

Clayton State University
Constitution of the Student Government Association (SGA)
Ratified on April 16, 2015

PURPOSE

The purpose of the Clayton State University Student Government Association is to provide for the general welfare of the Student Body.

ARTICLE I: Nature of the Student Government Association

The Student Government Association will promote for the general welfare of the Student Body by obtaining student input and recommending appropriate policies and regulations to the appropriate decision-making officers and/or bodies of Clayton State University.

The Student Government Association will implement and execute programs and policies, as it deems important and of interest to the Student Body, approve all official recommendations and actions of any committee established to implement programs and policies formulated by the Student Government Association, and inform the Student Body and/or other interested parties of all past and potential policies and programs of the Student Government Association.

The Student Government Association will work with the Division of Student Affairs to address student issues. The Student Government Association will facilitate communication between Students, Clayton State Administration, and the University System of Georgia.

ARTICLE II: Membership

All members of the Student Government Association, hereafter referred to as the SGA, are subjected to this Constitution, the SGA By-Laws, the Student Code of Conduct, and University policies.

ARTICLE III: Structure

The Student Government Association shall consist of four (4) executive officers, sixteen (16) undergraduate student senators, ten (10) undergraduate freshman senators, and five (5) graduate student senators of Clayton State. The total maximum membership of SGA will be equivalent to thirty-five (35) persons.

Section 1. Executive Board

- Elected by the Clayton State University Student Body during the Spring Election;
- Serve as representatives of the Student Body;
- Consist of four (4) elected officials: SGA President, SGA Vice- President, SGA Secretary, and Treasurer;
- Nominates all President's Cabinet Members, excluding Fiscal and Graduate Affairs Chairpersons;
- Approves the implementation of a proposed Ad Hoc Committee;
- Each member has one (1) vote; except the SGA President;
- Any student desiring to run for an Executive Board Officer must:
 - Have a minimum of a 2.50 cumulative grade point average;

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- Have a minimum of twelve (12) credit hours completed at Clayton State;
 - Have served a minimum of one (1) academic year as a member of SGA prior to the Spring election;
 - Be a full-time Clayton State Student;
 - Be enrolled for the full academic year for his/her term;
 - Be in good academic and social standing.
- The Executive Board may, at the request of the SGA President, may have a vote of “No Confidence” for any appointed President’s Cabinet Officer, and the member may be replaced. This excludes the Senate Leader, Chairperson of Fiscal Affairs, and Chairperson of Graduate Affairs.

1. President. The President shall:

- Serve as the official spokesperson of SGA;
- Serve as the Chairperson of the Executive Board and President’s Cabinet;
- Preside over all general and Special Sessions;
- Serve as an Ex-Officio member on all SGA Committees;
- Ensure the successful completion of all goals and initiatives;
- Develop agendas for all General Body, Executive Board and President’s Cabinet Sessions with the approval of all the Executive Board;
- Appoint Senators for open Executive Board and President’s Cabinet positions with Senate Approval;
- Vote only to break a tie;
- May not engage in debate at any SGA Sessions, while serving as the Chairperson;
- Meet with University administration to provide a pulse of the Student Body;
- Represent Clayton State and SGA at all CSOL meetings;
- Shall serve one (1) academic year in office. May 1 through Apr 30;
- May not serve more than two (2) terms in office as President.

2. Vice-President. The Vice-President shall:

- Serve as the official spokesperson in absence of the SGA President;
- Serve as the Co-Chairperson of the Executive Board;
- Attend all regular and special Sessions;
- In the absence of the SGA President, assume all presidential roles and responsibilities;
- Ensure each Standing and Ad Hoc Committee is progressing and working towards completing its goals and initiatives;
- Permitted one (1) vote;
- Reserves the privilege to engage in debate at all SGA Sessions;
- Fulfill additional duties and assignments as determined by the SGA President;
- Shall serve one (1) academic year in office. May 1 through Apr 30;
- May not serve more than two (2) terms in office as Vice-President.

3. Secretary. The Secretary shall:

- Serve as the official spokesperson in the absence of both the President and Vice President;
- Attend all regular and special Sessions;

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- Be responsible for ensuring the successful completion of all General Body, Executive Board, and President's Cabinet Sessions minutes;
- Be responsible for the presentation of the minutes from a prior meeting at each succeeding meeting.
- Maintain all Student Government Association records and historical items;
- Maintain all General Body, Executive Board, and President's Cabinet Sessions attendance records;
- Reserve the right to declare excused and unexcused absences within reason;
- Be responsible for all internal correspondence;
- Permitted one (1) vote;
- Reserves the privilege to engage in debate at all Student Government Association sessions;
- Fulfill additional duties and assignments as determined by the SGA President;
- Shall serve one (1) academic year in office. May 1 through April 30;
- May not serve more than two (2) terms in office as secretary.

4. Treasurer. The Treasurer shall:

- Be responsible for reviewing, approving and submitting all financial transactions and proposals;
- Serve as Chair of the Fiscal Affairs Committee;
- Be responsible for reviewing, approving, and submitting all financial transactions and proposals;
- Provide a financial report to the Senate;
- Reserve the right to appoint a Co-Chair of the Fiscal Affairs Committee;
- Maintain all financial records;
- Permitted one (1) vote;
- Reserve the privilege to engage in debate at all Student Government Association sessions;
- Fulfill additional duties and assignments as determined by the SGA President;
- Shall serve one (1) academic year in office. May 1 through April 30;
- May not serve more than two (2) terms in office as treasurer.

Section 2. President's Cabinet

- Be nominated by the Executive Board, appointed by the SGA President, approved by the Senate and begin active terms in the Fall;
- Consist of six (6) officials: Senate Leader, Chairperson of Student Affairs, Chairperson of Academic Affairs, Chairperson of Fiscal Affairs, Chairperson of Internal Affairs and Chairperson of Graduate Affairs.
- Proposes the implementation of an Ad Hoc Committee (committees that serve a special function or have been created for a specific task);
- All members of the President's Cabinet maintain their seats in the Senate.

1. Standing Committees. The Standing Committees shall:

- Reserve the right to designate a committee Co-Chair;
- Schedule regular committee meetings;
- Compile a list of goals, outlining a program of work for the entire year.
- Conduct business in accordance with established goals and initiatives;
- Submit weekly progress report to the Senate Lead;

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- Execute all duties as assigned by the Constitution.
Inform the Secretary of a desire proposal within 48 hours of the next general session to be placed on the agenda.
- 2. Senate Leader. The Senate Leader shall:**
- Be appointed by the Senate;
 - Address Senate concerns and present those concerns to the Executive Board
 - Be responsible for managing the Senates' office and service hours, schedules, and reports;
 - Be responsible for taking minutes during the Executive Board and President's Cabinet meetings in the absence of the Secretary or in the event that the secretary must fill another executive board position;
 - Serve as Parliamentarian at General Sessions.
- 3. Student Affairs. The Committee shall:**
- Address all non-academic and non-financial student welfare issues and concerns;
 - Be responsible for coordinating mediums for students to voice their concerns or ask questions;
 - Be responsible for coordinating programs to promote student success;
 - Meet with each Divisions of Student Affairs to develop programs and initiatives;
 - Meet with Vice President or Associate Vice President of Student Affairs once (1) per semester.
- 4. Academic Affairs. The Committee shall:**
- Develop programs and initiatives to address student academic concerns;
 - Investigate and propose resolutions for issues that impact the academic welfare of the Student Body;
 - Attend Faculty Council meetings;
 - Meet with the Center for Academic Success and First Year Advising & Retention Center to develop programs and initiatives;
 - Attend all Graduation Committee meetings;
 - Be responsible for coordinating programs to promote student retention;
 - Meet with the Provost/Vice President or Associate Vice President of Academic Affairs a minimum of once (1) per semester.
- 5. Fiscal Affairs. The Committee shall:**
- Address all financial student welfare issues and concerns;
 - Administer Emergency Reserve Funds and the SGA Grant Funds;
 - Be responsible for coordinating all fundraising activities;
 - Be responsible for approving the use of all raised funds;
 - Attend all budget meetings given by the University President;
 - Meet with Vice President for Business and Operations once (1) per semester.
- 6. Internal Affairs. The Committee shall:**
- Maintain the website;
 - Be responsible for member retention, recruitment, and recognition, address all financial Student welfare issues and concerns;
 - Be responsible for promoting SGA to the student body;

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- Develop all promotion materials and marketing items;
- Assist with all programmatic marketing;
- Be responsible for coordinating the Executive Board swearing-in ceremony.

7. Graduate Affairs. The Committee shall:

- Be selected by the Graduate Senators;
- Address Graduate Concerns;
- Reserve the right to hold sessions;
- Meet with the Dean of Graduate Studies once (1) per semester.

8. Ad Hoc Committees: This Committee shall:

- Meet as determined by the designated Chairperson;
- Be responsible for completing all assignments assigned by the Executive Board.

Section 3. Senators

- Consists of thirty-one (31) elected officials: sixteen (16) current undergraduate students, ten (10) incoming undergraduate freshmen, and six (5) graduate students of Clayton State University.
- Elected by the Clayton State Student Body in the Spring (undergraduate and graduate senators) and Fall (freshmen) elections.
- Serve as elected representative of the Student Body;
- Any student desiring to run as a Senator must:
 - Have a minimum of a 2.25 cumulative grade point average;
 - Have a minimum of twelve (12) credit hours completed at Clayton State;
 - Be a full-time Clayton State Student;
 - Be enrolled for the full academic year of his/ her term;
 - Be in good academic, conduct, and social standing;
- Confirms all Executive Board Chairpersons appointments;
- Reserves the right to override SGA President's Veto with a 2/3 vote;
- Each Senator has one (1) vote.

1. Senators: Each Senator shall:

- Attend all General, Senate and designated Committee Sessions;
- Serve on a minimum of one (1) Standing SGA committee;
- Serve as a liaison between University Administration and the Student Body;
- Commit to a minimum of two hours of Senator Duties for Main Street or the Office per week.
- Permitted one (1) vote;
- Reserve the privilege to engage in debate at all SGA Sessions;
- Fulfill additional duties as assigned or determined by the SGA President and or Executive Board;
- Shall serve one (1) academic year in office: Undergraduate and Graduate senators shall serve August 1 through April 30 and freshman senators shall serve September 1 through April 30.

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Article IV: Quorum & Voting Privileges

Section 1. Quorum

In order for any business requiring voting to be conducted, a quorum of at least 50% plus one (1) of active membership must be present.

Section 2. Voting Privileges

- All voting members are entitled to one vote in any issue of business, except the SGA President
- Any member with the privilege to vote may abstain from voting.
- No proxy votes will be allowed.
- The SGA President may vote only in the event of a tie.

Article V: Succession Order

In the event the SGA President is unable to fulfill his/her duties in accordance with this Constitution, succession order is as follows: (1) SGA Vice-President, (2) SGA Secretary, (3) Treasurer, and (4) Senate Leader.

Article VI: Parliamentary Authority and Rules of Order

All Sessions and actions shall be governed by Robert's Rules of Order unless otherwise stated in this Constitution or By-Laws.

Article VII: Election

The Student Government Association shall conduct two (2) elections each academic year. The Spring Election shall serve as the medium to elect the SGA President, SGA Vice-President, SGA Secretary, SGA Treasurer and the sixteen (16) undergraduate and five (5) graduate senators. The Fall Election shall serve as a medium to elect the ten (10) freshman senators.

Section 1. Spring Elections

The Spring Election will be conducted no earlier than the first week of April and no later than the last week of April by methods deemed necessary, proper, and appropriate by the Internal Affairs Committee, the SGA Advisor, and the Vice President for Student Affairs (or his/her designee). The election period shall be for a minimum of three (3) business days. Applications to participate in the Spring Election shall be available at least one week prior to the established elections dates.

Elected candidates may not assume duties and responsibilities until they are sworn in. The swearing-in ceremony shall be conducted at the last regularly scheduled session for the Spring Term or by May 1 of the current academic year.

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Section 2. Fall Elections

The Fall Election will be conducted no earlier than the first week of September and no later than the last week of September by methods deemed necessary, proper, and appropriate by the Internal Affairs Committee, the SGA Advisor, and the Vice President for Student Affairs (or his/her designee). The election period shall be for a minimum of three (3) business days. Elected candidates may not assume duties and responsibilities until they are sworn in. The swearing-in ceremony shall be conducted by the Student Government Association's SGA President or a designated appointee by October 1 of the academic year.

Section 3. Special Election

After the Spring Elections, in the event any executive offices are vacant, such vacant positions must be advertised and made available for the Fall Election. If still vacant after the Fall Election, then vacancy may be filled with the open appointment of senators with the approval of the Senate.

Article VIII: Oath

The oath of an elected official shall be the following:

I, (name), do solemnly swear and affirm to uphold, defend, and protect the integrity of the Clayton State University Student Government Constitution. I will execute all constitutional duties to the best of my abilities.

Article IX: Impeachment

Any member of the Senate can bring charges of impeachment against any officer of the SGA (President's Cabinet & Executive Board). The charges must be written and copies must be given to the SGA Advisor.

A copy of the charges must also be given to the officer in question.

The Advisor shall present the case to the Senate. All parties involved in the case shall have an opportunity to present themselves to the Senate.

The Senate will excuse all non-elected officials not directly involved with the case so the Senate can in private discuss of the case.

The Senate shall vote via secret ballot with a two-thirds (2/3) affirmative vote of the present Senate.

Any involved party dissatisfied with the Senate's decision may appeal to the Vice President of Student Affairs or his/her designee.

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Article X: Vacancies

Before the nomination process begins for SGA office vacancies, the vacant position must be advertised to the Senate for a minimum of five (5) business days.

Applications for all office positions must be submitted to the SGA President.

The SGA President shall nominate a Candidate with the approval of the Executive Board, and shall present the nomination to the Senate for Confirmation.

The SGA President shall be given five (5) days after publicity of a vacant position has expired to make a recommendation to the Senate about the vacant office position.

A simple majority is required for confirmation.

Any member appointed into the Student Government Association in mid-term is not eligible for a Cabinet or Executive Board position during the succeeding term. He or she is only eligible to serve as a Senator.

Article XI: SGA By-Laws & Policies and Procedures Manual

The purpose of By-Laws is to govern the internal operation of the organization. The By-Laws shall serve as a supplement to this Constitution, and cannot contradict this Constitution. An action that is a contradiction of this Constitution requires an amendment of this Constitution.

The purpose of Policies and Procedures Manual are to govern the policies and procedures of this organization. The Policies and Procedures shall serve as a supplement to this Constitution, and cannot contradict this Constitution. An action that is a contradiction of this Constitution requires an amendment of this Constitution.

Section 1. Proposal & Amendments of By-Laws

Proposed By-Laws must be submitted to the full Senate at least one (1) week prior to the scheduled meeting. The proposed changes must be approved by 2/3 of the Senate, and once approved, are immediately in effect. Any measures not approved will not be in effect.

Article XII: Ratification & Amendments to the Constitution

Section 1. Proposal Process

Amendments to this Constitution may be proposed by any member of the Senate. Proposal may be made at any official Senate or SGA Session. Proposals are approved for discussion by a simple majority vote.

Section 2. Ratification of the Constitution

The Constitution requires 2/3 affirmative vote of active members with voting privileges. Once approved by the Senate, goes to Vice President of Student Affairs or his/her designee for approval and then be voted on by the Student Body in the form of a referendum. Ratification occurs with approval by a simple majority of enrolled students voting in the election. The Constitution is in effect immediately upon ratification.

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Section 3. Amendments to this Constitution

Amendments to this Constitution requires 2/3 affirmative vote of members with voting privileges. The amendments approved by the Senate are voted on by the Student Body in an official referendum. Approved amendments become part of Constitution when ratified by a majority of students voting in an official referendum. The amendments are effective immediately upon ratification.

Section 4. Editorial Edits of This Constitution

Editorial changes such as grammar, spelling, and re-wording, may be proposed by any member of the Senate at an official SGA Session. Once approved and ratified by 2/3 affirmative vote, changes shall be effective immediately upon ratification.