



Constitution & Bylaws

PREAMBLE

We, the student body of Sul Ross State University, deriving our authority from the Texas State University Board of Regents and our governance from this Constitution, do hereby establish the Student Government Association of Sul Ross State University which shall act on behalf of the student body by providing leadership, guidance, and oversight to all Student Clubs and assuring timely response to issues raised by the student body.

ARTICLE I. NAME

The name of this organization shall be the Student Government Association of the Alpine campus of Sul Ross State University, herein referred to as the SGA.

ARTICLE II. MEMBERSHIP

The Student Government Association non-voting members shall consist of all full and part-time students who have paid the appropriate student service fees for that semester and are not full-time employees of the University. Student Government Association voting members will consist of all elected and appointed positions recognized by the Student Government Associations Constitution and By-laws.

ARTICLE III. PURPOSE

The primary purpose of this organization, as a representative student government, is to act as a liaison to the faculty, administration, and staff on behalf of the student body. Our responsibility is to listen and, when appropriate, act upon the suggestions and concerns expressed by the student body, to foster recognition of student rights and the university responsibilities to the students, to act in the students' best interests when participating in the development of university policy and sitting on university committees, and to demonstrate leadership, honesty, loyalty, and integrity by our actions.

More specifically, our responsibilities are: To represent the student body on university committees and when requested, at university events and programs; to encourage activities of a social, cultural and civic nature to develop and maintain a university and community spirit; to allocate and oversee Student Activities funds that are distributed to clubs that promote the interests of the student body.

ARTICLE IV. ORGANIZATION

The representative agencies of the Student Government Association shall be composed of Executive, Legislative, and Judicial branches.

ARTICLE V. EXECUTIVE BRANCH

Section 1. The Executive Branch of the Student Government Association shall be called the Executive Council and shall consist of the President, Vice-President, Secretary, Treasurer, Parliamentarian, Public Relations Officer, Dean of Student Life, and Advisor. With the exception of the Dean of Student Life, the term of office for members of the Executive Branch shall begin at the end of the spring semester and shall end at the completion of the following spring semester. No officer shall be on academic or disciplinary probation at any time while holding office. If so, they shall immediately submit a letter of resignation to the President of Student Government Association.

Section 2. President

- A. The chief officer of the Student Government Association shall be the President. The outgoing President shall advise the President-elect one month prior to "Dead-Day" of their term.
- B. Any candidate for this office shall have served at least one year on the Executive Council, and have been a student of Sul Ross State University for at least two complete semesters (Fall or Spring) upon filing for

office. The candidate shall have a grade point average of at least 3.0 and not be on disciplinary or academic probation. The candidate shall be elected at large during the spring general elections. The President-elect shall attend all meetings of the Congress after election results have been made official. During the term of office, the President shall be a sophomore, junior, senior, or graduate student. In the event of the inability of the President to fulfill the duties of office, the Vice-President shall assume the office of President. No person who has previously held the office of President for two electoral terms may again become a candidate for this office.

- C. The Student Government Association President shall:
1. Attend all weekly and special meetings of the Congress;
 2. Present a legislative program to the Congress at the beginning of each semester;
 3. Appoint all persons whose appointment is not otherwise provided for in these bylaws;
 4. Present periodic messages on the state of the Association to the Congress;
 5. Be responsible for the execution of all legislation of the Congress if no other committee has been chosen to do so;
 6. Perform all other duties assigned to the President by the Constitution, the Congress, or the Student Government Association.
 7. Convene special sessions of the Congress.
 8. Establish and appoint such administrative committees as deemed necessary;
 9. Represent the Student Government Association in its dealings with agencies and organizations within and outside the University community, including the Student Advisory Board at the Board of Regents Meetings;
 10. Approve allocations of Student Government Association funds under \$100.00;
 11. Appoint committee chairpersons as deemed necessary;
 12. Select standing committee members;
 13. Appoint justices to the Student Court with the advice and consent of two-thirds of the Congress members present and voting;
 14. Appoint the Parliamentarian with the advice and consent of two-thirds of the Congress members present and voting;
 15. Appoint the Public Relations Officer with the advice and consent of two-thirds of the Congress members present and voting;
 16. Appoint officers to fill any vacancy not otherwise covered in this Constitution with the advice and consent of the Congress members present and voting;
 17. Appoint an Acting President, with the advice and consent of two-thirds of the Congress members present and voting, in the event that all officers will be unable to perform their necessary duties.
 18. Shall have the option to preside as chair at meetings if the Congress is unable.

Section 3. Vice President

- A. The outgoing Vice-President shall advise the Vice-President-elect for the last two weeks of their term.
- B. The qualifications for the office of Vice-President shall be the same as those for the President including the time of elections at the end of the spring semester. The candidate shall be elected at large during the spring general elections. No candidate shall be on academic or disciplinary probation while seeking or holding office and have been a student at Sul Ross State University for at least one semester, and have completed at least one semester of service in the Senate or its successor Student Congress. The outgoing Vice-President shall conduct Congressional meetings until the end of the Spring Semester. All items dealing with filing, assuming office, advising the Vice-President-elect, and term of office shall be the same as for the President. The Vice-President shall have a GPA of 2.5 or higher.
- C. The Vice-President shall:
1. Attend all weekly and special meetings of the Congress;
 2. Shall have the option to preside as chair at all meetings of the Congress;
 3. Assist the President in fulfilling the executive functions of the Student Government Association;
 4. Assume the duties of the President when so directed by the President;
 5. Perform all other duties assigned to the Vice President by the Constitution, the Congress, or the Student Government Association.
 6. Represent SGA on the Student Advisory Board at the Board of Regents meetings

- D. The Vice-President shall:
 - 1. Assume the office of President upon the inability of the President to fulfill the duties of the office as determined by the Congress, upon removal from office, or upon resignation from office.

Section 4. Secretary

- A. The outgoing Secretary shall advise the Secretary-elect for the last two weeks of their term.
- B. Any candidate for the office of Secretary must have an overall grade point average of 2.5. The outgoing Secretary shall advise the Secretary-elect until the end of the semester on keeping minutes, files, etc.
- C. The Secretary shall:
 - 1. Attend all weekly and special meetings of the Congress;
 - 2. Maintain the minutes of all meetings of the Congress and Executive Council;
 - 3. Distribute such records to the membership of the Congress;
 - 4. Keep a roll of all members of the Congress present at all meetings;
 - 5. Maintain on file all decisions of the Student Court;
 - 6. Maintain files on all literature pertinent to official Student Government activity;
 - 7. Be accountable for official written and electronic correspondence from the Executive and Legislative branches of the Student Government Association;
 - 8. Perform all other duties assigned to the Secretary by the Constitution, the Congress, or the Student Government Association.
Post minutes of past regular sessions of Congress, or the Student Government Association.
- D. The Secretary is empowered to assume the duties of the President in the absence of the President and Vice-President.
- E. The Secretary shall:
 - 1. Assume the office of Vice-President upon the inability of the Vice-President to fulfill the duties of the office as determined by the Congress, upon removal from office, or upon resignation from office.
 - 2. In such cases in which the President or Vice-President are removed or have resigned, the Secretary will move up to the next qualifying position following the succession.
Represent SGA on the Student Advisory Board at the Board of regents in the event the President and/or Vice President cannot.

Section 5. Treasurer

- A. The outgoing Treasurer shall advise the Treasurer-elect for the last two weeks of their term.
- B. Any candidate for the office of Treasurer must have a grade point average of 2.5. The candidate shall be elected at large during the Spring general elections. The outgoing Treasurer shall advise the Treasurer-elect until the end of the semester. No person who has previously held the office of Treasurer for two electoral terms may again become a candidate for this office.
- C. The Treasurer shall:
 - 1. Attend all weekly and special meetings of the Congress;
 - 2. Initiate payment of expenditures approved by the Congress at each meeting of the Congress;
 - 3. Preside over the finances, and if necessary form a committee;
 - 4. Manage the University Funds for Organizations (UFO) account, and initiate the appropriate UFO fund application and allocation process for UFO funds. Applications for campus organizations will be available no later than March 15 of the spring semester, and allocations will be awarded by May 1st, except in special circumstances. Each organization approved for UFO funds will be notified of its allocations;
 - 5. Prepare and present to the Dean of Student Life the Annual Financial Report, and such other reports as may be required by the Texas State University System Rules and Regulations Chapter 6, Section 7.16;
 - 6. Perform all other duties assigned to the Treasurer by the Constitution, the Congress, or the Student Government Association.
- D. The Treasurer is empowered to assume the duties of the President in the absence of the President, Vice-President, and Secretary.
- E. The Treasurer shall:

1. Assume the office of Secretary upon the succession of the next qualifying position for the Secretary upon the inability of the Vice-President to fulfill the duties of the office as determined by the Congress, upon removal from office, or upon resignation from office.
2. In such cases in which the President or Vice-President are removed or resigned, the Treasurer will move up to the next qualifying position following the succession.

Section 6. Parliamentarian

- A. The outgoing Parliamentarian shall advise the Parliamentarian-elect for the last two weeks of their term. The Parliamentarian must possess a thorough knowledge of Robert's Rules of Order.
- B. This position shall be filled by appointment of the Student Government Association President from among the SGA membership and approved by the advice and consent of two-thirds of the members of the Congress present and voting.
- C. The Parliamentarian shall:
 1. Attend all weekly and special meetings of the Congress;
 2. Ensure that all meetings of the Congress and Executive Council are conducted under the accepted rules of parliamentary procedure;
 3. Advise on all points of order according to the latest revision of Robert's Rules of Order which shall govern in all cases not covered by this Constitution and Bylaws;
 4. Serve as chair and appoint six members of the Student Government Association to serve on the Election Committee with the advice and consent of two thirds of congress present and voting.
 5. Administer all Student Government Association elections, unless his/her name is on the ballot in which case he/she shall submit in writing to the President and Vice President a request to be released from his/her duty thus stated above;
 6. Appoint polling officials to assist the election committee during the elections;
 7. Perform all other duties assigned to the Parliamentarian by the Constitution, the Congress, or the Student Government Association.

Section 7. Public Relations Officer

- A. The outgoing Public Relations Officer shall advise the Public Relations Officer-elect for the last two weeks of their term.
- B. This position shall be filled by appointment of the Student Government Association President from among the SGA membership and approved by the advice and consent of two-thirds of the members of the Congress present and voting.
- C. The Public Relations Officer shall:
 1. Attend all weekly and special meetings of the Congress;
 2. Notify all members of the Congress of the time and place of all meetings;
 3. Submit weekly articles to the University media covering business conducted at the most recent meeting of the Student Government Association;
 4. Report and advertise upcoming activities, working in conjunction with the appropriate committees;
 5. Chair the Public Relations Committee
 6. Perform all other duties assigned to the Public Relations Officer by the Constitution, the Congress, or the Student Government Association.

Section 8. Application/ Eligibility Requirements

The Election Committee will review all applications. The following qualifications will be taken into consideration upon review; one letter of recommendation from a faculty or staff member, resume, and lastly an unofficial transcript of previous academic year. The candidate shall not be on academic or disciplinary probation while seeking or holding office and have been a student at Sul Ross State University for at least one semester, (Must be a full-time student for the entirety of the applied academic year)

Section 9. Dean of Student Life

The University shall be represented in Student Government Association business by the Dean of Student Life. The Dean of Student Life shall be permitted to discuss all measures of the SGA but will not be allowed to propose legislation to the Congress or vote on SGA business. The Dean of Student Life may be assigned other duties and privileges by the Congress.

Section 10. Student Government Association Advisor

The Student Government Association President may select an Advisor from the Sul Ross State University faculty or staff. The Advisor shall be permitted to discuss all measures of the SGA, but will not be allowed to propose legislation to the Congress or vote on SGA business. The Advisor may be assigned other duties and privileges by the Congress.

Section 11. Removal from Office

- A. Any member of the Executive Council, with the exception of the Dean of Student Life, may be automatically removed from office for failure to comply with the requirements of the office, if placed on academic or disciplinary probation, or for three (3) unexcused absences or (4) excused absences, per semester from the Congress meetings unless special arrangements have been made in an individual's case.
- B. Any elected member of the Executive Council (President, Vice President, Secretary, Treasurer, or Chief Justice) may be removed by a 2/3 affirmative vote of all members of Congress within two regular consecutive sessions of Congress for failure to fulfill the duties of his/her office.
- C. Any appointed member (Parliamentarian, Public Relations Officer, or Advisor) may be removed from office by the advice and consent of two-thirds of the total Congress members present and voting.

Section 12. The Executive Council shall:

- A. Consider all matters that are referred to it by the Congress, make referrals to proper committees when necessary, prepare the agenda for all meetings of the Congress, regulate the areas of responsibility of the standing committees, and perform such other duties that may be deemed necessary by the Congress.
- B. Meet periodically to conduct business. The Student Government Association President shall serve as chair of the Executive Council. Each member of the Executive Council shall have one vote, with the exception of the Dean of Student Life and the Advisor. All meetings of the Executive Council shall be open to the public unless the Council enters into executive session by a two-thirds vote of the members present and voting.

ARTICLE VI. THE LEGISLATIVE BRANCH

Section 1. All Legislative powers, except as otherwise specifically provided in this Constitution, shall be vested in the Congress of the Student Government Association of Sul Ross State University.

Section 2. The Congress shall consist of the Student Government Association President, Vice-President, Secretary, Treasurer, Public Relations Officer, Parliamentarian, Dean of Student Life, Advisor, Representatives and Senators. There shall be no member of Congress that is on academic or disciplinary probation. If so, they shall immediately submit a letter of resignation to the SGA President.

Section 3. Student Government Association Senators shall be elected as follows:

- A. Two representatives from each College including ALPS, EPS, and the Jimmy D. Case College of LASS.
- B. Four seats shall be filled at large.
- C. One seats each shall be filled by members of the Freshman, Sophomore, Junior, and Senior classes and one seat filled by a Graduate Student.

Section 4. Candidates for the office of Senator must have an overall grade point average of at least 2.0 for undergraduates, and 3.0 for graduates. In the case of Freshman candidates, a minimum high school grade point average of 2.0 shall be required. No candidate shall be on academic or disciplinary probation while seeking or holding office.

Section 5. The tenure of office for Senators shall commence at the beginning of the Fall semester in which they are elected and terminate at the end of the following Spring semester.

Section 6. In cases of vacancies in the Congress, except where otherwise noted in the Constitution, the Senator who is vacating his or her position shall nominate a student from among his/her constituency to fill the position. In the event the outgoing Senator does not nominate a student, the President may nominate a student to fill the position. This student must meet all Congress requirements and must be approved by a two-thirds vote of the Members of Congress present and voting. Upon approval by the Congress, the student shall serve until the next regular election, at which time the position shall be placed on the ballot. Any candidate elected during such an

election shall serve until the next general Fall election.

Section 7. A Student Senator may be recalled by a petition of 30% of the Senator's constituency. If the recall is passed by a majority of the constituency voting in a recall election, a special election shall be held to fill the position. When a member of the Executive Committee is recalled, that individual is still allowed to maintain active participation as a Member of Congress, provided that a seat is available for that individual to occupy.

Section 8. One Goal of the Student Government Association is to give the students at Sul Ross State University true representation in Congress. This representation is established by allowing all registered student organizations on campus one representative seat in Congress. These new members of Congress shall be referred to as Representatives, and shall retain all rights and privileges presently held by members of Senate.

Section 9. Student Government Association Representatives shall be elected as follows:

- A. It will be the responsibility of each individual organization to hold an internal election process.
- B. It will be the responsibility of each individual existing organization to notify either the President or the Dean of Student Life of a Representative's nomination for confirmation of eligibility before the first congressional meeting of the semester.
- C. In the case of a new or returning dormant organization that is officially recognized after the first congressional meeting of the semester, it will be the responsibility of that organization to notify the Parliamentarian or the Dean of Student Life before the next congressional meeting after being approved by Congress.
- D. If an organization fails to contact the Parliamentarian or the Dean of Student Life, by the applicable dates listed in Sections 9 B and 9 C, it will lose its representative seat in Congress for the regular semester.
- E. Upon approval of eligibility by the Dean of Student Life and The Parliamentarian, the Representative-elect from each individual organization will acquire a seat in Congress.

Section 10. An organization will be permitted only one replacement of a representative for a particular seat per regular semester. Once an organization has replaced its representative seat one time and loses a second representative, that organization will lose that particular seat in Congress for the remainder of the Semester.

Section 11. An organization will be allowed to regain its representative seat in Congress at the beginning of the next regular semester.

Section 12. A representative may not relinquish his or her seat for the sole purpose of becoming a Senator.

Section 13. A vacancy by a representative will not count for or against quorum.

Section 14. The Congress shall represent the Student Government Association by exercising the power to:

- A. Participate in the recognition of new campus organizations.
- B. Formulate procedures and regulations and have a voice in the allocation of student service fees, subject to State law.
- C. Take all action within the limits of the Constitution and Bylaws which shall be necessary and proper.
- D. The Members of Congress may call special sessions of the Congress by a signed petition of 50% or more of the Members of Congress. The special session must be called by the President of the Student Government Association within two class days upon delivery of the petition unless otherwise stated in the petition, provided the Members of Congress receive actual notice of the petition.

Section 15. The committee structure of the Congress shall be established as herein provided:

- A. The standing committees of the Student Congress and their areas of responsibility shall include (but not be limited to):
 1. Election Committee, which shall be responsible for all Student Government Association elections, including officer, Student Congress, and Homecoming elections.
 2. Academic Affairs Committee, which shall be responsible for communication with college councils, scholastic regulations, academic innovation, and library facilities.
 3. Student Life Committee, which shall be responsible for areas including student service, service projects, student concerns pertaining to student life, and the Health Center.
 4. Internal Policy Committee, which shall have the responsibility for Congress rules and election rules, and shall help formulate University rules and regulations.
 5. Public Relations Committee, which shall have the responsibility for promoting awareness of the

- Student Government Association and its goals to the student body, including administering any public opinion polls requested by the Congress. The Public Relations Committee shall also be responsible for recording all activities hosted by SGA, and contacting campus media and outside media when appropriate and approved by the Student Government President or Congress.
6. Drug Services Committee.
- B. The Congress shall have the authority to establish, by a two-thirds vote of its membership present and voting, such standing committees as are needed to perform its necessary and proper functions.
 - C. The Congress shall have the authority to establish, by majority vote of members present and voting, such special committees as are needed to perform its necessary and proper functions.
 - D. The chairpersons of the standing committees shall be Members of Congress who are appointed by the Student Government Association President.
 - E. Committee and subcommittee membership shall be open to Student Government Association members who are duly appointed except where otherwise noted in this Constitution.
 - F. The committee chairperson may establish such subcommittees as deemed necessary and appoint the subcommittee chairperson, except where otherwise noted in the Constitution.

Section 16. One half plus one of the voting members of the Congress shall be a quorum. No business shall be transacted without the presence of a quorum. All meetings of the Student Congress shall be open to the public unless the Congress enters into executive session by a two-thirds vote of the Congress members present and voting.

Section 17. A Member of Congress shall be removed from office after three (3) unexcused absences, or four (4) excused absences, per semester from the regular Congress meetings. For an absence to be excused, the Member of Congress must contact the SGA, by way of telephone, note, or electronic mail, before the meeting to be missed. Removal from office is to be finalized by a 2/3 majority vote from the total members of Congress present and voting.

Section 18. If either a Senator or a Representative makes a request for a leave of absence, he or she must complete the following procedures:

- A. Assure that a detailed written note is on file with the Executive Secretary three (3) class days prior to addressing Congress.
 - B. Secure from Congress his or her leave of absence and approval by a 2/3 majority vote of the members present and voting.
 - C. The leave of absence can be for no longer than three (3) meetings and no shorter than two (2) meetings, not to include special sessions of Congress.
- In circumstances regarding conflicts of interest dealing with an election protest, the leave of absence will last the duration of the review of the protest.

ARTICLE VIII. STUDENT GOVERNMENT ASSOCIATION RIGHTS

Section 1. The students shall exercise their collective authority through the student representative structure as outlined by the Student Government Association Constitution and Bylaws.

Section 2. The Student Government Association shall have the power to propose measures and to enact or reject the same at the polls, independent of the Congress, except where otherwise noted in this Constitution. An initiative petition containing the signatures of 20% of the SGA shall be required to call an initiative election. The election shall be held within twenty class days after the presentation of the petition to the SGA President. Any measure approved by the majority of those voting in a special election shall be forwarded to the SGA President for implementation.

Section 3. The Student Government Association shall have the power to approve or reject at the polls any measure passed by the Congress. A referendum petition containing the signatures of 20% of the Student Government Association shall be required to call a referendum election, which shall be held within twenty class days after the presentation of the petition. If the measure received the approval of at least 20% of the Student Government Association, it shall then be forwarded to the Student Government Association President for implementation.

Section 4. All members of the Student Government Association shall have the privilege to speak on the floor during the open meetings of the Congress.

ARTICLE IX.

MEDIA

SECTION 1. All known media presentation software shall be allowable; for in person presentations. Use of visual media will be limited to a five-minute presentation; unless the presenter notifies the Congress of additional time required. The time must be approved by a two-thirds vote of present voting members.

SECTION 2. All non-one-way audio communication devices are excluded from use; while Congress is in session.

ARTICLE X.

CONSTITUTION REVISION

SECTION 1. The Sul Ross State University Constitution **must** be revised at least every four years, as of 2015-2016 school year.

ARTICLE XI. AMENDMENTS

Section 1. The constitution shall be amended by a two-thirds vote of all members of Congress present and voting and be approved by the Dean of Student Life.

Section 2. Nothing contained in the Constitution shall in any way limit the final authority of Sul Ross State University, or of the Board of Regents of the Texas State University System.