



STUDENT GOVERNMENT
ASSOCIATION
TEXAS WOMAN'S UNIVERSITY

CONSTITUTION

PREAMBLE

Recognizing that the students must contribute to the building and maintenance of an inclusive, diverse, and equitable University, we, the members of the Student Government Association of Texas Woman's University, establish this Constitution to create an effective student government, some of whose purpose shall be:

- to protect/advocate for the rights of the Student Body of the University by improving their academic, physical, social, and mental welfare.
- to provide the official channel through which the opinions, desires, and needs of the Student Body may be expressed.

ARTICLE I: ORGANIZATION

Section 1: Name. The name of this governmental organization shall be the Student Government Association (SGA).

Section 2: Membership and Voting. The SGA shall consist of all regularly enrolled students of the University, as defined by university regulations. Only those students so defined are eligible to vote in elections sponsored by the SGA.

Section 3: Branches of Government. The governmental structure of the SGA shall be contained in the following branches: the Executive Board and the Student Senate.

ARTICLE II: RIGHTS

Section 1: Rights of all students. The students of Texas Woman's University shall possess all of the rights naturally given to all citizens of the United States and the State of Texas, and declare that nothing within the rules and regulations of the university or this constitution as contained in any document or interpretation thereof shall infringe upon these rights. If a conflict arises between this Constitution and the establishing documents, rules, or By-laws of any student organization this Constitution shall take precedence.

Section 2: Freedom of Speech in Debate. In addition to the rights of free speech guaranteed by the Constitution of the United States and the State of Texas, all students shall possess the right of free speech exercised in the performance of all activities contemplated under this Constitution and no adverse action, discipline or penalty shall be imposed by the university or any organization recognized thereby against any student for speech in the act of debate or discussion.

Section 3: Non-discrimination. The Texas Woman's University SGA shall not discriminate any person on the basis of race, age, color, religion, sex, sexual orientation, gender identity or expression, national or ethnic origin, citizenship, veteran's status, genetic information or against qualified individuals with disabilities. This policy will be observed in all hiring, appointment and funding practices of the SGA.

Section 4: Disclosure of Conflicts and Voting. It shall be the duty and responsibility of all members of the SGA or any organization recognized under or funded (in whole or part) by the SGA to disclose all personal or financial interest in any issue on the floor. A member failing to comply with this section shall be subject to discipline under the By-laws of the organization or branch wherein the non-compliance occurred.

Section 5: Transparency and Open Meetings. To ensure the students of Texas Woman's University that SGA is meeting the standards upheld by the Texas Open Meetings Act, each student reserves the right to request to attend any meeting held by SGA within 48 hours of the meeting. The request of meeting attendance must be sent to the presiding officer of the meeting they are requesting to attend.

ARTICLE III: THE EXECUTIVE BOARD

Section 1: Authority and Membership. The executive authority of the SGA shall be vested in the Executive Board. The members of this Executive Board shall be the President of the SGA, the Executive Vice President, Associate Vice President for Internal Affairs, Associate Vice President for Student Organizations, Associate Vice President of Public Relations, Associate VP for Finance, and Chief of Staff.

Section 2: Powers and Duties of the Executive Board. The powers and duties of the Executive Board shall include the following:

- A. Promotes cooperation among the students, faculty, staff and administration of Texas Woman's University
- B. Coordinates the efforts, resources, and communications throughout SGA.
- C. Has the following approval and veto power over all legislation as follows:
 1. May approve, propose amendments to, or veto any legislation enacted by the Student Senate, except for the rules and By-laws previously established by the Student Senate as their internal procedures.
 2. Has line item veto authority over all legislation described above, except for the annual budget, which must be considered as a whole.
 3. Must exercise its veto authority, if at all, within ten business days after receiving the legislation from the Executive Vice President or Senate Secretary. Failure of the Executive Board to exercise its veto within this time limit deems the legislation approved in its entirety as submitted.
 4. All actions of the Executive Board pursuant to this section must be in writing, and responsive to the Student Senate. All amendments proposed by the Executive

Board shall be returned with the legislation for consideration to the Student Senate. All written veto decisions must inform the Student Senate of the reasons therefor.

5. The affirmative vote of a majority of the Executive Board is necessary to amend or veto any legislation as provided in this section.
6. If amended or disapproved by veto, the legislation will be returned to the Student Senate for reconsideration. If a motion is made, two thirds (2/3) of the voting members present must agree to pass the legislation as originally stated or modified to meet the objections of the Executive Board. Therefore, however the $\frac{2}{3}$ majority votes, the legislation will be deemed as passed.

Section 3: Qualifications to Serve. In order to serve as a member of the Executive Board, a student must meet the following standards:

- A. Each member must be in good standing with the University.
- B. The President of the SGA shall meet the following additional qualifications in order to be eligible for office:
 - All Students
 - Must have been a member of SGA for at least 2 semesters.
 - Must have and maintain a cumulative grade point average (GPA) of at least 3.0. Failure to maintain the grade point average as defined herein shall be grounds for removal from office.
 - Undergraduate students:
 - Completion of 24 semester credit hours with at least 15 of the semester credit hours completed at Texas Woman's University.
 - Graduate students:
 - Completion of 9 semester credit hours with at least 9 of the semester credit hours completed at Texas Woman's University.
- C. All other members of the Executive Board shall meet the following qualifications to be eligible for office:
 - All students:
 - Demonstrated active involvement in at least one Texas Woman's University student organization for at least one semester.
 - Undergraduate students:
 - Completion of 24 semester credit hours with at least 12 of the semester credit hours completed at Texas Woman's University
 - Must have and maintain a cumulative grade point average (GPA) of at least 2.75. Failure to maintain the grade point average as defined herein shall be grounds for removal from office.
 - Graduate students:
 - Completion of 9 semester credit hours with at least 9 of the semester credit hours completed at Texas Woman's University.
 - Must have and maintain cumulative grade point average (GPA) of at least 3.0. Failure to maintain the grade point average as defined herein shall be grounds for removal from office.
 - Executive Vice President:
 - Must have been a member of the Student Senate Branch for at least 2 consecutive semesters

Section 4: Powers and Duties of the President. The powers and duties of the President of SGA shall include the following actions:

- A. Facilitate and attend weekly SGA Executive Board Meetings.
- B. Shall have the authority to call meetings of SGA by the posting of a written notice at least 48 hours in advance of the intended meeting.
- C. Meet weekly with the SGA advisor.
- D. Shall have the authority to issue Executive Orders pursuant to her/his duties.
- E. Has the responsibility to execute all powers and duties contained within this Constitution and By-laws.
- F. May vote on Executive Board matters only when necessary to break a tie.
- G. Shall have the authority to delegate appointments on behalf of the SGA as required by the University community.
- H. Shall administer the Oath of Office to all SGA officers.
- I. Shall represent SGA at official University functions.
- J. Shall present the budgetary requests to the Student Service Fee Committee for SGA.
- K. Shall attend one Student Senate General Meeting and one Meeting for each SGA Committee every semester.
- L. Shall keep contact with the Presidents of student governments at the Dallas and Houston campuses.

Section 5: Powers and Duties of the Vice Presidents. The powers and duties of the Vice Presidents of SGA shall include the following:

- A. Executive Vice President
 - Attend weekly SGA Executive Board Meetings to represent Student Senate.
 - Is the presiding officer of Student Senate Branch.
 - Shall preside over all Student Senate General meetings.
 - Shall not vote in matters being considered by their respective branch except to break a tie.
 - Shall have the authority to make appointments to fill positions or vacancies according to the Student Senate By-laws.
 - Shall have the responsibility to maintain a current copy of the Student Senate By-laws as required by President of SGA.
 - Shall succeed the president as outlined in the vacancy and succession clause in this Constitution.
 - Meet as directed with Advisor.
- B. Associate Vice President for Internal Affairs
 - Attend weekly SGA Executive Board meetings.
 - Update and maintain the SGA Constitution and By-laws.
 - Create and develop retreats and trainings for the SGA Executive Board in coordination with SGA President.
 - Chairs the Judiciary Committee.
 - Shall not vote in matters being considered by their respective committee except to break a tie.
 - Updates and maintains the Election Code, chairs the Election Commission and coordinates the SGA Election process. If running for a position in SGA, the President will appoint a chair for the Election Commission.
 - Meet as directed with Advisor.

C. Associate Vice President for Student Organizations

- Attend weekly SGA Executive Board Meetings.
- Represents student organizations and their interests at the SGA Executive Board Meetings.
- Chairs the Student Organization Committee.
- Builds a rapport, and keeps a working relationship with student organizations on behalf of SGA.
- Meet as directed with Advisor.

CI. Associate Vice President of Public Relations

- Attend weekly SGA Executive Board Meetings.
- Responsible for the promotion and presentation of SGA throughout the University and community via print, digital, and social media.
- Responsible for activities pertaining to the recruitment of SGA members, including but not limited to social event planning, hosting information sessions, and giving formal presentations.
- Chairs the Public Relations Committee.
- Sits on the Election Commission. If running for a position in SGA, the President will appoint another Executive Board member for the Election Commission.
- Meets as directed with Advisor.

Section 6: Associate Vice President for Finance. The powers and duties of the Associate Vice President for Finance shall include the following actions:

- Attend weekly SGA Executive Board Meetings.
- Shall maintain all financial information required by SGA related to funds generated or appropriated for its usage.
- Shall approve all expenditures of SGA prior to the submission to the Center for Student Development for processing.
- Chairs the SGA Finance Committee.
- Gives a monthly Budget Report to the Executive Board.
- Shall serve on the Student Service Fee Allocation Committee.
- Shall prepare the budgetary requests to said Committee for SGA in coordination with the President.
- Meets as directed with Advisor.

Section 7: Chief of Staff. The powers and duties of the Chief of Staff shall include the following activities:

- Attend weekly SGA Executive Board meetings.
- Shall make and keep available a permanent record of all proceedings of the Executive Board, the Constitution, all legislation and minutes forwarded from the Student Senate branch and committees, Executive Orders, appointments, and the Master Calendar.
- Shall post copies of the approved minutes of the Executive Board meetings for public viewing.
- Responsible for all official correspondence of the Executive Board.
- Shall receive the records of the Student Senate branch and standing committees, and assist in providing efficient record keeping.
- Shall verify signatures for all Executive Board documents, recall votes, petitions, resignations, and other documents of the Executive Board as may be directed by the President.

- The Chief of Staff shall meet as needed monthly with the Secretaries from Student Senate and Standing Committees, to discuss issues common to their duties.
- Meet as directed with Advisor.

Section 8: Vacancy and Succession. In the event of death, incapacity, or removal of any of the Executive Board officers, the order of succession shall be as follows:

- A. In the event of the death, incapacity or removal (hereinafter referred to as "vacancy") of the SGA President, the order of succession shall be as follows: the Executive Vice President, the Associate Vice President for Internal Affairs, the Associate Vice President for Student Organizations, then the Associate Vice President of Public Relations.
- B. In the event of a vacancy in the office of the Executive Vice President representing the Student Senate, the Student Senate Pro-Tempore shall act as Executive Vice President until the next regular election for that office. Further provisions for succession of this office shall be determined by the Student Senate and stated in its By-laws.
- C. In the event of a vacancy in the offices of Associate VP for Finance, Chief of Staff, Associate VP of Public Relations, or Associate VP for Internal Affairs, the President of the SGA shall, with the advice and consent of the Executive Board, appoint students meeting the stated eligibility requirements to act until the next regular election for that office.

ARTICLE IV: THE STUDENT SENATE

Section 1: Function. The Student Senate shall function as the primary Legislative body of the SGA.

Section 2: Membership. Its membership shall consist of the Executive Vice President (who is the presiding officer of the Student Senate Branch), Student Senate Pro-Tempore, Student Senate Secretary. It shall also consist of at least two (2) Senators elected to each college or school of the University to represent the same. There also shall be two (2) Senators elected to represent these student populations as follows: Commuters, Residential, and Non-traditional students.

- A. The current colleges and schools represented in the Student Senate are the College of Arts and Sciences, Nursing, Health Sciences, Professional Education, and Business. In the event that other academic Colleges or Schools are established within the University, representation by Senators based on Section 1 or this Article shall be automatic.
- B. Senators are the only members of the Student Senate who possess the power to vote in matters of legislation, amendments, and resolutions.
- C. The Executive Vice President, Student Senate Pro-Tempore, and Student Senate Secretary shall not vote on any matters of legislation, amendments, or resolutions.

Section 3: By-laws. The Student Senate By-laws shall detail the rules and internal procedures of the Branch, and shall keep, maintain, and provide copies of the same to all members of the SGA. Copies of the By-laws after amendment shall be likewise distributed. The By-laws of the Student Senate shall be open to review and inspection, upon reasonable notice, by any Texas Woman's University student.

ARTICLE V: COMMITTEES

Section 1: Standing Committees. Standing Committees are defined as a permanent committee that meets regularly. The SGA shall have the following Committees:

- A. The Judiciary Committee established for the purpose of interpreting and enforcing the SGA Constitution and By-laws. Refer to Article VI.
- B. Elections Committee established for the purpose of enacting the procedures for and overseeing all elections sponsored by the SGA. Refer to Article X.
- C. The Student Organization Committee established for the purpose of providing opportunities for the development of student organizations. Refer to Article VII.
- D. Public Relations Committee established for the purpose of assisting the Associate Vice President of Public Relations in activities pertaining to his/her duties. Refer to Article VIII.
- E. The SGA Finance Committee established for the purpose of allocating funds to Texas Woman's University chartered student organizations. Refer to Article IX.

Section 2: University Committees. The Executive Board shall have the authority to appoint members of the Student Body as representatives to the following committees:

- A. Student Service Fees Allocation Committee – the Associate VP for Finance will serve as the SGA representative on this university committee and the Executive Board will make recommendations for other student appointments to the Vice President of Student Life.

B. Other University Committees as proposed by the Vice President of Student Life or their

Section 3: Ad Hoc Committees: Ad Hoc Committees are defined as committees formed for a specific task or objective that dissolve after the completion of the task or achievement of the objective. The Executive Board shall have the authority to establish and call Ad Hoc Committees as may be necessary in furtherance of their duties.

ARTICLE VI: THE JUDICIARY COMMITTEE

Section 1: Function. The Judiciary Committee shall enforce and interpret the Constitution and Student Senate By-laws.

Section 2: Membership. The Judiciary Committee shall be composed of the Associate Vice President for Internal Affairs, who serves as the Judiciary Committee Chair, four voting members from within the Student Senate and one non-voting first year student, who will serve as secretary. The members may not vote in any matter that they have bias in favor of or against any candidate. If a member does, they must abstain from the vote.

- A. The Judiciary Committee Chair will not vote in any matter pertaining to the Judiciary Committee except to break a tie, and presides at all Judiciary Committee meetings.

Section 3: Meetings. The Judiciary Committee shall meet at least once during the Summer semester, and once a month during the Fall and Spring semesters.

- A. The Judiciary Committee Chair shall preside at all Judiciary Committee Meetings and may have the authority to call meetings of the Judiciary Committee at least 48 hours in advance of the intended meeting.

Section 4: Disciplinary Duties. The Judiciary Committee shall investigate all allegations of misconduct and/or impeachments, and report the results to the Executive Board and/or Student Senate respectively. The Committee shall also provide a recommendation for discipline in the event that a conclusion of misconduct is given.

- A. Any member of SGA may be impeached under the guidelines specified in Article XI of this Constitution.
- B. Removal Procedure
 - a. No later than seven (7) business days following an impeachment, the impeached member is to appear before the Judiciary Committee for hearing. A representative shall present the impeachment decision to the Committee, and the impeached member shall present a defense.
 - b. At the conclusion of the hearing, the Committee shall deliberate. Only the Committee members are allowed in the room during the deliberation. After deliberation, the decision must be made by a majority vote and then signed by all Committee members.
 - c. At the conclusion of the vote, the Committee Chair shall read the decision to the impeached officer. After the decision is read, any dissenting opinions from the Committee members may be stated, following the words, "I respectfully dissent."
 - d. After the decision has been issued, if the Committee finds the impeached officer not responsible, he or she shall remain in office for the designated term. If the Committee finds the officer responsible, he or she will be removed from office effective immediately.

Section 5: Eligibility Review. Within two (2) weeks of the beginning of each semester, the Judiciary Committee shall review the qualifications of all elected officers and certify in writing their eligibility to hold office to the President of the SGA. Should an officer be found ineligible to hold office they shall immediately be removed from their position.

Section 6: Governing Documents Review. The Committee shall review the By-laws of Student Senate for consistency with this Constitution, and may propose amendments as necessary to correct any inconsistency. The inconsistency will need to be changed by the Student Senate in their next voting session. The Committee is also entitled to propose amendments to this Constitution as provided in Article XII herein.

ARTICLE VII: STUDENT ORGANIZATIONS COMMITTEE

Section 1: Function. The Student Organization Committee established for the purpose of providing opportunities for the development of student organizations. This includes but is not limited to summer, fall, and spring organization fairs, a fall organization orientation, annual organization awards, and continuing education for student organizations.

Section 2: Membership. The Student Organizations Committee shall be composed of the Associate Vice President for Student Organizations, who serves as the Student Organizations Committee Chair, five members from within the Student Senate, and one first year student who will serve as secretary.

Section 3: Meetings. The Student Organizations Committee shall meet at least twice a month during the Fall and Spring Semesters

- A. The Student Organizations Committee Chair shall preside at all Student Organizations Committee meetings and may have authority to call meetings of the Student Organizations Committee at least 48 hours in advance of the intended meeting.

Section 4: Organization Fairs. The Student Organizations Committee shall host summer, fall, and spring organization fairs.

- A. The Student Organizations Committee shall host an organization fair at each first-year orientation during the summer semester.
- B. The Student Organizations Committee shall host one organization fair at the beginning of the Fall and Spring Semesters

Section 5: Organization Orientation. The Student Organizations Committee shall host a Fall Organization Orientation, and a New Organization Orientation.

- A. The Fall Organization Orientation will function as an informational for new officers of chartered student organization, hosted during the Fall semester. It will include resources and policies that affect student organizations, risk management training, Pioneer Engage information, etc.
- B. The New Organization Orientations will function as an informational for newly chartered organizations. It will include resources and policies that affect student organizations, Pioneer Engage information, etc. The Student Organizations Committee shall host these on an as needed basis.

Section 6: Annual Organization Awards. The Annual Organization Awards shall recognize chartered student organizations for their success and contribution to the Texas Woman's University community at the SGA Banquet. The Student Organizations Committee shall enact the procedures and oversee all efforts in recognizing chartered organizations with awards.

ARTICLE VIII: PUBLIC RELATIONS COMMITTEE

Section 1: Function. The Public Relations Committee is established for the function of assisting the Associate Vice President of Public Relations in their duties. This includes but is not limited to the production and distribution of flyers, Pioneer Engage, the SGA Website, social media, tabling, etc.

Section 2: Membership. The Public Relations Committee shall be composed of the Associate Vice President of Public Relations, who serves as the Public Relations Committee Chair (PR Committee Chair), three members from within the Student Senate, one first-year student representative. Each member shall be responsible for one aspect of Public Relations for SGA (Flyers, Pioneer Engage, SGA Website, social media).

Section 3: Meetings. The Public Relations Committee shall meet at least once a month during the Fall and Spring semesters.

- A. The PR Committee Chair shall preside at all Public Relations Committee Meetings and may have the authority to call meetings of the Public Relations Committee at least 48 hours in advance of the intended meeting.

ARTICLE IX: SGA FINANCE COMMITTEE

Section 1: Function. The SGA Finance Committee is established for the purpose of allocating funds to Texas Woman's University chartered organizations.

Section 2: Membership. The SGA Finance Committee shall be composed of the Associate VP for Finance, who serves as the SGA Finance Committee Chair, four members from within the Student Senate, and one first year student who will serve as secretary.

Section 3: Meetings. The SGA Finance Committee will hold Finance Hearings bi-weekly in the Fall and Spring Semesters to allocate money from the Student Org Programming Fund (refer to Section 4 of this Article).

- A. The rules and procedures of the hearings will be outlined at the beginning of each semester.

Section 4: Funds. The SGA Student Leadership Development Fund will be the account used by the SGA Finance Committee to allocate funds to chartered student organizations. The account will be divided into the following: the Student Org Programming fund, and the Student Leadership Travel Fund

- A. The Student Org Programming Fund covers upfront cost for student organizations, and is allocated through a hearing process
B. The Student Leadership Travel Fund reimburses chartered student organizations who attend a leadership conference for their organization.

ARTICLE X: ELECTIONS

Section 1: Elections. The SGA President, Executive Vice President, and all officers of the Student Senate Branch shall be elected in the annual general elections under the supervision of the Election Committee.

- A. All officers of the Executive Board, excluding the SGA President and the Executive Vice President, shall be interviewed and appointed by the outgoing Executive Board.

Section 2: Terms of Office. All officers will serve a one-year term beginning upon the conclusion of the annual SGA Banquet and end the following year upon the conclusion of the annual SGA Banquet of the following academic year.

Section 3: Election Committee. The Election Committee shall enact the procedures for and oversee all elections sponsored by the SGA. The Election Committee shall be bound by the Election Code.

- A. The Election Committee shall consist of all Executive Board members who are not running in elections, and two members from the Student Senate Branch.
- B. The Associate VP of Internal Affairs shall act as Committee Chair only if she/he is not running for election under the Election Code. In this case, the following will consist of the line of succession of the Election Committee Chair: SGA Associate Vice President of Public Relations, SGA Chief of Staff, SGA Associate VP for Finance, Associate Vice President for Student Organizations, the Executive Vice President, and the SGA President. In the case that all SGA Executive members are running for re-election, then the SGA President shall appoint a chairperson from the Student Senate Branch.
- C. The members of the Election Committee shall not file as a candidate in the SGA election during their term of service. The members of the Election Committee may not be actively affiliated with any candidate during their terms of office.
- D. The Election Committee will begin to meet at least one month prior to the start of the SGA Election application.
- E. Members of the Election Committee are subject to removal as described in Article VI Section 4 of this Constitution.

ARTICLE XI: REMOVAL

Section 1: Member Impeachment. Impeachment is defined as a charge of misconduct or failure to fulfill his or her duties.

- A. The Student Senate may impeach any member of SGA for failure to fulfill his or her specified duties following a two-thirds (2/3) majority vote of the Student Senate excluding the member in question.
- B. The Executive Board may impeach any member of SGA following a unanimous vote of no confidence excluding the member in question.

Section 2: Member Removal. The Judiciary Committee shall rule on all impeachments by any branch or member of SGA. The Judiciary Committee Chair shall preside over all impeachments and hearings. If the Judiciary Committee finds the impeached officer not responsible, he or she shall remain in office for the designated term. If the Judiciary Committee finds the member responsible, he or she will be removed from office immediately. A decision requires a majority vote from the Judiciary Committee, as outlined in Article VI.

ARTICLE XII: AMENDMENT AND EFFECTIVE DATE

Section 1: Amendment of Constitution. The Constitution of the SGA may be amended as follows:

- A. Amendments may be proposed by any member of SGA by submitting the proposed amendment to the Student Senate. Upon receipt of a proposed amendment, the Student Senate shall schedule at least one session open for students to come and speak on the issue. The Student Senate shall also announce the date upon which the proposed amendment shall be called for vote. The proposed amendment may be modified or accepted by 2/3 vote of the Student Senate. If 2/3 vote of the membership of the Student Senate does not vote in the affirmative, the proposed amendment is defeated. If 2/3 vote of membership of the Student Senate does vote in affirmative the proposed legislation will move to the Executive Board as outlined in Article III Section 2.
- B. Amendments may also be proposed by any student upon presentation to the Student Senate with a petition containing the signatures of at least 5% of the Student Body. Upon such presentation, the Student Senate shall immediately provide copies of the proposed amendment to the Executive Board and shall proceed as set forth in the above subsection.
- C. All actions taken pursuant to this Article shall be subject to the override provisions set forth in Article III Section 2.

Section 2: Effective Date. The Preamble, and Articles I, II, VI, X, XI, and XII shall be effective the day the Constitution is passed. All other Articles shall be effective at the conclusion of the 2019 SGA Elections.