordering all promotional products including t-shirts, working with committees to design publicity, keeping RC website updated, work with the university's website coordinator on all MTVU matters, and shall work a minimum of one (1) office hour per week. The SGA vice president for RC appoints this position.

**I. RC Programming Chairs: Educational Events and Special Events (Appointed Position)**

The RC programming chairs should attend all meetings and programs for the entire duration, and be a voting member at all member and Executive Board meetings. Each chair shall run all events hosted by RC, work with the publicity chair for all programs, complete a shopping list one week prior to program date, work with food service to ordering food items for upcoming events, and each shall work a minimum of one (1) office hour per week. At the end of the semester, the chairs will switch. The SGA vice president for RC appoints this position.

**J. RC Website Coordinator Chair (Appointed Position)**

The RC website coordinator chair should attend all meetings and programs for the entire duration and be a voting member at all member and RC Executive Board meetings. He/she shall be responsible for updating the RC website and shall work a minimum of one (1) office hour per week. The SGA vice president for RC appoints this position.

### Section 3: Qualifications, Removal of, and Replacement of RC Executive Board Members

**A. SGA Vice President for RC Qualifications**

In order to run for SGA vice president for RC, he/she must be an active voting member of RC (see SGA Constitution Article VI, Section 5). He/she is required to have a 2.5 cumulative GPA (on a 4.00 scale). Once in



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office, the SGA vice president for RC shall remain a full-time student in good disciplinary and academic standing throughout the term of his/her office.

### *B. RC Vice Chair Qualifications*

In order to run for RC vice chair, he/she must be an active voting member of RC (see SGA Constitution Article VI, Section 5). He/she is required to have a 2.25 cumulative GPA (on a 4.00 scale). Once in office, the RC vice chair shall remain a full-time student in good disciplinary and academic standing throughout the term of his/her office.

### *C. RC Chairs Qualifications*

Each chair shall maintain voting rights (see SGA Constitution Article VI, Section 5), and shall be a student of MWSU living on-campus in good academic standing with at least a 2.25 cumulative GPA (on a 4.00 scale) and be enrolled as a full-time student.

### *D. Removal of SGA Vice President for RC and/or RC Vice Chair*

The SGA vice president for RC may be removed from office by the recommendation of the SGA president or by a two-thirds (2/3) vote of the RC. RC vice chair may be removed from office by the recommendation of the SGA vice president for RC or by a two-thirds (2/3) vote of RC.

#### *1. Replacement of the SGA vice president for RC*

If for any reason the office of SGA vice president for RC should become vacant, then the RC vice chair will fulfill the unexpired term of the SGA vice president for RC.

#### *2. Replacement of the RC vice chair*

If, for any reason, the RC vice chair position should become vacant, then the SGA vice president for RC shall appoint an Executive Board member who is qualified to fulfill the unexpired term of the RC vice chair. The selected candidate for RC vice chair must be approved by two-thirds (2/3) vote of the members voting before taking office.

### *E. Removal and Replacement of the RC Appointed Chairs*

All appointed chairs, secretary, treasurer, NCC, public relations, publicity, residency affairs, and the two programming chairs may be removed from their position by the recommendation of the SGA vice president for RC in consultation with the RC Executive Board and the RC advisor. Once a position is vacant, the SGA vice president for RC may appoint a qualified replacement. An RC Executive Board member may be removed for, but not limited to, the following reasons:

1. More than three (3) unexcused absences by any RC Executive Council Board members. (A special meeting will be held with the SGA vice president for RC, RC vice chair, and the RC advisor)
2. Violations of the job responsibilities.
3. Any member of the RC Executive Council is subject to be called upon for impeachment by petition of at least ten percent (10%) of RC voting members (excluding SGA vice president for RC and RC vice chair). Once the petition has been filed with the SGA vice president for RC, the issue will be reviewed by RC voting members. The Executive Board member shall be removed by a vote of two-thirds (2/3) of the voting membership.

## **Section 4: Residence Council Membership**

All students of the university living on-campus shall be members of RC.

### **A. General Members**

Voting members of RC shall consist of any university student living on-campus who has attended three (3) meetings. If voting members miss more than three (3) consecutive meetings they lose voting rights.

### **B. Voting Membership**



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Members of RC shall consist of any university student living on-campus who has attended three (3) meetings of RC. Each voting member shall have the following responsibilities:

1. Must attend all general meetings. Excused absences include classes or school related functions and any emergency. Must be preapproved by the SGA vice president for RC when applicable.
2. Must actively participate in at least one (1) committee.
3. Must actively participate in programming (setting up, running, and tearing down).

### **Section 5: Qualifications, Removal of, and Replacement of RC Members**

All members of the RC, in order to be eligible to serve on the RC as voting members, shall have and maintain at least a 2.00 cumulative GPA (on a 4.00 scale) cumulative grade point average at MWSU, and shall be enrolled for at least twelve (12) hours of credit per semester at MWSU, and shall be a resident of the residence halls at MWSU. Any member of the RC may be removed from the RC by a two-thirds (2/3) vote of all members of the RC (RC member in up for removal may not vote). When a vacancy occurs on the RC, the SGA vice president for RC may, at his/her discretion, appoint any qualified student to fulfill the unexpired term of the vacancy position on the RC.

## **ARTICLE VII – ELECTIONS**

### **Section 1: Election Procedures**

The procedure for SGA elections is stated in the SGA By-laws. Any changes in the election procedures are subject to a two-thirds (2/3) affirmative vote of the seated SGA Senate. The Elections Commission shall be charged with the responsibility of implementing SGA election procedures and student referenda. (See SGA By-laws IX)

### **Section 2: Election of SGA President, SGA Executive Vice President, SGA Vice President for Western Activities Council and SGA Vice President for Residence Council**

The SGA president and SGA executive vice president, SGA vice president for WAC and WAC vice chair(s), and SGA vice president for RC and RC vice chair shall be elected annually in an election to be held at a time designated by the Elections Commission. Officials elected in the fall elections shall take office at the final meeting of the SGA Senate held in the following spring semester and shall hold office for one (1) year from the date of appointment. The newly elected officers shall be using the time between election and inauguration for transition.

### **Section 3: Senator Elections**

The twenty (20) elected SGA senators shall be elected annually during the spring semester in an election to be held at a time designated by the Elections Commission. SGA senators elected in the spring elections shall take office at the final meeting of the SGA Senate held in the semester in which they are elected and shall hold office for one (1) year from the date of appointment.

### **Section 4. Primary Elections**

In elections except for senator elections, a primary election shall be held for any office where there are more than two (2) candidates. Primary elections shall be held at least one (1) week prior to the final election.

## **ARTICLE VIII – ELECTIONS COMMISSION**

It shall be the duty of the Elections Commission to be responsible for, and in charge of, all elections sponsored in any branch of SGA.

### **Section 1: Election Commissioner**

The election commissioner shall serve as chairperson of the Elections Commission. He/she shall appoint at least three (3) members of the association to serve on the Elections Commission. Anyone on the Elections Commission shall be temporarily removed if that person is directly involved in or related to an election being held.



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### Section 2: Membership

The oversight of the SGA election procedures shall be vested in the SGA Elections Commission. The SGA Elections Commission shall be made of no less than three (3) and no more than seven (7) members of the Association. Applications for commission membership will be distributed to the student body and the elections commissioner shall be responsible for interviewing and providing the SGA president with a recommendation on commission membership. Elections Commission members shall serve for (1) calendar year.

### Section 3: Duties of the Elections Commission

- A. Announce each election to the members of the Association who shall be voting on the issue for the election at least fifteen (15) days before the election is held, including such information as to the dates of the election, polling places, times, etc.
- B. Work with the SGA advisor to ensure all petitions for the elections are valid, and all candidates running in the election are eligible.
- C. Make up the proper ballots for each election.
- D. Count the ballots and tally the results of each election.
- E. Announce the results of each election to the association within twenty-four (24) hours after the polls have closed.
- F. Handle any and all disputes of election rules and procedures.

## ARTICLE IX – SGA Funding

### Section 1: SGA Fee and Fixed Appropriations

The SGA budget shall be made up of the SGA fee collected by the university each semester. The money collected is university money and must be spent in accordance with both state and established university accounting policies and practices. Additionally, each year twenty percent (20%) of the SGA fee shall be allocated directly to the Student Development office. This money will be divided among the areas within Student Affairs and shall be strictly used to support student programming and initiatives that benefit all MWSU students. The SGA president or his/her designee shall serve in an advisory role to Student Affairs in terms of the disbursement and use of the SGA Student Affairs allocation. Each year the Dean of Student Affairs or his/her designee shall report to the SGA an accounting of the SGA Fee expenditures.

### Section 2: SGA Budget

The SGA Executive Board drafts the budget of the association (SGA budget) during the spring semester. The SGA director of finance shall present the SGA budget to the SGA Senate during the final meeting of the spring semester. The approved budget shall be for the academic year following the vote. The SGA Senate may, by two-thirds (2/3) vote of the members voting, approve the budget as presented to them. If the SGA Senate does not approve the budget as presented by a two-thirds (2/3) vote, then the Executive Board shall change and re-submit the budget to the SGA Senate again at the next meeting of the SGA Senate. Once the SGA Senate has approved the budget, it must be submitted to the university administration for approval.

## ARTICLE X – RULES OF PROCEDURE

The most current edition of Robert's Rules of Order for parliamentary procedure shall be used as a guide to govern the procedure and proceedings of all meetings of all branches of the SGA, but shall never take precedence over any provisions of this constitution, the SGA By-laws, or any policy or resolution of any branch of the SGA.

## ARTICLE XI – MEETINGS

### Section 1: Executive Board Meetings

The SGA Executive Board shall meet at least one (1) time per month during the fall and spring semesters upon the call of the SGA president. All meetings shall require three (3) class days written notice by the SGA president.



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### Section 2: SGA Senate Meetings

The SGA Senate shall meet at least one (1) time per month during the fall and spring semesters upon the call of the SGA executive vice president or the SGA president. All meetings shall require three (3) class days written notice by the SGA executive vice president.

### Section 3: Western Activities Council Meetings

The Western Activities Council shall meet at least one (1) time per month during the fall and spring semesters upon the call of the SGA vice president for WAC or SGA president. All meetings shall require three (3) class days written notice by the Western Activities Council vice president.

### Section 4: Residence Council Meetings

The Residence Council shall meet at least one (1) time per month during the fall and spring semesters upon the call of the SGA vice president for RC or SGA president. All meetings shall require three (3) class days written notice by the Residence Council president.

### Section 5: Financial Oversight Committee Meetings

The Financial Oversight Committee shall meet at least one (1) time per month during the fall and spring semesters upon the call of the SGA director of finance or the SGA president. All meetings shall require three (3) class days written notice by the director of finance or the SGA president.

## ARTICLE XII – INITIATIVE AND REFERENDUM

Any legislation passed by SGA or any issue, shall be placed on a ballot before all members of the Association upon securing a petition of at least ten percent (10%) of the members of the Association or two-thirds (2/3) vote of SGA Senate calling for such an election. If the petition or legislation does not specify a special election date then the matter shall be placed on the next general election ballot.

In the event that the said petition is properly executed and presented to the SGA president, the Elections Commission shall place the issue on a ballot before all members of the association for acceptance or rejection by the members of the association at either the next general election of the SGA or in a special election as called for by the Elections Commission.

## ARTICLE XIII – RATIFICATION AND AMENDMENTS

### Section 1: Ratification

This constitution shall become effective upon approval by two-thirds (2/3) of the votes cast by the members of the Association, and shall become effective immediately following the certification of the election. Upon this time the former constitution will become null and void with the exception of the SGA By-laws.

### Section 2: Amendments

- A. Amendments to this constitution may be proposed by either a three-fourths (3/4) vote of the SGA Senate voting members or by a petition. Upon the execution of either of these methods the amendments must be put to a vote of the entire Association for acceptance by two-thirds (2/3) vote of approval.
- B. Members of Western Activities Council shall propose amendments to SGA Constitution Article V. Amendments to SGA Constitution Article V require a three-fourths (3/4) approval of the Western Activities Council voting members as well as a majority approval of the SGA Senate before being placed on the ballot.
- C. Members of the Residence Council shall propose amendments to SGA Constitution Article VI. Amendments to SGA Constitution Article VI require a three-fourths (3/4) approval of the voting members of Residence Council as well as a majority approval of SGA Senate before being placed on the ballot.