

SOUTHERN UNIVERSITY AT NEW ORLEANS
Student Government Association

Constitution

(Revised January 21, 2020)

Preamble

Recognizing that the students must contribute to the building of a great university, we, the members of the student body of Southern University at New Orleans, do ordain and establish this Constitution to create an effective student organization:

- To promote cooperation among Southern University at New Orleans students, faculty and administration,
- To protect the rights of Southern University at New Orleans students,
- To provide official channels through which the opinions and desires of Southern University at New Orleans students may be expressed,
- To promote academic freedom, responsibility, excellence, and diversity of Southern University at New Orleans students,
- To improve physical, social, and academic welfare of Southern University at New Orleans students,
- To foster awareness of Southern University at New Orleans student's position in campus, metro area, state, national and international communities.

Article I: Organization and Membership

- Section 1: The name of this organization shall be Student Government Association of Southern University at New Orleans.
- Section 2: The Student Government Association (SGA) of Southern University at New Orleans shall be an Undergraduate Organization with one Graduate President to represent the Graduate colleges.
- Section 3: Only regularly enrolled students, as defined by the regulations of this University, shall be eligible to vote in any election sponsored by the SGA.
- Section 4: The governmental structure of the SGA shall consist of three branches: the Legislative, the Executive and the Judicial.
- Section 5: Officers of the SGA are: the President, the Vice-President, the Business Manager, the Executive Secretary, the Activities Coordinator, the Public Relations Coordinator, all Senators and all Justices of the Supreme Court.

Section 6: Officers of the SGA must meet all requirements for their office at the time of qualifying for election or appointment throughout their tenure in their Respective office.

Section 7: No student shall hold more than one position as officer concurrently.

Article II: Executive Branch

Section 1: The executive power shall be vested in the President of the Student Government Association: The President shall be assisted in the execution of his/her powers and duties by the Vice-President and the Executive Cabinet.

Section 2: If the Office of the President should become vacant before the Fall semester, it shall be filled in a Special Election held simultaneously with the Freshman Election, but if such office shall become vacant at any other time, the Vice-President shall fill it.

Section 3: If the Office of the Vice-President should become vacant before the Fall semester, it shall be filled in a Special Election held simultaneously with the Freshman Election, but if such office shall become vacant at any other time, the President Pro-Tempore of Student Senate shall fill it.

Section 4: The President of the Student Government Association shall have the following duties and powers:

- A. To execute the laws enacted by the Student Senate.
- B. To call and preside over meetings of the Executive Committee.
- C. To submit to the Executive Committees, for approval, the proposed budget for the year.
- D. To appoint, with the approval of two-thirds of the Student Senate members present, a Business Manager who shall serve as an officer of the Student Government Association and on the Executive Committee.
- E. To appoint all cabinet officers and any other administrative officers he/she deem necessary to serve in the best interest of the SGA with the approval of two-thirds of the Student Senate members present.
- F. To appoint all members of committees with the approval of the Student Senate.
- G. To recommend that the Student Senate create or abolish any appointed position.
- H. To call special meetings of the Student Senate with 48 hour notice to all senators and the senate president.

- I. To bring before the Student Court charges against any chartered organization for violation of provisions governing such organizations.
- J. To veto acts of the Student Senate. If the President does not veto an act of the Student Senate within 10 days after passage, such act becomes law without the President's signature.
- K. The President shall receive a monthly stipend equal to 80 % of tuition and general fees on an in-state student for two semesters, to be determined by the fee of the Fall semester.
- L. The President shall receive a monthly stipend for the summer session equal to 80% of tuition and fees of an in-state student, to be determined by the fee for the summer session.
- M. He/she shall deliver and publish a "State of the SGA" message each semester.

Section 5: The Vice-President of the Student Government Association shall have the following duties:

- A. To execute the duties and powers of the President of the Student Government Association during the absence of the President.
- B. To preside over all meetings of the Student Senate and to cast a vote in the Student Senate only in the case of a tie.
- C. To perform such duties as the President of the Student Government Association may assign him/her.
- D. To serve as ex officio member of all committees of the Student Senate.
- E. To establish communication with all student committees.
- F. To attend the weekly meeting of the Senate as an executive representative.
- G. To have voting power in the Senate only in the case of a tie.
- H. If the Vice-President fails to execute the responsibilities of the office, he/she will be immediately recommended for impeachment.
- I. Distribute and control the use of office keys.

Section 6: The Business Manager of the Student Government Association shall have the following duties:

- A. Handle all financial paperwork that affects the SGA budget.
- B. Complete and process interdepartmental invoices, stores requisitions, purchase requisitions and other miscellaneous paperwork.
- C. Prepare a monthly payroll and maintain a log describing all transactions financed by the SGA.
- D. Perform other duties as required or assigned by the SGA President.
- E. Handle the day-to-day operations of the SGA Office.

- F. Schedule and monitor hours worked by staff and others.
- G. Maintain a log of all SGA vendors.
- H. To make necessary arrangements for meeting and travel.

Section 7: The Executive Secretary of the Student Government Association shall have the following duties:

- A. Provide assistance to persons with routing questions regarding the SGA.
- B. Set up and maintain office files.
- C. To compose and/or draft correspondence.
- D. To type confidential correspondence and documents.
- E. To attend staff meetings.
- F. To maintain a calendar for the Student Government Association President.
- G. To attend all Student Government Association President's meetings.
- H. To perform other duties as required or assigned by the SGA President.

Section 8: The Activities Coordinator of the Student Government Association shall have the following duties:

- A. To plan, organize, and implement programs and activities on and off campus.
- B. To assist other on-campus organizations with activities.
- C. To work with the Business Manager and Public Relations Coordinator to ensure that proper work and publicity is done.
- D. Post a monthly calendar of events.
- E. To perform other duties as required or assigned by the President.

Section 9: The Public Relations Coordinator of the Student Government Association shall have the following duties:

- A. To work closely with the Activities Coordinator in publicizing all events.
- B. To assist other on-campus organizations with publicizing their events.
- C. To perform other duties as required or assigned by the President.

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Article III: Legislative Branch

- Section 1: All legislative power shall be vested in the Student Senate whose membership shall come on a proportionate basis from each separate division.
- Section 2: All members of the Senate elected by divisions must have a minimum cumulative grade point average (GPA) of 2.5. If the GPA of an incumbent in this category falls below 2.5, such a representative becomes automatically disqualified for service on the Senate. Also, any senator who fails to present himself at more than ½ of all Senate meetings becomes automatically disqualified for service on the Senate. The division affected shall be requested by the Senate to elect a new representative within two weeks through the departmental council. We the Senate of the accept repeat and delete cumulative GPA from our fellow students to serve as officers of the SGA in all position, in all branches of our student government (Executive, Legislative, and Judicial). By saying repeat and delete, we mean a student may repeat a course in order to raise a grade, thereby earning additional quality points, and the original grade is disregarded for the purpose of determining the student's grade-point average, hours passed and hours earned. We recognize the unique demographics of our student body and would like to extend an opportunity to our classmates to serve as leaders.
- Section 3: The Student Senators shall be elected for a term of 1 year by a majority vote in the General Election held in the Spring term. The Freshman Class is entitled to two Senators, which are elected during the Freshman Election in the Fall. The Student Senate shall meet at least once a week. Also, it shall at the discretion of the Senate Chair (Vice President). President Pro-Student Senate, to have open or closed meetings. All enactments of the Student Senate shall be passed by a majority vote.
- Section 4: The Student Senate shall have the following duties and powers:
- A. To select from within the representatives in the Student Senate a President Pro-Tempore at the meeting. The President Pro-Tempore shall serve as presiding officer over the Student Senate in the absence of the Vice-President of the Student Government Association. All other positions necessary shall be elected at the first Student Senate meeting.
 - B. To set up permanent or temporary committees from within the Student Senate as it sees fit.
 - C. To approve by two-thirds vote all appointments made by the President of the Student Government Association to fill vacant positions in the Student Government Association within two weeks.

- D. To override the veto of the President of the Student Government Association by two-thirds of the Student Senate.
- E. To vote by two-thirds affirmation of the Student Senate, articles of impeachment against any officer of the Student Government Association.
- F. To enact or revise the by-laws of the SGA. The by-laws affect only the policies of this organization and shall be affected upon by a simple majority vote of the Student Senate. The enactments made shall supersede all other publication such as Student Handbook and Student catalog with the SGA President's signature.
- G. To enact such legislation as may be deemed consistent with the goals of the represented divisions of Southern University at New Orleans.
- H. The Senate has the power to approve the SGA President's nominee of the Chief Editors for the Observer and Yearbook with a two thirds yea vote.

Section 5: Parliamentary authority for this organization shall be Robert's Rule of Order, revised.

Any exercise of stated powers or any action of the Student Senate might be reviewed, altered, or repealed by majority vote of the members of this organizations voting in an election.

- A. The following shall be the order of business at regular meetings:
 1. Call to Order by the President of the Student Senate
 2. Roll Call
 3. Reading and disposition of minutes of the last meeting
 4. Reports of committees
 5. Unfinished business
 6. New business
 7. Informal discussion
 8. Adjournment
- B. Special committees shall not be considered a part of the Student Senate and shall meet with it only when requested to do so.
- C. All elections shall be secret ballot.
- D. The SGA President shall have the power to incorporate editorial changes in this Constitution.

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Article IV: Judicial Branch

Section 1: The Judicial Branch shall have the following duties and powers:

- A. To have supreme jurisdiction in all cases involving the interpretation of the Constitution and By-laws of the Student Government Association.
- B. To have jurisdiction in all cases involving offenses against the Provisions of the Constitution and By-laws of the Student Government Association.
- C. To render within one week, upon request of the President of the Student Government Association, a written interpretation of any portion of the Constitution or By-laws.
- D. To hear and judge decisions in all cases of impeachment.
- E. To elect at the first meeting a clerk from among the members of the Student Court who will be responsible for keeping a file in the Student Government office. The clerk shall be notified by the Chief Justice at least two days prior to each meeting and shall be responsible for gathering and presenting to the Student Court all pertinent information in all cases heard by the Court.
- F. To have appellate jurisdiction in cases involving infractions of election.
- G. To rule on constitutional controversies involving any organization actions deemed contrary to this Constitution or where a recognized organization acts in a manner contrary to its recognized constitution.
- H. To rule on misallocation of funds within any campus organization recognized by Student Affairs and to recommend action on such misallocation to the appropriate body.
- I. To serve on adjudication committee.

Article V: Election Qualification and Procedures

Section 1: Election

All candidates for offices in the Executive, Legislative and Judicial Branches must have at least a 2.5 cumulative G. P. A. to qualify for those positions. Candidates for SGA President, SGA Vice-President, and Miss SUNO, must have at least a 2.75 cumulative G. P. A. to qualify. In addition, the offices of the Student Government Association President, Vice-President, and Miss SUNO must have at least one year of prior service to qualify for those positions. SGA President, SGA Vice President, and Miss SUNO, shall attend a Parliamentary Procedure Workshop and Roberts Rule of Order seminar at the time of application, assigned by the Advisor of Student Government Association.

Section 2: Procedures

All candidates for office must submit an application to the Election Committee of the Student Government Association in order to be certified. All candidates must be certified by the Office of Student Affairs. No student can run for more than one office during any one semester, but a student who ran during an election and lost may be eligible to run for an office if a special election took place during that same semester. All written endorsements must be submitted to the Office of Student Affairs and Student Election Committee. Any candidate failing to adhere to the procedure will be automatically disqualified.

Section 3: The Election Committee shall have the responsibility for the selection of the following student representatives:

- A. President and Vice-President of Student Government Association.
- B. Miss SUNO and Royal Court from four classes.
- C. Presidents and Vice-Presidents of the four classes.
- D. The divisions of the University and the Graduate School.

President for SGA

- 1. Cumulative grade point average of at least **2.75**.
- 2. Sophomore or Junior at the time of the election.

Vice-President of SGA

- 1. Cumulative grade point average of at least 2.75.
- 2. Sophomore or Junior at the time of swearing in or have 45 or more semester hours completed at the time of election.
- 3. Must have one (1) year of prior service to the Student Government Association (in the executive cabinet, executive branch, or as a senator or class president) to qualify for this position.
- 4. Must have completed at least two (2) semesters of coursework at Southern University at New Orleans.

Class Presidents

- 1. Cumulative grade point average of at least **2.5**.
- 2. A member of the class, which precedes the presidency for which he wishes to run. *EXAMPLE: If a person wishes to run for President of the Junior Class, he must be a sophomore at the time of the election.*

Miss SUNO

1. Cumulative grade point average of at least **2.75**.
2. Must be classified as a Senior at the time of swearing in.
3. Must be single (never married) female.
4. Must not be or become pregnant during her reign, nor should have any children.
5. The first runner-up to Miss SUNO shall fill any portion of an unexpired term.
6. Must have at least one (1) year of prior service to the University (e.g. SGA or any other recognized Student Organization on the campus of Southern University at New Orleans) to qualify for this position.
7. Must have successfully completed at two (2) semesters of coursework at Southern University at New Orleans.

Royal Court

1. Cumulative grade point average of at least **2.5**.
2. A member of the class, which precedes the class for which she is to run. *EXAMPLE: If she wishes to run as a senior attendant, she must be a member of the junior class at the time of the election.*

Section 3:

Campaign Procedures

All notices and signs for campaign may be posted in the areas set by the Office of Student Affairs and the Director of Student Organizations and Activities. All candidates must ensure that all signs are removed within 24 hours after the election is completed. There shall be no media contact or endorsement without the approval of the Election Committee, the Office of Student Affairs and Office of Public Relations. On the day of the election, there will be no campaigning or signs within **100 feet** of all voting sites. **All students** voting must have valid student ID or a paid fee receipt. Any violation of these procedures shall be referred to the Office of Student Affairs or the Election Committee.

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Article VI: Constitutional Statues

Section 1: Procedures for Statues

These percentages amounts shall be paid monthly to compensate for work done the starting the first month of the Summer Semester if a student officer is enrolled for summer courses. Then, it should continue starting the first month of the Fall semester and throughout the school year, even during school break for working student officers (*Please see the Student Director of Activities for a list of names of students who are working during the winter break). Stipends should end during the last month of the Spring semester:

SGA's President

Shall receive a monthly stipend equal to **80% flat rate** of tuition and general fees of an in-state student for the Fall and **80%** of tuition and general fees of an in-state student for the following Spring semester, to be determined by the fees for the Fall semester.

SGA's Vice-President

Shall receive a monthly stipend equal to **50%** of tuition and general fees of an in-state student for the Fall semester and **50%** of tuition and general fees of an in-state student for the Spring semester, to be determined by the fees for the Fall semester.

SGA's Chief Justice

Shall receive a monthly stipend equal to **5%** of tuition and general fees of an in-state student for Fall semester and **5%** of tuition and general fees of an in-state student for the Fall semester, to be determined by the fees for the Fall semester.

Miss SUNO

Shall receive a monthly stipend of a \$500 dollars flat rate for the Fall and Spring semester.

President's Executive Cabinet

Monthly Stipends Percentage (%)

Business Manager	10 percent
Activities Coordinator	30 percent
Public Relations Coordinator	10 percent
Executive Secretary	10 percent

SGA Senators

10 percent

*Example of what is meant by monthly stipend equal to percentage of tuition and general fees (If total tuition and general fees are \$4000, then 10% of \$4000 is \$400. \$400 is the stipend to be receive per month during the Fall and Spring Semesters and Summer Semesters for working officers.)

** The SGA President has the AUTHORITY to DOCK pay of the ALL STUDENT GOVERNMENT OFFICIALS who do not perform his/her duties, as necessary.

Article VII: Homecoming

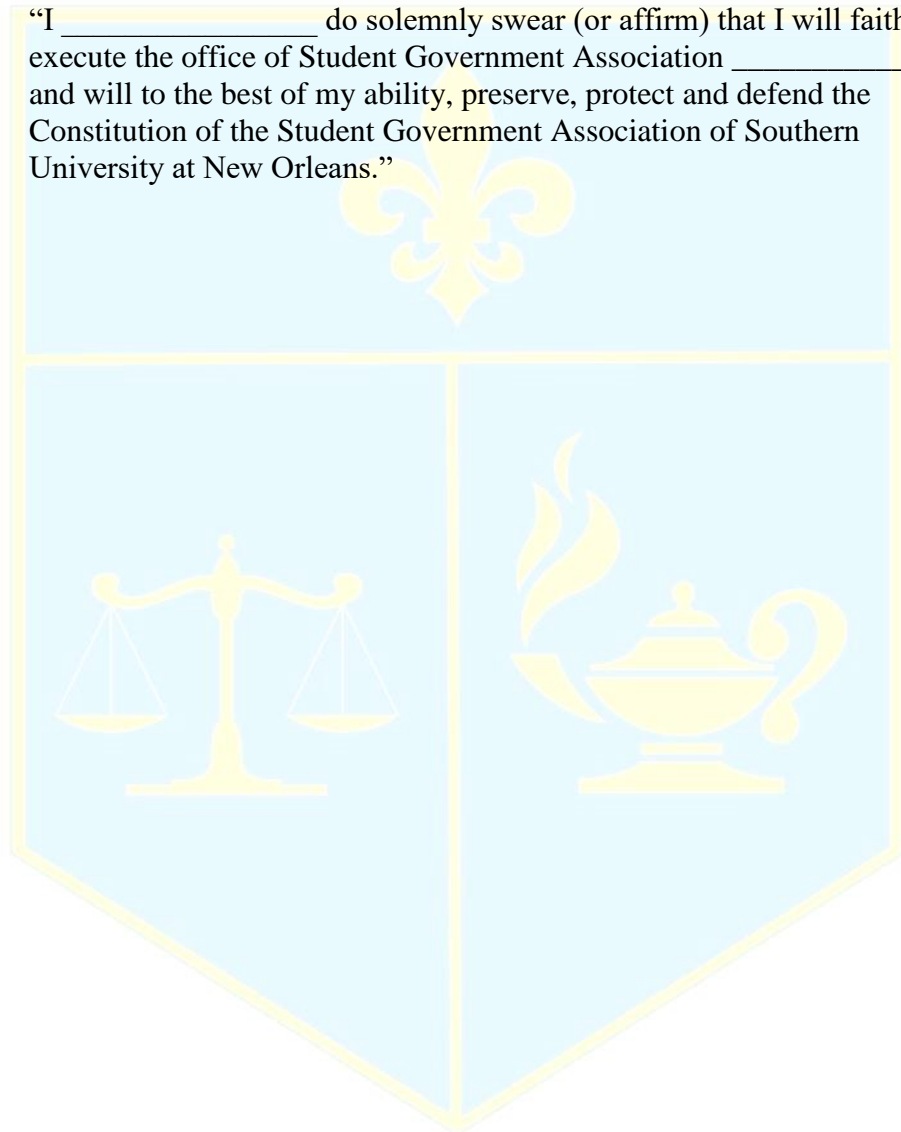
In line with the focus and purpose of the Student Constitution and Declaration must educate the student body about Homecoming. This shall be accomplished by forming a Homecoming Committee to research and present either a modern or traditional homecoming theme. The theme shall be used to educate, elevate, and entertain the Student Body about our cultural heritage. The culture chosen by the committee shall be the culture used for the remainder of the school social events. The committee must be established during the Spring semester before the upcoming school year. If a new committee is formed before the Homecoming festivities, that committee shall adopt the culture previously decided upon. The committee shall consist of five student members, who shall represent the Student Government Association.

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Article VIII: Oath of Office

The Oath of Office shall be administered to each elected or appointed official at the time of his/her election or appointment by the person specified in these By-laws and/or Constitution of this Student Government Association. With the official(s) left hand on a copy of the Student Government Association Constitution and right hand raised, the candidate shall repeat the following:

“I _____ do solemnly swear (or affirm) that I will faithfully execute the office of Student Government Association _____, and will to the best of my ability, preserve, protect and defend the Constitution of the Student Government Association of Southern University at New Orleans.”



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