

**Constitution for the  
Texas Woman's University  
Student Government Association  
Dallas Center**

We, the students at the Texas Woman's University Institute of Health Sciences – Dallas Center, recognizing that student involvement and leadership is vital for the making of a great university, do hereby ordain and establish this Constitution.

**Preamble**

The purpose of the Texas Woman's University Student Government Association, Dallas Center, shall be:

- To promote cooperation among Texas Woman's University students, faculty, staff, and administration,
- To protect the rights of Texas Woman's University students,
- To provide official channels through which the opinions and desires of Texas Woman's University students may be expressed,
- To create an environment which fosters student leadership opportunities and involvement,
- To improve the physical, social, and academic welfare of Texas Woman's University students,
- To function as the liaison between students and the University faculty, staff, and administration, and
- To promote awareness of Texas Woman's University in Dallas and the surrounding communities.

**Article I – Organization and Membership**

Section I – Name

The name of this organization shall be: The Texas Woman's University Student Government Association, Dallas Center.

Section II – Membership

The Texas Woman's University Student Government Association, Dallas Center, membership shall consist of all students enrolled for credit work (at least one credit hour) in compliance with University regulations at Texas Woman's University, Dallas Center.

Section III – Branches

The organization will consist of three branches: the Executive Branch, the Representative Council, and the Leader's Forum.

- A. The Executive Branch will be the governing body of the Student Government Association, Dallas Center.
- B. The Representative Council will be the legislative body of the Student Government Association, Dallas Center.
- C. The purpose of the Leader's Forum is to unite all the chartered organizations and to create a campus with a network of organizations that act together for the betterment of the Texas Woman's University, Dallas Center.

## **Article II – Executive Branch**

### Section I – Executive Powers

The executive powers shall be vested in the Officers, who shall consist of the President, Vice-President, Secretary, and Treasurer of the Student Government Association.

### Section II – Functions of the Officers

- A. The Officers shall promote and provide for communication to and among the students, faculty, and staff of the Texas Woman's University, the Dallas areas clinical settings, and the greater Dallas area.
- B. The officers shall recommend, to the proper University officials, necessary improvements in the policies and procedures of the University and Student Life, in an effort to best represent students of the Texas Woman's University, Dallas Center.
- C. The Officers shall represent the University and its students to the Dallas area clinical settings, the Dallas community, and the state of Texas.
- D. The officers shall uphold and execute the Constitution of the Student Government Association.
- E. The officers shall plan all Student Government Association and Representative council meetings.
- F. The officers shall meet twice yearly with the Advisor in order to evaluate the performance of each Officer's position based upon a peer review process. Each stipend is dependent upon the fulfillment of each Officer's duties and responsibilities in the Student Government Association.

### Section III – Powers and Duties of the Officers

- A. The President shall
  - 1. Represent the student body as a whole and assist in carrying out all the regulations and policies of the Student Government Association and University.
  - 2. Develop and maintain communication with the Denton and Houston campus Student Government Association Presidents, by way of the Executive Forum, to strengthen the Texas Woman's University.
  - 3. Call and preside over all regular and called meetings of the Student Government Association.

4. Have the power to call meetings with 48 hours advance notification.
5. Be responsible to vote in the Representative Council only in the event of a tie.
6. Oversee all Student Government Association appointed committees.
7. Serve as ex-officio member of all organizational committees and appoint a chairperson of special committees.
8. Supervise the election of representatives from each academic organization of the Texas Woman's University Dallas Center Student Government Association.
9. Administer the oath of office to incoming executive officers and members of the Representative Council.
10. Have the responsibility to execute all powers and duties found in the Student Government Association Constitution.

B. The Vice President shall

1. Represent the student body as a whole and assist the President in carrying out the regulations and policies of the Student Government Association and University.
2. Establish and maintain communication with University officials.
3. Have the power to preside over meetings in the absence of the President.
4. Serve as chairperson of the Leader's Forum.
5. Be responsible to vote in the Leader's Forum only in the event of a tie.
6. Serve as a voting member of the Representative Council.
7. Facilitate the use of Parliamentary Procedures of all meetings of the Student Government Association.
8. Assume the duties and responsibilities of the Secretary and/or Treasurer in case of absence
9. Perform other duties, as the President of the Student Government Association shall assign to her/him.

C. The Secretary shall

1. Represent the student body as a whole and assist the President in carrying out the regulations and policies of the Student Government Association and the University.
2. Keep permanent records, in accordance with the Student Government Association guidelines, of all minutes of the Student Government Association meetings.
3. Be responsible for notification procedures of the Student Government Association Officers and Representatives for all called meetings.
4. Keep accurate files of all business of the Student Government Association.
5. Serve as chairperson of the Election Board.
6. Serve as a voting member of the Representative Council.

7. Perform other duties, as the President of the Student Government Association shall assign to her/him.

D. The Treasurer shall

1. Represent the student body as a whole and assist the President in carrying out the regulations and policies of the Student Government Association and the University.
2. Keep and make available a permanent financial record of all transactions of the Student Government Association, and disburse funds with the approval of the Representative Council.
3. Research and communicate information regarding pending purchases by the Student Government Association.
4. Work in conjunction with the President in preparing the annual budget for presentation to the Representative Council and the Student Service Fee Allocation Committee.
5. Serve as a member on the Student Service Fee Allocation Committee.
6. Serve as a voting member of the Representative Council.
7. Perform other duties, as the President of the Student Government Association shall assign her/him.

- E. The Executive Board shall have the power to veto any action taken by the Representative Council by a three-fourths (3/4) vote of all officers.

Section IV – Qualifications of Officers

The President, Vice President, Secretary, and Treasurer:

- Must be a student enrolled on the Dallas campus of Texas Woman’s University,
- Shall have and maintain a minimal cumulative grade point average of 3.0,
- Shall not have a disciplinary record with Texas Woman’s University, the city, the state, or the federal government, and
- Shall uphold the standards of Texas Woman’s University and maintain a leadership by example philosophy.

Section V – Meetings of the Student Government Association

- A. Meetings of the Student Government Association shall be held at least once a month during the fall and spring semesters, or as often as deemed necessary by the President or majority of the Student Government Association members.

B. Excused Absences

1. An Executive Officer who is unable to attend a meeting of the Executive Council or of the Student Government Association shall submit written notification of this fact to the Vice President prior to the absence or within 24 hours afterwards.

2. An absence shall be excused if the prescribed procedure is followed and the reason is deemed valid by the Executive Officers due to extenuating circumstances.

C. Unexcused Absences

1. An absence shall be unexcused if the prescribed procedure is not followed or if the reason is not deemed valid by the Officers.
2. Following the first unexcused absence, a letter or warning shall be issued.
3. Two unexcused absences shall result in removal from office.

D. A quorum shall consist of three-fourths (3/4) of the executive officers.

Section VII – Line of Succession

A. In the event that the office of President becomes vacant before the next scheduled election, the line of succession shall be as follows:

Vice President

Secretary

Treasurer

Members of the Representative Council as chosen by majority vote of the Representative Council.

B. If there is a vacancy in the office of Vice President, Secretary, or Treasurer before the next scheduled election, the President shall fill the vacancy with majority approval of the Representative Council.

C. Vacancies in the Representative Council shall be filled by majority vote of the representative discipline, or by appointment.

**Article III – Representative Council**

Section I – Legislative Powers

The legislative powers shall be vested in the Representative Council which shall be composed of members representing each University's designated disciplines.

Section II – Membership

A. All students of Texas Woman's University, Dallas Center shall be represented by their respective disciplines. The disciplines represented in the Representative Council are: Health Care Administration, Nursing, Occupational Therapy, and Physical Therapy.

B. Official enrollment form the fall semester, as reported by the University Registrar, shall determine the number of Representatives for each discipline.

C. Each discipline shall be represented as follows:

1-50 students	1 Representative
51-100 students	2 Representatives
101-150 students	3 Representatives
151-200 students	4 Representatives
201-250 students	5 Representatives
251-300 students	6 Representatives
300 + students	7 Representatives

- D. All enrolled students classified in the above disciplines by Texas Woman’s University, Dallas Center, are eligible to hold office as a Representative of their discipline.
- E. Representative elections will take place and are facilitated within each discipline – independently. Each discipline shall define specifically the constituency of each representative.
- F. If a representative is not elected by a specific date, the position will be forfeited for the duration of that term of office.
- G. Duly elected Representatives shall serve a term from August through July of the following year. If unable to complete a term, the respective discipline will elect an alternate Representative.
- H. No student may qualify for election from a discipline unless he/she is a member of that discipline according to the official records of Texas Woman’s University, Dallas Center.
- I. Representatives must maintain a 3.0 cumulative grade point average.
- J. The President of the Student Government Association shall administer oath of office to Representatives.
- K. Upon recommendation of the Vice President for Student Life, the Representative Council may recognize and include in the list above, additional constituencies which are established components of the Dallas Center programs and therefore qualify for representation on the Representative Council.
- L. The Officers of the Student Government Association, Dallas Center, shall serve as members of the Representative Council, in accordance with their prescribed duties.

Section III – Powers and Duties

- A. Each member shall have one vote in meetings of the Representative Council.
- B. Any member of the Representative Council who is unable to attend a meeting automatically forfeits her/his voting privilege in said meeting.

- C. The Representative Council shall have the power to establish any committees needed to carry on an effective student government.
- D. All Student Government Association committee chair appointments, made by the President, shall be subject to the approval of two-thirds (2/3) of the Representative Council.
- E. The annual budget submitted by the Treasurer shall be subject to approval of the Representative Council, by majority vote.
- F. All members of the Representative Council, not currently running for executive office, shall serve as members of the Election Board.
- G. The Representative Council may recommend changes in the policies and procedures of the University and Student Life.
- H. The Representative Council shall have the power to override an Executive Council veto by a vote of (3/4) of the sworn Representatives.

#### Section IV – Attendance at Meetings

- A. Meetings of the Student Government Association shall be held at least once a month during the fall and spring semesters or as often as deemed necessary by the President or a majority of the Student Government Association Members.
- B. Excused Absences
  - 1. A Representative Council member who is unable to attend a meeting of the Student Government Association shall submit written notification of this fact to the Secretary prior to the absence or within 24 hours afterwards.
  - 2. An absence shall be excused if the prescribed procedure is followed and the reason is deemed valid by the Executive Officers due to extenuating circumstances.
- C. Unexcused Absences
  - 1. An absence shall be unexcused if the prescribed procedure is not followed or if the reason is not deemed valid by the Executive Officers.
  - 2. Following the first unexcused absence, a letter shall be issued.
  - 3. Two unexcused absences shall be grounds for removal from office.
- D. A quorum shall consist of two-thirds (2/3) of the Representative Council.

Section V – Removal from office

- A. Members of the Representative council are subject to automatic removal form office for failure to maintain the prescribed qualifications for their office.
- B. The process of removing a member of the Representative Council may be initiated by means of a petition presented to the Officers of the Student Government Association. The petition must bear the signatures of a simple majority of the member’s constituency.
  - 1. Upon receipt of valid petition, the Student Government Association Executive Council will conduct a full and impartial review prior to calling for a vote on the question of removing the member from office.
  - 2. The removal of a Representative Council member from office shall require a three-fourths (3/4) vote of the Representative Council.

**Article V – Elections**

Section I – Election Board

- A. Purpose
  - 1. The Election Board shall coordinate the organization and administration of Student Government Association elections and shall promote a better understanding of the election procedures at Texas Woman’s University, Dallas Center.
  - 2. The Election Board shall recommend changes in election procedures to the Student Government Association.
- B. Membership
  - 1. The Election Board shall be chaired by the Secretary of the Student Government Association.
  - 2. The Board shall be comprised of all members of the Representative Council not currently running for an Executive Office in the Student Government Association.
  - 3. In the event that the Secretary of the Student Government Association is running for office an office in the Student Government Association, the highest ranking Executive Officer that is not running shall chair the Election Board.
  - 4. In the event that all Executive Officers are running for an additional term in the Student Government Association, the President shall appoint a chair form the members of the Elections Board.



### C. Powers and Duties

1. All members of the Election Board shall be required to attend three-fourths (3/4) of meetings of the Board.
2. Each member shall be responsible for assisting in the conduction of the election and the tabulation of the ballots, as assigned by the Election Board Chair.

## Section II – Standard Election Procedures

### A. Eligibility to Vote

Any student enrolled for credit work (at least one credit hour), in compliance with Texas Woman's University regulations at the Dallas Center, shall be eligible to vote.

### B. Filing for Student Government Association Offices

1. Eligibility to File  
Any enrolled student who fulfills the prescribed qualifications for a specific election may file for any office which may be held in accordance with the Constitution.
2. Filing Procedure
  - a. The place dates, and procedure of filing for all elections for all elections shall be announced by the Election Board Chairperson at least one week prior to the filing date.
  - b. Any person filing for office who does not meet the qualifications for that office shall not be presented to the voters as a candidate.
3. Election Procedures
  - a. Time, date and place of all elections shall be announced by the Election Board Chairperson at least one week prior to elections, except in the case of a run-off election.
  - b. If more than two people are running for a particular office and none receive a simple majority of the votes in an election, a run-off election shall be held between the two candidates receiving the highest number of votes.
  - c. Run-off elections shall be announced by the Election Board Chairperson no more than 24 hours after the balloting has ended. The run-off election must be held between five and ten days after the election.
  - d. All balloting is to be held by secret ballot.
  - e. All ballots shall be counted and the results shall be posted no more than 24 hours after the balloting has ended.
  - f. All ballots shall be held for 72 hours after the vote. If the election is not contested all ballots shall be destroyed after that time.
  - g. Any candidate may ask for a recount within 72 hours after the balloting ends.

- h. New officers shall be inducted at a Student Government Association meeting following the election of Officers.

### Section III – Student Government Association Officer Elections

- A. All Officers shall be elected in a general election, to be held in the spring by the last full week of March.
- B. All Officers shall take office not less than three weeks after elections (the term of office is from April to the following election.)
- C. If a vacancy should occur in one of the Executive Offices, a general election will be held at the earliest convenient date, not to exceed fifteen school days.

### Section IV – Concurrent Offices

An Executive Officer may not hold any concurrent offices in the Student Government Association.

## **Article VI – Committees**

### Section I – Formation of Committees

Committees shall be established as deemed necessary by the Student Government Association Executive Officers or by the members of the Representative Council.

### Section II – Purpose

All committees shall submit reports, recommendations, proposals, and resolutions to the President of the Student Government Association, as deemed necessary by the Executive Officers.

### Section III – Committee Chairs

All Student Government Association committee chair appointments, shall be made by the President and shall be subject to approval by a two-thirds (2/3) vote of the Representative Council.

## **Article VII – Parliamentary Law**

Robert’s Rules of Order shall be the parliamentary authority for the Student Government Association, except for matters covered in the Constitution.

## **Article VIII – Oath of Office**

I, \_\_\_\_\_ hereby solemnly affirm that I will carry out the duties of my office to the best of my ability, in accordance with the Constitution of the Student Government Association, Texas Woman's University Institute of Health Sciences – Dallas Center.

## **Article IX – Amendments of the Constitution**

### **Section I – Proposed Amendments**

- A. A proposed amendment to the constitution must be submitted, in writing, to the Executive Officers at the general meeting of the Student Government Association.
- B. Following submission to the executive Council, the proposed amendment shall be posted immediately. The proposed amendment must be voted on by the Representative Council, at the next general meeting of the Student Government Association. Approval requires a three-fourths (3/4) of the Representative Council.
- C. If approved by the Representative Council, the proposed amendment shall be submitted, in writing, to the Student Life Coordinator of the Dallas Campus, Vice President of the Dallas campus and the Vice President of Student Life for approval.
- D. Following approval by the Student Life Coordinator of the Dallas campus and Vice President of Student Life, the proposed amendment shall be presented to the student body of Texas Woman's University, Dallas center, for a vote. Ratification of the proposed amendment shall require a three-fourths (3/4) majority.

### **Section II – Voting on Proposed Amendments**

Voting on proposed amendments will be held at the due date, time, and place as announced by the Student Government Association Executive Officers. All proposed amendments shall be posted at least one week prior to voting.

## **Article X – Ratification**

The constitution shall be considered ratified when approved by the Vice President of Student Life, the President of the University, and two-thirds (2/3) of the Representative Council at the Texas Woman's University Institute of Health Sciences- Dallas Center.

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