

THE CONSTITUTION
OF THE
STUDENT GOVERNMENT ASSOCIATION
OF THE
UNIVERSITY OF ARKANSAS AT MONTICELLO

PREAMBLE

It is the established purpose of the Student Government Association of the University of Arkansas at Monticello to promote the interests and opinions of the students on matters that affect them. To establish and promote projects that are beneficial to the student body, and to be the official voice of the students on matters of policy and its implementation. In order to better fulfill these purposes, to be more effective in our duties, and to be more accountable for our performance, We, the students of the University of Arkansas at Monticello, do hereby establish this constitution of the Student Government Association.

ARTICLE I. TITLE AND MEMBERSHIP

SECTION 1.

This organization shall be known as the Student Government Association of the University of Arkansas at Monticello.

SECTION 2.

Membership in the Student Government Association shall consist of all University of Arkansas at Monticello Students, as currently enrolled with the Office of the Registrar. The Student Government Association will not discriminate on the bases of race, color, religion, age, handicap, nation origin, or sex.

SECTION 3.

The Student Government Association governing structure shall consist of: (1) a Cabinet, which shall be the executive part and (2) Senate, which shall be the legislative part. The Cabinet and the Senate shall collectively be known as the Student Government Association.

SECTION 4.

All Student Government Association officers, except those for whom other provision is made by the Constitution, shall be elected or appointed for up to a one year term which shall end in accordance with Article III, Section 2, Paragraph J

SECTION 5.

All Student Government Officers and Senators, before assuming office, shall take the following oath before the President or Vice President:

“I (state your name) do hereby solemnly affirm that I will uphold and support the Constitution and the interests of the Student Government Association of the University of Arkansas at Monticello. To serve as the official voice of the student body and to promote the interests and opinions of the students I represent. I will, to the best of my ability, perform the duties of my office, and that I will promote the worth and value of the University of Arkansas at Monticello.”

ARTICLE II. DUTIES OF THE STUDENT GOVERNMENT ASSOCIATION

These are the duties of the Student Government Association:

SECTION 1.

To serve as the governing body of the student body.

SECTION 2.

To actively establish and execute programs and projects that are beneficial to the students.

SECTION 3.

To serve as the official channel of communication with the faculty and administration, and with all levels of government with respect to the needs, wishes and opinions of the student body.

SECTION 4.

To ensure fair and active representation in the various decision making functions of our campus by appointing qualified students to faculty-student and administrative committees, and to the UAM Assembly, subject to administrative approval.

SECTION 5.

To establish committees, outside of the appointments in Article II, Section 4, to address issues around campus that affect the entire student body.

SECTION 6.

To promote and improve relations between the community of Monticello, and the students of the University of Arkansas-Monticello.

SECTION 7.

To exclusively supervise, conduct, and publicize all campus-wide student elections.

ARTICLE III. EXECUTIVE OFFICERS

The following executive officers are hereby established for the Student Government Association: President, Vice President, Secretary, and Treasurer. All officers shall be elected by the student body at large. *Elections are held in the spring and must adhere to the election guidelines established in the Student Government Association Constitution.*

SECTION 1.

The Cabinet shall consist of the Executive officers of the Student Government Association. The primary purpose of the Cabinet is to aid and assist the Student Senate in the establishment of policies and programs and to assist in the execution of the Student Government Association functions. The Cabinet shall meet at the call of the President.

SECTION 2. THE DUTIES OF THE PRESIDENT ARE:

- (A) To preside over all meetings of the Cabinet
- (B) *To serve as the Chairperson of the Senate. (In the event the President is unable to attend a meeting, the Vice President or President Pro Tempore may chair the meeting.)*

The President may veto any enactment of the Student Senate by returning it to the Senate with a statement of the President's objectives.

- (C) To carry out the legislative intent of the Senate; the President may veto any enactment of the Student Senate by returning it to the Senate with a statement of the President's objections.
- (D) To be the official Student Government Association representative at all University and other official functions, and to maintain relations with other student governments.
- (E) To appoint members to the Assembly Committees subject to Faculty and Administration approval.
- (F) Should any executive office become vacant, the President shall, with the consent of the majority of the Student Senate, appoint a student to fill the requirements for eligibility as stated in Section 7 of this Article.
- (G) To work with the Treasurer concerning the Student Government Association's finances.
- (H) To work with the Vice President and Treasurer concerning the Student Activities Board's finances.

- (I) To ensure that the Student Government Association Constitution is enforced, upheld and strictly followed.
- (J) To install the new officers during the last meeting of the spring semester
- (K) To call special sessions of the Senate according to Article IV, Section 2.
- (L) To represent the student body at University functions when appropriate
- (M) To perform all other duties normally executed by the President of any organization in accordance with Robert's Rules of Order
- (N) To recommend and initiate legislation before the Senate. The president does not have an official vote on legislative amendments. The president has veto power as established by Article III, Section 2, Paragraph B. The veto establishes a checks and balances system in the Student Government Association.

SECTION 3. THE DUTIES OF THE VICE PRESIDENT ARE:

- (A) To fill the office of the President in the President's absence.
- (B) To replace the President in the event that the President is unable to complete his/her term.
- (C) To serve as the Chairperson of the Student Activities Board. (In the event the SGA Vice President is unable to attend a meeting; the SAB Secretary may chair the SAB meeting.)
- (D) To establish SAB committees to help with the planning and implementation of Student Activities on campus.
- (E) To be responsible for the publicizing of all Student Government Association events through the establishment of a publicity committee.
- (F) To perform other duties as assigned by the President.

SECTION 4. THE DUTIES OF THE SECRETARY ARE:

- (A) To maintain accurate and complete records for all Student Government Association meetings, including attendance records.
- (B) To prepare and publish the minutes and agenda, after approval by the Student Government Association executive meeting, and to file a copy in the Student Government office.

- (C) *To assist the Director of Student Programs to ensure all Student Organizations are in compliance with updated rosters and forms. All paperwork for each organization must be on file with the Student Programs Office.*
- (D) To operate the Student Government office as directed by the President.
- (E) To perform duties assigned by the President.

SECTION 5. THE DUTIES OF THE TREASURER ARE:

- (A) To work with the President in handling and recording financial expenditures, and reporting to the Student Senate on the financial status of the Student Government Association (SGA) at least once a month.
- (B) To work with the Vice President and SAB Executive Board in handling and recording financial expenditures, and reporting to the Student Senate on the financial status of the Student Activities weeks or as deemed necessary by the FAC Chairperson.
- (C) To perform duties assigned by the President.

SECTION 6. OTHER ADMINISTRATIVE OFFICERS:

The President may nominate and with the approval of the Senate by a majority of the Senators present and voting, may appoint, other administrative officers for the current Administration, to assist in the administration of Student Government Association programs and in the operation of the Student Government office. The nomination of any person to such a position must be accompanied by a job description.

SECTION 7. ELIGIBILITY REQUIREMENTS FOR EXECUTIVE OFFICERS ARE:

- (A) There shall be a general requirement of a 2.00 cumulative grade point average. Officers must maintain a 2.00 cumulative grade point average while serving.
- (B) The President and Vice President shall have completed a minimum of 45 semester hours prior to the election to office. All other officers shall have completed a minimum of 24 semester hours prior to the election to office. All officers must be enrolled as full-time students, as set by the Office of the Registrar, and maintain full-time status while serving.
- (C) The term of office shall be for one year beginning as set forth in Article III, Section 2, Paragraph J following the election of office.

ARTICLE IV. STUDENT SENATE

SECTION 1.

A quorum of the Student Senate shall consist of a simple majority of all voting Senators. *The number required for quorum is the total number of voting positions divided by two, plus one.*

SECTION 2.

A minimum of five meetings shall be called by the Student Government President or Vice President per semester. Regular meetings shall be scheduled at the beginning of each semester, and notification of such shall be sent to all members of the Student Senate. Special meetings of the Student Senate shall be called by the President, or the request of one-third of the voting membership as provided by the Senate Bylaws.

SECTION 3. ELIGIBILITY REQUIREMENTS FOR SENATE MEMBERS:

- (A) There shall be a general requirement of a 2.00 cumulative grade point average. Senators must maintain a 2.00 cumulative grade point average while serving.
- (B) The term of office shall be for one-year beginning as set forth in Article III, Section 2, Paragraph J following the election to office.
- (C) Roll shall be taken at each meeting of the Student Senate, and Senate members with three unexcused absences shall cease to hold office. In such case, the President may nominate and, with approval of the Senate by a majority of Senators present and voting, may appoint, a representative to fill the vacancy thus created.

If you are unable to attend an SGA meeting, excuse forms are available at the Student Programs office. Excuse forms should be submitted at least 24 hours in advance. Excused absences shall be given for the following reasons: death in family, special emergencies, and for serving as an official representative of the University. Excused absences shall be determined by the President.

SECTION 4.

All Senate meetings shall be open to the public. *Any person may have the floor after receiving permission from the President or presiding officer.* The speaker must adhere to the policies/guidelines in the SGA Constitution and the UAM Handbook in regards to conduct and behavior.

SECTION 5.

Senate Bylaws shall deal exclusively with the function and structure of the Senate as not expressly stated in the Constitution and not in contradiction to it. Bylaws may be adopted or amended by a majority of the Senators present and voting.

SECTION. 6

The President Pro Tempore and Parliamentarian of the Senate shall be elected in accordance with the Bylaws.

- (A) The President Pro Tempore shall assume the office of President in the event that both positions of the President and Vice President become vacant at the same time. Note: If no President Pro Tempore is elected, the Secretary shall assume the office of President.
- (B) The Parliamentarian shall ensure that the meeting of the Senate will be conducted according to Robert's Rules of Order and the Senate Bylaws.

SECTION 7.

Enactments shall deal with legislative proposals that do not need to be sanctioned by any authority other than the Student Senate, which create programs, and/or initiate actions. Enactments may be passed by a majority vote of the Student Senate present and voting. In the event of a President Veto, the Veto may be overridden by a two-thirds vote of the entire voting Senate.

SECTION 8.

Resolutions shall deal with any subject that the Student Government Association wishes to address and make public as its opinion. Resolutions may be passed by majority vote of Senators present and voting.

SECTION 9.

Petitions shall deal with matters upon which the Student Government Association wishes to express its views and that require action or support of a higher authority. Petitions may be passed by a majority vote of the Senators present and voting.

ARTICLE V. OFFICER REVIEW BOARD

In order to ensure that the officers of the Student Government Association are committed to their tasks, and to see that their duties are carried out to the best of their abilities, an officer review board is hereby established.

SECTION 1.

The officer review board shall consist of five Senators. The University Liaison will serve as permanent non-voting Chairperson. The five Senators will be elected by the Senate, according to its Bylaws, no later than the second meeting of the fall semester. Any vacancies occurring in the board will be filled by election of two alternates at the time the board is elected. All nominations for the board will be made by the membership of the Student Senate. Student Government Association Cabinet members are not allowed to nominate anyone.

SECTION 2.

The officer review board is charged with the responsibility of meeting at the designated times and reviewing the performance of each executive officer as to the performance of his/her duties and responsibilities. If any officer is judged to be lacking in his/her performance, the board may recommend upon majority vote that the officer be placed on probation or removed from office. The action recommended by the board will be presented for a vote before the Student Senate. A vote of two-thirds of the entire voting Senate is needed for approval. Any officer so charged by the board shall have the right to present his/her case to the Student Senate before vote is taken.

SECTION 3.

The officer review board will meet the week before mid-term and the week before finals in the fall for the fall semester. The officer review board will also meet the week before finals in the spring, and the week before mid-term in the spring. The board may also be called to meet at any other time by a majority vote of the Senators present and voting.

ARTICLE VII ELECTIONS

SECTION 1. FILING FOR OFFICE

- (A) In order to appear on the ballot, a candidate filing for executive office must obtain the signature of fifty (50) students on a form provided by the election commission. All candidates must sign an agreement recognizing that the election commission is the authority over Student Government Association elections, and the commission's decisions can be appealed to the Student Senate. In addition, a candidate filing for office must sign an agreement acknowledging he/she has read Article VI of the Constitution concerning the rules and regulations involved in the election process.

- (1) Candidates must also agree to disclose their campaign expenditures, and make them available for verification by the commission.
 - (2) The filing period will close one week prior to the beginning of elections. An acknowledgement of having read Article VI must be turned in the SGA office by candidates prior to the end of the filing period.
 - (3) If any office is not filled, the newly elected President will then fill the vacancy in accordance with the guidelines of Article III, Section 2.
- (B) Nominations for Student Senate will be made by the students of each department. There will be two seats per department listed in the current catalog plus two seats from the General Studies and five Members-at-large. Nominations will be as described in Article VI, Section 1, Paragraph A, except twenty (20) signatures will be required to nominate.

SECTION 2. VOTE REQUIRED FOR ELECTION

- (A) The candidate that receives the plurality of the ballots cast shall be elected to that office.
- (B) Senate seats shall be won in descending order by the number of valid ballots cast for departmental and at-large candidates until all seats are filled. Voters may cast ballots for any Senate candidate irrespective of department or at-large candidate.
- (C) Ballots will be invalid if votes are cast for more than one candidate for each of the executive offices or more than two candidates in any of the departments or more than five at-large candidates.
- (D) Write-in votes are permitted for any executive office, departmental Senate seat, or at-large Senate seat. However, write-in votes must conform to the rules set down in this section and write-in candidates must fulfill all eligibility requirements noted elsewhere in this Constitution in order to assume office.

SECTION 3.

Elections for Student Senate and Student Government Association Officers will be held no earlier than mid-term of the spring semester and no later than the last Student Senate meeting. The election will take place over three consecutive days for students to cast their ballots. For each of the three voting days the poll shall be at a different location.

SECTION 4.

All students voting must present a valid UAM ID card.

SECTION 5

The election commission shall consist of five members chosen by the Student Senate and who are not running for any elected office or two University professional staff members appointed by the Vice Chancellor for Student Affairs.

SECTION 6. DUTIES OF THE ELECTION COMMISSION SHALL BE:

- (A) To establish the times and places of all elections according to the guidelines of the Constitution.
- (B) To provide for poll workers for the election and to ensure the security of ballots and the ballot boxes.
- (C) To count the votes of the election.
- (D) To enforce all election rules and guidelines.
- (E) To hear and decide upon any and all protests and possible violations.
- (F) To determine the consequences for election rules violations.
- (G) To receive financial disclosures from all candidates, and to verify their expenditures.
- (H) To certify election results after all protests and violations have been resolved.
- (I) To report to the Student Government Association on any and all election matters.

SECTION 7. THE FOLLOWING ELECTION RULES ARE HEREBY ESTABLISHED:

- (A) There shall be a limit of \$75.00 in expenditures per candidate. Each candidate shall fill out a campaign expenditure form, and sign a release authorizing the election commission to verify all expenditures and amounts. If a candidate receives any free goods or services to which the others in that race do not have access, the values of those goods and/or services will be counted against his/her campaign limit.
- (B) Any candidate making a campaigning in an academic class will be removed from the ballot and will be ineligible for any office in that election. Campaigning is defined as: any method of actively

soliciting votes such as making speeches, and distributing literature, fliers, cards, posters, or other campaign paraphernalia.

- (C) No campaigning is allowed within a fifty-foot vicinity of the polls during the election. Poll workers may not wear or display any campaign paraphernalia or actively campaign for candidates while working at the polls. Voters will be asked to remove campaign paraphernalia while voting.
- (D) Campaigning will begin earlier than one (1) week prior to the election. The specific date will be declared by the election commission.
- (E) Candidates may not place any literature (fliers, cards, posters, etc.) inside classrooms, on automobiles (except for their own), utility poles, trees, *entrance doors to University facilities, or any other area deemed inappropriate by the Assistant Vice Chancellor for Student Affairs or the Vice Chancellor for Student Affairs.*

SECTION 8.

All complaints, disputes, and official protests will be handled by the Director of Student Programs and Activities. All contests of the election must be received in writing prior to the election being certified by the Vice Chancellor for Student Affairs or his/her designee.

Should an election commission be established through the Student Senate They must follow the following guidelines:

After the filing of a complaint or discovery of a violation, the commission shall schedule a hearing according to the Senate Bylaws. All interested parties, and all involved parties, will be notified of the time and place for the hearing. Decisions of the commission will be made by a majority vote. There must be at least three members of the commission present and voting for any decision to be valid. The following sanctions are available to the commission:

- (A) Formal reprimand, for violations of non-serious nature.
- (B) Invalidation of the election and the ordering of a new election for major violations and for problems pertaining to the administration of the election that potentially could alter the outcome.
- (C) Removal of the candidate from the ballot or elected position, for major violations, which have occurred during the election process.
- (D) Any combination of the above sanctions that the election commission may desire to impose.

SECTION 9.

The decision of the election commission will be upheld or overturned by majority vote in the Student Senate of the members present and voting.

ARTICLE VIII. AMENDMENT AND RATIFICATION

SECTION 1.

This Constitution shall take effect immediately after student body ratification by a majority of the students voting and University system approval.

SECTION 2.

An amendment to this constitution may be proposed by a majority vote of the Student Senate present and voting, or by petition of one-third of the student body. Amendments proposed by petition must be submitted to the Senate in writing one week prior to any vote. After the proposal has been completed and verified, the proposed amendment must be ratified by a majority vote of the student body voting and approved by the UAM Assembly.