

# **Constitution**

Student Government Association  
*As updated February 2026*

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## **Preamble**

We, the students of the University of the Incarnate Word, wish to serve the collective interests of the student body through education, truth, faith, service, and innovation. We do hereby establish and endorse this Constitution.

## **Article I. Establishment**

### **Name**

The name of the governmental organization under this Constitution shall be “University of the Incarnate Word Student Government Association”, herein SGA.

### **Purpose**

The purpose of the University of the Incarnate Word Student Government Association is to ensure direct student participation in campus governance, to uphold and protect the rights and freedoms of the Student Body, to incorporate the needs and desires of the Student Body in the University of the Incarnate Word policies and programs, and to represent the Student Body in any major decision-making

### **Acceptance-Clause**

The SGA complies with the University of the Incarnate Word Non-Discrimination Policy. The SGA will not discriminate and will strive to create a campus environment that understands, fosters, and embraces diversity.

### **Structure**

The SGA is divided into the following bodies:

Executive Branch/The Executive Council

Legislative Branch/The Senate

### **Membership**

The Executive Council shall consist of:

Two elected officials: President and Vice President, five appointed officers: Chief of Staff, Attorney General, Director of Public Relations, Treasurer, Secretary, and one appointed Intern. The appointed officers shall be selected by the newly elected President and Vice President in the spring of each academic year.

The Senate shall be composed of:

(21) appointed senators; one senator, recommended by the Dean of each college or school (SME, CHASS, DSE, HEBSBA, NHP, GSR, SMD); one International Senator recommended by the International Student Scholar Services Office, one Athletics Senator recommended by the Student Athletic Advisory Committee, one Student Activities Senator recommended by the Office of Campus Engagement, one Service Senator recommended by the Ettlign Center for Civic Leadership and Sustainability; one Honors Senator recommended by the Honors Council, one Mission and Ministry Senator recommended by University Mission and Ministry, one ROTC senator recommended by the Center for Veterans Affairs office; two Commuter Senators recommended by Campus Life; two Resident Senators recommended by Residence Life; one senator from Fraternity Life, one senator from Sorority Life, both recommended by Campus Engagement; one Veterans Senator recommended by the Military and Veterans Center.

(4) elected at-large senators; four senators individually representing each class (freshman, sophomore, junior, senior)

Any vacant positions will be filled at the discretion of the Executive Council. Desired Special Interest Senators can apply for consideration through the At-Large Senator application and must be reviewed and approved by the SGA Advisor, Executive Council, and standing Senators. Special Interest Senators are not standing senator positions and will be reviewed and approved at the discretion of the Dean of Campus Life, or designee.

The House of Representatives shall be composed of:

An appointed Representative from each registered and active student organization in good standing with Campus Engagement.

The membership/student body of SGA shall include all full-time and part-time students who are currently registered at UIW Main Campus.

## **Article II. The Executive Council**

### **Duties and Expectations**

The duties of the Executive Council shall be to foster an environment where students can address concerns and issues, to help execute all Student Government Association decisions, to act as student body representatives on different institutional meetings, committees and/or councils, to act as liaisons to the administration for all student body business, and to facilitate a productive legislative process.

The expectations of the Executive council are to be accessible through their designated SGA e-mails, attend all designated institutional/committee meetings, and attend to all Executive Council, General Assembly, and other designated SGA meetings and events.

### **Institutional Committees with SGA representation**

The SGA president shall appoint executive officers to the following institution committees if deemed necessary by the advisor and the SGA president:

Board of Trustees (SGA President only)

Development Board

Food Committee

Athletic Committee

Cardinals' Cupboard Committee

Sustainability Committee

Library Committee

Mission Effectiveness

Ticket Appeal

Commencement Committee

*Other committees as necessary*

### **Powers and Duties of the President**

The President serves as the chief executive officer of the Student Government Association, responsible for setting the organization's strategic vision, representing the student body, and overseeing all SGA branches. They shall be held responsible for:

- i. Lead and direct all SGA initiatives and projects
- ii. Represent the student body at official university functions and trustee meetings
- iii. Serve as the primary spokesperson for the student body and the SGA and answer questions from the student body, faculty, and staff with the help of the SGA advisor if needed
- iv. Maintain high-level oversight of all Executive Council and legislative body activity
- v. Preside over Executive Council meetings
- vi. Appoint Executive Council members with the help of the Vice President
- vii. Supervise and support all SGA members in fulfilling their duties
- viii. Attend all Board of Trustees meetings
- ix. Serve on institutional committees as required
- x. Attend SGA committee meetings as needed and request progress reports

- xi. Co-approve all financial expenditures alongside the SGA faculty advisor
- xii. Create committees, programs, services, or projects as necessary
- xiii. Call special meetings if needed regarding upcoming SGA events
- xiv. Fulfill any additional duties assigned by the SGA advisor or university administration

### **Powers and Duties of Vice-President**

The Vice President serves as the official President of the Senate and supports the President in executing all SGA priorities and managing internal initiatives, acting on the President's behalf in their absence.

They shall be held responsible for:

- i. Appoint senator positions through an application and review process
- ii. Oversee Senator engagement, onboarding, and attendance
- iii. Preside over Senate and General Assembly meetings
- iv. Present monthly Senate activity and feedback to the Executive Council
- v. Shall have the power to call special Senate or General Assembly meetings when necessary
- vi. Fulfill other duties deemed necessary by the SGA President and/or Advisor
- vii. Serve as chair to one Senate sub-committee as an SGA Executive Officer, along with a co-chair/senator if deemed necessary

### **Powers and Duties of the Chief of Staff**

The Chief of Staff, as administrative assistant to the SGA President, manages internal operations (tasks and projects) to ensure the Executive Council and General Assembly function efficiently. They shall be held responsible for:

- i. Enforce the Constitution and meeting procedures using Robert's Rules of Order if deemed necessary
- ii. Maintain, update, upload, and archive SGA documents, upholding internal standards and documentation practices
- iii. Manage internal platforms like Teams and Engage
- iv. Provide monthly internal briefings to the EC, working with the Director of PR to publish such
- v. Act as liaison between Campus Engagement in ensuring student organization compliance for eligibility pursuant to Amendment X, for SGA organization allocation of funding
- vi. Communicate project allocations and requests to the Treasurer
- vii. Serve as chair of an Executive-led sub-committee with a senator co-chair
- viii. Serve on institutional committees as required
- ix. Fulfill other duties deemed necessary by the SGA President and/or advisor

### **Powers and Duties of the Attorney General**

The Attorney General oversees compliance and student concern systems while promoting transparency and accountability across SGA. They shall be held responsible for:

- i. Manage student concern reporting and follow-up processes, coordinating student feedback systems and collecting responses through such systems (i.e., student concern boxes, QR code forms, social media)
- ii. Monitor internal attendance, reporting, and compliance

- iii. Represent the student voice in matters of accountability and fairness
- iv. Track and publish top student concerns, supported by other EC members
- v. Act as a student representative on the panel for Student Conduct Hearing if needed
- vi. Serve as Chair of the House of Representatives
- vii. Chair one Executive-led sub-committee with a senator co-chair
- viii. Serve on institutional committees as required
- ix. Fulfill other duties deemed necessary by the SGA President and/or SGA Advisor

### **Powers and Duties of the Director of Public Relations**

The Director of PR leads the design and execution of all SGA communications, campaigns, and branding initiatives across all public-facing platforms and social media. They shall be held responsible for:

- i. Manage the organization's digital presence on behalf of SGA
- ii. Draft and schedule posts for SGA campaigns, events, and public information
- iii. Collaborate with other departments and student organizations on shared content
- iv. Maintain SGA brand consistency across all content
- v. Develop and maintain a monthly social media calendar
- vi. Post SGA updates to Engage, The Logos, and work with the Chief of Staff to publish monthly internal briefings
- vii. Ensure content is first approved by the EC
- viii. Serve as chair of one Executive-led sub-committee with a senator co-chair
- ix. Serve on institutional committees as required
- x. Fulfill other duties deemed necessary by the SGA President and/or SGA Advisor

### **Powers and Duties of the Treasurer**

The Treasurer serves as SGA's financial officer, responsible for managing the annual budget, processing transactions, and ensuring fiscal transparency. They shall be held responsible for:

- i. Draft and maintain the SGA budget in collaboration with the SGA Advisor
- ii. Track all spending and receipts related to EC and student organization allocations
- iii. Process funds for approved events, purchases, and programming
- iv. Provide monthly budget reports to EC, Senate, and HOR as needed
- v. Collaborate with the Funding Review Committee and the Chief of Staff on disbursements
- vi. For SGA social events in collaboration with the Campus Activities Board/Campus Engagement, collaborate in coordinating vendor quotes, purchases, and reimbursements with Campus Engagement
- vii. Serve as chair of an Executive-led subcommittee with a senator co-chair
- viii. Serve on institutional committees as required
- ix. Fulfill other duties deemed necessary by the SGA President and/or Advisor

### **Powers and Duties of the Secretary**

The Secretary ensures the proper documentation, scheduling, and public posting of all official SGA meetings and events. They shall be held responsible for:

- i. Coordinate meetings, agendas, and schedules for the EC and General Assembly
- ii. Record and publish meeting minutes for all EC and General Assembly
- iii. Manage internal and public SGA event calendars
- iv. Distribute notices, documents, and reminders across platforms
- v. Upload files to UIW Engage and Teams
- vi. Coordinate with the Chief of Staff on meeting preparation and document distribution
- vii. Serve as chair of an Executive-led sub-committee with a senator co-chair
- viii. Serve on institutional committees as required
- ix. Fulfill other duties deemed necessary by the SGA President and/or SGA Advisor

### **Powers and Duties of the Intern**

The Intern supports SGA operations by assisting in communications, documentation, and data tracking while developing leadership and media management skills

- i. Record and post Senate meeting minutes
- ii. Assist the Director of PR with content execution and a publishing schedule
- iii. Assist in coordinating the Bird's Nest news articles and digital communication
- iv. Serve on one institutional committee
- v. Fulfill other duties deemed necessary by the SGA President and/or Advisor

### **Vacancies**

All vacancies shall be filled by appointment by the President within two weeks.

### **Article III. The Senate**

#### **Senate Governance**

The Vice President shall act as the President of the Senate and serve as an advisor to Senators with the help of the SGA Advisor.

#### **Power and duties of the President to the Senate (SGA Vice President)**

Coordinate agendas and guest speakers for Senate meetings.

Coordinate Senate meeting/event dates.

Coordinate Senate voting.

Relay all information to and from Executive Council and Senate meetings.

Manage budget for meetings and activities in coordination with the SGA Treasurer.

#### **Powers and Duties of a Senator**

- i. Act as the official representative of his/her constituency and report to the Student Government Association on behalf of their constituency
- ii. Sign up for at least one sub-committee
- iii. Attend the SGA planning retreat(s)
- iv. Provide an effective student voice in the formation of university policy
- v. Attend and participate in all SGA General Assembly meetings
- vi. Attend all SGA events
- vii. Attend and participate in the SGA Open Forum
- viii. Attend and participate in Student Concerns outreach efforts
- ix. Investigate matters pertinent to the well-being of the student body
- x. Be aware of and inform the student body of campus affairs and resources
- xi. Work closely with the faculty and administration in fostering cooperation
- xii. Carry any duties deemed necessary by the SGA Advisor and the SGA Executive Council
- xiii. Appointed senators shall meet monthly with their dean or office director

There shall be one vote per member in the Senate. Each Senator is entitled to one vote at the General Assembly meetings. The President of the Senate shall only vote to break a tie. Voting privilege at the SGA General Assemblies is restricted to those members appointed to the Senate

#### **Vacancies**

All vacancies shall be filled by the President of the Senate and either recommended by the Dean or Department Director at the beginning of every semester (Appointed Senators) or vetted and appointed through a Senator Application (At-Large Senators). All positions shall be filled no later than one month after the start of the semester.



## **Article IV. Meetings**

### **Executive Council Meetings**

The SGA Executive Council shall meet weekly, excluding official academic calendar and holiday days. Date, time, and place of the meetings are subject to the Executive Officers' (Executive Council) semester schedule.

### **Senate Meetings**

The SGA Senate shall meet biweekly following the official academic calendar and holidays. The dates, times, and locations of the meetings are subject to the vice-president and senators' semester schedule.

### **General Assemblies**

All General Assemblies shall be held monthly, in accordance with the official academic calendar and holidays, for the purpose of convening all of SGA (i.e., the Executive Council, the Senate, and the House of Representatives) to provide briefings and vote on internal operations. The SGA President must provide a briefing on current SGA initiatives, facilitate voting when necessary, and open the floor to any general student concerns.

General Assemblies shall be at least once each of the following months: September, October, November, December, January, February, March, and April.

### **Special/Emergency Meetings**

The President and Vice President may call a special meeting and set its agenda, date, time, and place. This can be on any level – executive council, senate, or general assembly.

### **Agenda/Minutes**

The Chief of Staff will coordinate the agenda, working with the SGA President for Executive Council and General Assembly meetings. The SGA Secretary shall record and publish, through UIW Engage, the agenda prior to each meeting, along with the minutes of each meeting afterwards.

The President of the Senate will coordinate the agenda/guest speakers for the Senate Meetings. The SGA Intern shall record and publish, through UIW Engage, the agenda prior to each Senate meeting, along with the minutes of each meeting afterwards.

### **Rules**

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised*, shall govern the SGA in every meeting and all cases in which they are applicable.

### **Voting**

All Student Government Association members of each branch (Executive Council and Senate) shall have voting rights in their respective meetings (Executive, Senate, General Assembly). All SGA members present at the meeting shall vote for yes, no, or abstain. The vice-president shall ask at any point the reason for abstaining and may approve or deny the abstention.

During the General Assembly, only SGA members (Executive Council and Senate) are allowed to vote. During any committee/sub-committee meetings, all members are allowed to vote, even if they are not part of the SGA.

**Quorum**

A quorum is a majority of the SGA members (50% + 1). The SGA may validly conduct business only when a quorum is obtained. The Executive Members shall be counted as part of the quorum.

## **Article V. Elections**

### **Election Dates**

The SGA elections for President and Vice-President shall occur no later than the third week of February.

## **Article VI. Qualifications and Requirements of SGA Members**

### **Requirements for President and Vice-President**

Must be a full-time undergraduate student.

Must be in good academic and conduct standing with the University of the Incarnate Word.

Must possess and maintain a minimum cumulative GPA of 3.0.

Candidates running for president must run on a single ticket with a Vice President.

Have plans to remain in their desired position for the full term for which they are seeking election.

Candidates should at least have two full academic semesters remaining at The University of the Incarnate Word.

Candidates should not plan to pursue study abroad programs or internships that would require them to leave San Antonio.

### **Requirements for Executive Officer**

Must be a full-time undergraduate student.

Must be in good academic and conduct standing with the University of the Incarnate Word.

Must possess and maintain a minimum cumulative GPA of 2.6.

Term of Office: One full semester is required; one full academic year is required.

(50% + 1) One of the Executive Officers should have one full academic year left.

### **Requirements for Senate Members**

Must be a full-time or part-time graduate or undergraduate student.

Must be in good academic and conduct standing with the University of the Incarnate Word.

Must possess and maintain a minimum cumulative GPA of 2.5.

Term of Office: One full semester is required

### **Eligibility Checks**

The University SGA Advisor will be responsible for confirming each prospective member's qualifications before the election/appointment results can be finalized. Good standing is defined as academic and/or personal conduct congruent with the University of the Incarnate Word's Student Code of Conduct.

### **Requests for Waiver Requirements**

The right to waive any requirements is reserved for a consensual decision by the Dean of Campus Life and the Director of Campus Engagement. There shall be no waivers for students who are not in good standing with the University of the Incarnate Word regarding student conduct. These requests must be communicated to the SGA Advisor or Director of Campus Engagement.

## **Article VII. Terms of Office**

The term of office for Executive Council officers begins after the Spring elections and graduation. The term of office ends on the date of graduation at the end of the academic year in May (one full academic year). All Executive Council officers shall serve a total of only two terms.

The term of office for Senate members shall begin on the date of the Senate training. The term of office ends on the date of graduation at the end of the academic year in May (one full academic year).

### **Resigning from Office**

A letter of resignation must be submitted to the University SGA Advisor and the highest-ranking Executive Council Officer and received at least **two weeks prior** to leaving.

### **Absences**

Senators can submit two unexcused absences through the Engage portal.

If a senator misses more than two meetings, they will be placed on probation.

During the probation period, the executive officers will vote on whether the senator can remain in SGA or must be removed from office based on the senator's performance during the academic year.

### **Member Removal Process/Member Removal Appellate Process**

Any SGA member other than the President and Vice-President may be removed from the position if he/she fails to fulfill their duties as an acting member of the SGA. If necessary, the member may withdraw from the SGA at any point in the academic year. Removal and withdrawal from the membership will be reviewed on a case-by-case basis and may result in a loss of compensation.

### **Senate Member Removal Process**

The Vice-President must submit, in writing, reasons for dismissal to the SGA Advisor.

The SGA Advisor must agree, in writing, that these charges have merit for dismissal.

If it is decided that the charges merit dismissal, a dismissal notice signed by both the Vice President and the SGA Advisor, containing the reasons for dismissal, will be issued.

To remove an Academic Senator from the Senate, the Vice President must submit in writing reasons for dismissal to the SGA Advisor and to the Dean of the respective school or college.

The University SGA Advisor, along with the Dean, must agree in writing that these charges merit dismissal before any action is taken.

If it is decided that the charges do merit dismissal, then a dismissal notice signed by the Vice President, the SGA Advisor, and the respective Dean, containing the reasons for dismissal, will be sent to the Academic Senator.

### **Senator Member Removal Appellate Process**

Once the dismissal letter has been sent to the SGA Member, he/she has 5 working days to submit a written motion of appeal to the Executive Council. The Executive Council will then convene to consider the motion, during which time the Vice President will have five minutes to deliver his or her

opinion to the Executive Council. The Executive Council will receive a copy of the dismissal letter from the SGA Advisor. A vote then takes place to affirm or overturn the dismissal. In either case, a  $\frac{3}{4}$  majority is needed, in which the option to abstain from voting is not available. In addition, there is no appellate process for Academic Senators.

### **Impeachment Process**

Any voting member of the General Assembly may raise charges of impeachment by submitting a written statement of charges to the SGA Advisor.

It is at the discretion of the SGA Advisor to determine the validity of said charges and to continue or discontinue the impeachment process.

The SGA Advisor must agree, in writing, that said charges have merit for impeachment.

If it is decided that the charges merit impeachment, a letter of impeachment, signed by both the SGA Advisor and the highest-ranking Executive Council member who is not being impeached, detailing the reasons for impeachment, will be sent to the member in question within five working days.

An official impeachment document must be presented by the highest-ranking member of the Executive Council not being impeached at the Senate meetings prior to the General Assembly meeting, where voting on impeachment will occur. After the charges have been reviewed in each chamber, the vote of impeachment will take place at the following General Assembly meeting. There is no appellate process for impeachment.

### **Impeachment Voting Procedure**

Voting on impeachment must take place by secret ballot.

A  $\frac{2}{3}$  majority of all voting members of the General Assembly are required to invoke impeachment.

The University SGA Advisor, the highest-ranking Executive Council member who is not impeached, will be responsible for counting the votes.

Results will be provided once an accurate count has been established by the SGA Advisor and the highest-ranking Executive Council member who is not being impeached.

### **Immediate Dismissal**

The SGA Advisor may, at any time, terminate the contract of any member of the Executive Council who fails to meet the qualifications as outlined in Article VII. The SGA Advisor will provide the officer being dismissed with an official letter of dismissal. The SGA Advisor will notify all present Executive Council officers of the dismissal and work with the remaining members to appoint a new officer.

Appeals will be made to the Dean of Campus Life. The Dean of Campus Life will review the appeal and render appropriate action.

## **Article VIII. Amendments**

### **Emergency Amendment**

The Executive Council can vote to amend the Constitution only if the SGA has not met in more than two months.

The Executive Council shall present all new amendments, and the Senate may appeal the changes.

### **Initiative**

Any article or section of this Constitution may be amended by a majority of the votes cast at an election. A constitutional amendment must have been approved by most of the voting membership of the Executive Council and Senate

### **Announcement of Constitutional Change**

All constitutional change announcements should be made during the General Assembly and should be recorded in the General Assembly minutes

### **Article IX. SGA Advisory Board**

All previous SGA Presidents will serve as ex officio members

Ex-Officio members will not have voting membership. However, they serve as an advisor or/and mentor.

### **Article X – The House of Representatives**

#### **Section 1. Purpose**

The House of Representatives (hereinafter “the House”) shall serve as a formal body within the Student Government Association (SGA) that enables registered student organizations to engage with SGA, collaborate with one another, and participate in the allocation of student organization funding. The House shall provide representation for all recognized organizations, ensuring that campus resources are distributed equitably and effectively, while maintaining transparency and collaboration among the student body.

#### **Section 2. Oversight and Leadership**

- a. The Attorney General shall serve as the primary overseer, the chairperson of the House of Representatives.
- b. The Chairperson shall:
  - i. Preside over meetings;
  - ii. Maintain attendance records;
  - iii. Facilitate inter-organizational collaboration;
  - iv. Ensure compliance with established policies and procedures;
  - v. Oversee the operations and reporting of the Funding Review Committee.

#### **Section 3. Membership**

- a. Each registered and recognized student organization shall be entitled to designate one (1) representative to serve as its member in the House.
- b. Representatives shall be responsible for:
  - i. Attending all House meetings;
  - ii. Communicating updates and information back to their respective organizations;
  - iii. Participating in House votes on policies, initiatives, and other matters;
  - iv. Following established funding processes when requesting SGA financial support.
- c. Membership in the House shall require consistency and active participation. Failure to attend more than two (2) meetings per semester without a valid excuse shall render an organization ineligible for SGA funding until reinstated by the House.

#### **Section 4. Meetings**

- a. The House shall convene biweekly
- b. Meetings shall be structured and facilitated by the House Chairperson, the SGA Attorney General
- c. Meetings shall include, but are not limited to:
  - i. Updates from the SGA Executive Council;
  - ii. Reports from the Funding Review Committee (FRC);

- iii. Opportunities for inter-organizational collaboration;
- iv. Voting sessions on House policies and initiatives;
- v. Announcements, questions, and concerns from representatives.

### **Section 5. Legislative Powers of the House**

The House shall not vote on individual funding requests but shall possess authority to deliberate and vote upon matters including, but not limited to:

- a. Updates and revisions to funding policies, rules, and eligibility requirements;
- b. Creation of special funding opportunities, including co-sponsored events or emergency allocations;
- c. Appeals of denied funding requests, in rare and exceptional cases;
- d. Policies related to inter-organizational collaboration, event planning, and recognition of new organizations.

### **Section 6. The Funding Review Committee (FRC)**

a. The Funding Review Committee shall be a joint sub-committee, consisting of three members of the House and 2 members of the Senate, appointed by the presiding officers or elected by their respective chambers. And shall submit funding recommendations to the SGA Treasurer and SGA Advisor for final approval and authorization of disbursement of funds.

### **Section 7. Accountability and Reporting**

- a. SGA shall publish a semesterly report summarizing:
  - i. Total funding distributed;
  - ii. Types of events and initiatives supported;
  - iii. The overall effectiveness of the funding process.
- b. These reports shall be made available to the student body to ensure transparency and accountability.

SGA shall have the authority to review, allocate, and oversee student organization funding derived from University-approved student activity allocations. All funding decisions shall be made in accordance with procedures established by this Constitution and shall require final approval from the SGA Advisor to ensure compliance with University policy and financial regulations.

The Treasurer shall serve as the official financial liaison between SGA, the SGA Advisor, and the University's financial administration.

## **Article XI – Student Organization Funding**

### **Section 1. Authority**

The Student Government Association shall serve as the primary student body responsible for recommending and overseeing the distribution of student organization funds allocated by the University. Funding authority shall be exercised in partnership with the SGA Advisor and the Office of Campus Engagement.

### **Section 2. Oversight**

All funding recommendations shall originate through the established Funding Review Committee process and shall require final approval from the SGA Treasurer and SGA Advisor prior to disbursement. The SGA Advisor retains ultimate authority to approve, deny, or modify funding decisions to ensure alignment with University policy and financial regulations.

### **Section 3. Compliance**

Student organizations receiving SGA funding must remain in good standing with the University and comply with participation, reporting, and attendance requirements as established by SGA policy and the House of Representatives.