



CONSTITUTION OF THE STUDENT BODY

PREAMBLE

We, the students of the University of the Incarnate Word, in order to serve the collective interests of the student body through truth, thoughtful innovation, care of the environment, community service, and social justice establish and endorse this Constitution.

ARTICLE I

ESTABLISHMENT

The name of the governmental organization under this constitution shall be the **University of the Incarnate Word Student Government Association**. The Student Government Association (hereafter to be known as SGA) shall be divided into executive and legislative branches, with neither branch exercising any power belonging to the other.

ARTICLE II

MEMBERSHIP

Any full-time undergraduate or graduate registered student at the University of the Incarnate Word as recognized by the Office of the Registrar shall be permitted to participate unless otherwise approved or denied by the University SGA Advisor.

Section I. The Executive Council

The Executive Council shall be composed of two elected officials: President and Vice President, and five appointed officers: Chief of Staff, Parliamentarian, Secretary, Treasurer and Director of Public Relations. The appointed officers shall be selected by the newly elected President and Vice President in the spring of each academic year.

Section II. The Senate

The Senate shall be composed of one senator designated by the Dean of each college or school (MSE, CHASS, DSE, HEBSBA, NHP, GSR, SMD), four senators individually representing each class (freshman, sophomore, junior, senior), one senator from the international student body, one senator from the student-athlete population, two senators from the commuting populous, two senators from the student residential body, one senator from the Campus Activities Board, one senator from the Fraternity Life Council, one senator from the Panhellenic Council, one senator from the Multicultural Greek Council, and one student organization senator

per organization category. Any vacant positions will be filled at the discretion of the Executive Council with the exception of the student org senators.

ARTICLE III

EXECUTIVE COUNCIL OFFICERS

Section I. Duties of the Executive Council

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

Section II. Elected Executive Officers: President, Vice President

A. President

The President's duties shall consist of serving as the chief student representative on all matters relating to the University, including: answering questions from the student body, faculty, and staff; representing the student body to the general public, presiding over all Executive Council and general meetings, representing the student body on the Board of Trustees, creating ad hoc and standing committees with the advice and consent of the Executive Council, appointing chairs to those committees with the advice and consent of the Executive Council, and carrying out any other duties deemed necessary by the University SGA Advisor.

B. Vice President

The Vice President's duties shall consist of acting on behalf of the President if the President is unable to carry out his/her duties, appointing senators to committees, sitting on the Development Board, serving as the President of the Senate, creating and distributing Senate contracts, and carrying out any other duties deemed necessary by the President and/or the University SGA Advisor.

Section III. Appointed Executive Officers: Chief of Staff, Treasurer, Parliamentarian, Secretary, and Director of Public Relations

All appointed officers shall be appointed by the President and Vice President elect with the advice and consent of the University SGA Advisor.

A. Chief of Staff

The Chief of Staff shall serve as an administrative assistant to the President. Responsibilities include keeping the President's calendar, representing the President at meetings if necessary, handling all internal matters of the Executive Council, acting as the chief enforcer of all SGA policies, presiding over the General Assembly meetings,

and any other duties deemed necessary by the President and/or the University SGA Advisor.

B. Treasurer

The Treasurer's duties shall consist of drafting and managing the annual budget of the SGA in collaboration with the University SGA Advisor. The Treasurer shall be in charge of distributing funds and allocations upon authorization of the SGA and the University SGA Advisor, reconciling fund distributions, keeping a record of receipts and transactions, settling affairs with the UIW Business Office, and carrying out any other duties deemed necessary by the Executive Council and/or the University SGA Advisor.

C. Parliamentarian

The Parliamentarian's duties shall be to investigate on-campus student issues, disputes between the student body and administration, monitor the parliamentary procedure of General Assembly meetings, and any other duties deemed necessary by the Executive Council and/or the University SGA Advisor.

D. Secretary

The Secretary's duties shall consist of recording minutes of all Student Government Association meetings (executive, general, and special), distributing the minutes of the General Assembly to the student body via the SGA website, keeping files of all Student Government Association business, and carrying out any other duties deemed necessary by the Executive Council and/or University SGA Advisor.

F. Director of Public Relations

The Director of Public Relations (hereafter referred to as the DPR) shall be in charge of all social networking on behalf of SGA, maintaining all content on the SGA webpage, design original advertising for all campaigns/events, and shall carry out any other duties deemed necessary by the Executive Council and/or the University SGA Advisor.

ARTICLE IV

THE SENATE

The Senate shall be composed of one senator designated by the Dean of each college or school (MSE, CHASS, DSE, HEBSBA, NHP, GSR, SMD), four senators individually representing each class (freshman, sophomore, junior, senior), one senator from the international student body, one senator from the student-athlete population, two senators from the commuting populous, two senators from the student residential body, one senator from the Campus Activities Board, one senator from the Fraternity Life Council, one senator from the Panhellenic Council, one senator from the Multicultural Greek Council, and one student organization senator

per organization category. Additionally, there shall be a minimum of one student organization senator per every fifteen registered student organizations.

Section I. Academic Senators

The Dean of each academic college shall appoint one person to represent that college or school of the university. Academic Senators shall be appointed no later than the second week of the first semester of the academic year. Academic Senators are required to meet with the Dean of their respective college/school.

Section II. Non-Academic Senators

Non-Academic Senators shall be appointed by the President and Vice President and confirmed by the Executive Council and the UNIVERSITY SGA ADVISOR. Non-Academic Senators shall be appointed no later than the second week of the first semester of the academic year. There will be one senator representing each class (freshman, sophomore, junior, senior), one senator from the international student body, one senator from the student-athlete populous, two senators from the commuting populous, two senators from the student residential body, one senator from the Campus Activities Board, one senator from the Interfraternity Council, one senator from the Panhellenic Council, one senator from the Multicultural Greek Council, and one student organization senator per OrgSync category.

Section III. Senate Governance

The Vice President shall act as the President of the Senate and shall serve an advisor, as well as manage the budget, and set the agenda for Senate meetings and activities, with the assistance of the Senate President Pro-Tempore. The President of the Senate shall relay all information to and from Executive Council and Senate meetings. The Senate President Pro-Tempore shall preside over all meetings of the Senate, and shall be appointed by the President of the Senate. In the event that the Senate President Pro-Tempore is absent, the President of the Senate shall preside over the meeting. There shall be one vote per member in the Senate. The President of the Senate shall only vote to break a tie. The Senate shall convene on a bi-weekly basis at minimum; dates and times of meetings shall be determined by the President of the Senate. Senators shall participate in all SGA General Assembly meetings. Each Senator is entitled to one vote at the General Assembly. Voting privilege at the SGA General Assemblies is restricted to those members appointed to the Senate, and is contingent to the fulfillment of duties as listed in Senate contracts.

Section IV. Duties of Senators

Each Senator shall act as the official representative of his/her constituency to the Student Government Association. Senators shall provide an effective student voice in the formation of university policy; investigate matters pertinent to the well-being of the student body; be aware of and inform the student body of campus affairs; work closely with the faculty and administration in fostering mutual cooperation; and carry out all other duties deemed necessary by the President and Vice President.

Section V. Removal and Withdrawal from the Senate

A Senator may be removed from the Senate if he/she fails to fulfill their duties as an acting member of the Senate. If necessary, a Senator may withdraw from the Senate at the end of the academic semester. Removal and withdrawal from the Senate will be reviewed on a case-by-case basis, and may result in a loss of compensation.

A. Senate Removal Process

1. The Vice President must submit, in writing, reasons for dismissal to the University SGA Advisor.
2. The University SGA Advisor must agree, in writing, that these charges have merit for dismissal.
3. If it is decided that the charges have merit for dismissal, then a dismissal notice signed by both the Vice President and the University SGA Advisor containing the reasons for dismissal will be sent to the Senator within five working days.
4. In order to remove an Academic Senator from the Senate, the Vice President must submit in writing reasons for dismissal to the University SGA Advisor and to the Dean of the respective school or college.
5. The University SGA Advisor along with the said Dean must agree, in writing, that these charges merit dismissal before any action is taken.
6. If it is decided that the charges do merit dismissal, then a dismissal notice signed by the Vice President, the University SGA Advisor, and the respective Dean containing the reasons for dismissal will be sent to the Academic Senator within five working days.

B. Senate Removal Appellate Process

Once the dismissal letter has been sent to the Non-Academic Senator, the Senator in question 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 be provided with a copy of the dismissal letter from the University 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 not an appellate process for Academic Senators.

ARTICLE V

QUALIFICATIONS & REQUIREMENTS OF OFFICERS & MEMBERS

Section I. Executive Council Officers

All officers must be in good standing with the University of the Incarnate Word, must possess and maintain a minimum cumulative GPA of 2.6 , and must begin their term with at least two full academic semesters remaining at the University of the Incarnate Word. The student in office must maintain a minimum GPA of 3.0 each session.

Section II. Senate Members

Senate members must be in good standing with the University of the Incarnate Word, must possess and maintain a minimum cumulative GPA of 2.6, and must begin their term with at least two full academic semesters remaining at the University of the Incarnate Word. The student in office must maintain a minimum GPA of 2.5 each session.

Section III. Confirming Qualifications

The University SGA Advisor will have the responsibility of confirming qualifications for each prospective member before election/appointment results may 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.

Section IV. Waiver of Qualifications Requirements

The right to waive any requirements is reserved to a consensual decision by the Dean of Student Success and the University SGA Advisor. There shall be no waivers for students who are not in good standing with the University of the Incarnate Word as defined in the section above.

ARTICLE VI

TERMS OF OFFICE

Section I. Term of Office

The term of office for Executive Council officers begins after the graduation following the Spring elections. The term of office ends on the date of graduation at the end of the academic year in May. All Executive Council officers shall only serve a total of 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.

Section II. Resigning From Office

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

ARTICLE VII

REMOVAL FROM OFFICE

Section I. Impeachment

A. Impeachment Process

1. Any voting member of the General Assembly may raise charges of impeachment by submitting a written statement of charges to the University SGA Advisor.
2. It is at the discretion of the University SGA Advisor to determine the validity of said charges, and continue or not continue with the impeachment process.
3. The University SGA Advisor must agree, in writing, that said charges have merit for impeachment.
4. If it is decided that the charges have merit for impeachment, then a letter of impeachment signed by both the University SGA Advisor and the highest-ranking member of the Executive Council not being impeached containing the reasons for impeachment will be sent to the member in question within five working days.
5. 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 when voting on impeachment will occur.
6. After the charges have been reviewed in each chamber, the vote of impeachment will take place at the following General Assembly meeting.
7. There is not an appellate process for impeachment.

B. Impeachment Voting Procedure

1. Voting on impeachment must take place by secret ballot.
2. A $\frac{2}{3}$ majority of all voting members of the General Assembly is required to invoke impeachment.
3. The University SGA Advisor and the highest-ranking member of the Executive Council not being impeached will be responsible for counting the votes.
4. Results will be provided once an accurate count has been established by the University SGA Advisor and the highest-ranking member of the Executive Council not being impeached.

Section II. Immediate Dismissal

The University 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 III Section I-III, Article VI Section I-III. The University SGA Advisor will provide the officer being dismissed with an official letter of dismissal. The University 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 Student Success. The Dean of Student Success will review the appeal and render appropriate action.