

# **Constitution**

Student Government Association  
*As amended in September 2024*

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## **Preamble**

We, the students of the University of the Incarnate Word, in order to serve the collective interests of the student body through education, truth, faith, service and innovation 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 which understand, foster, and embrace diversity.

### **Structure**

The SGA is divided in the following bodies:

Executive Branch/The Executive Council (herein EC)

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:

(14) appointed senators; one senator, recommended by the Dean of each college or school (MSE, CHASS, DSE, HEBSBA, NHP, GSR, SMD); one International Senator recommended by the International Student Scholar Services Office, one Athletics Senator from the recommended by the Student Athletic Advisory Committee, one Student Activities Senator from the 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.

(11)\* at-large senators; four senators individually representing each class (freshman, sophomore, junior, senior); two Commuter Senators from the commuting populous; two Resident Senators from the student

residential body, one senator from Fraternity Life, one senator from Sorority Life, one Veterans Senator. At-large Senators through application, vetting, and appointed by the Vice-President.

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 a standing senator position and will be reviewed and approved at the discretion of the Dean of Campus Life.

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

## **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 to all their designated institution/committee meetings, and attend to all Executive Council, General Assemble, and other designated SGA meetings and events.

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

The SGA president shall appoint executive officers to the following institution committees:

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**

Will answer questions from the student body, faculty, and staff with the help of the SGA advisor if needed

Act as representative and spokesperson on behalf of the student body and Student Government

Shall lead SGA in work and projects.

Appoint with the help of the vice-president the executive council members

Preside over each meeting of the Executive Council

Attend all the board of trustees' meetings in representation of the student body

Supervise the work of all the SGA members

May attend each committee meeting and request updates/reports

Act as UIW student representative in all SAHERA meetings along with two appoint members

Additional approval (along with SGA Advisor) of every purchases made with the SGA budget

The SGA President shall have the power to create any SGA committee, program, service or project deemed necessary

The SGA President shall have the power to call a special meeting

*Serve on one-two institutional committees as an SGA representative.*

*Other duties deemed necessary by the SGA Advisor and/or SGA President.*

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

Shall act as President of the Senate and will preside over all regular and special meetings  
Shall aid the President in carrying out the duties of the office and shall act in the President's behalf in his/her absence

Appoint senator positions through recommendations and application process

Shall help the President in all special projects

Shall be present during all executive council, senate and general assembly meetings

Shall have the power to call a special meeting

Be empowered to appoint and remove the chairs of the standing committees

*Serve on one-two institutional committees as an SGA representative.*

*Serve as chair to one sub-committee as an SGA Executive Officer along with a co-chair/senator.*

*Other duties deemed necessary by the SGA Advisor and/or SGA President.*

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

Serves as administrative assistant to the SGA President.

Supervise all internal tasks and projects for the Executive Council.

Coordinator the SGA Executive Officer and General Assembly meetings.

Coordinate agendas and guest speakers for SGA Executive Officer and General Assembly meetings.

Enforcing the Robert's Rules of Order and upholding the SGA Constitution policies.

Maintaining, updating, and uploading all SGA documents to UIW Engage.

Account for updates needing to be made to any additional SGA documents as a result of any revisions made to a single document.

Coordinate annual review of official SGA documents.

Provide a bi-weekly **student announcement or letter to the Student Body** to Campus Engagement for the What's the Word student digital newsletter.

Act as liaison between Student Government Association and Student Organizations.

Coordinate with the Office of Campus Engagement to verify student organizations compliance (deadline for eligibility is as announced by Campus) for SGA organization allocation of funding every academic year.

Communicate allocations requested to the SGA treasurer for records.

*Serve on one-two institutional committees as an SGA representative.*

*Serve as chair to one sub-committee as an SGA Executive Officer along with a co-chair/senator.*

*Other duties deemed necessary by the SGA Advisor and/or SGA President.*

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

Coordinate with the Office of Student Advocacy and Accountability to manage the SGA Student Concerns reports submitted via Maxient.

Follow up with administration and address student concerns in an effective and efficient manner and provide updates to students as appropriate.

Act as student representative on the panel for Student Conduct Hearing when needed.

Updating the list of top 3 concerns and progress made and shared with Director of Public Relations (share on social media) and Chief of Staff (share in WTW letter to the student body).

Promote student concerns communications and collect responses through all channels of communication used (student concern boxes, social media, special events, discussion boards, etc.).



Coordinator for student concerns programming and outreach (Senate in the Circle/Center).  
*Serve on one-two institutional committees as an SGA representative.*  
*Serve as chair to one sub-committee as an SGA Executive Officer along with a co-chair/senator.*  
*Other duties deemed necessary by the SGA Advisor and/or SGA President.*

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

Coordinate all social networking on behalf of the SGA.  
Maintain all content on the SGA webpage and UIW Engage profile.  
Design marketing materials for all campaigns/events.  
Photograph annual senate and executive council members at the beginning of the academic year (new members as needed).  
Creating a monthly social media post calendar.  
Share and coordinate social media posts with other UIW social media account holders.  
Provide a bi-weekly **student interest article** and **additional information/pieces** to Campus Engagement for the What's the Word student digital newsletter.  
Provide a monthly **SGA story** to The Logos for publication (Admin Contact: Brian Collister).  
As social media account administrator, coordinate projects along with the SGA Intern.  
*Serve on one-two institutional committees as an SGA representative.*  
*Serve as chair to one sub-committee as an SGA Executive Officer along with a co-chair/senator.*  
*Other duties deemed necessary by the SGA Advisor and/or SGA President.*

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

Draft and manage the annual budget of the SGA in collaboration with the SGA Advisor.  
Manage monetary affairs with the UIW Business Office (petty cash/settling).  
Manage monetary affairs with the SGA Advisor (purchasing/quotes).  
Keep records and copies of all receipts and transactions.  
Coordinator for SGA social events in collaboration with Campus Activities Board/Campus Engagement.  
*Serve on one-two institutional committees as an SGA representative.*  
*Serve as chair to one sub-committee as an SGA Executive Officer along with a co-chair/senator.*  
*Other duties deemed necessary by the SGA Advisor and/or SGA President.*

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

Recording minutes of all SGA meetings (executive, general, and special – excluding senate meetings) .  
Distribution of minutes to the Executive Officers via email and student body via UIW Engage (file upload and news article (General Assembly minutes) and file upload (Executive Officer minutes).  
Keep the events calendar up to date and input/manage all SGA events in UIW Engage.  
*Serve on one-two institutional committees as an SGA representative.*  
*Serve as chair to one sub-committee as an SGA Executive Officer along with a co-chair/senator.*  
*Other duties deemed necessary by the SGA Advisor and/or SGA President.*

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

Recording and uploading minutes of all SGA Senate meetings.

Distribution of minutes to the Senators via email and student body via UIW Engage (file upload and news article).

Coordinates posts for UIW Engage news articles and updates.

Act as social media account manager and works along with the SGA social media account administrator (Director of Public Relations).

Serve on at least one institutional committee as an SGA representative.

*Other duties deemed necessary by the SGA Advisor and/or SGA President.*

**Vacancies**

All vacancies shall be filled by appointment by the President by 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 President to the Senate (SGA Vice President)**

Coordinate agenda/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**

Act as the official representative of his/her constituency and report to the Student Government Association on behalf of their constituency

Sign up for at least one sub-committee

Attend to the SGA planning retreat(s)

Provide an effective student voice in the formation of university policy

Attend and participate in all SGA General Assembly meetings

Sign up to coordinate at least two SGA events per semester

Attend all SGA events

Attend and participate in the SGA Open Forum

Attend and participate in Student Concerns outreach efforts

Investigate matters pertinent to the well-being of the student body

Be aware of and inform the student body of campus affairs and resources

Work closely with the faculty and administration in fostering mutual cooperation

Carry any duties deemed necessary by the SGA Advisor and SGA Executive Council

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 but is open to the general student body.

#### **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 vetting and appointed through a Senator Application (At-Large Senators). All positions shall be filled no later than one month after the semester started.



## **Article IV. Meetings**

### **Executive Council Meetings**

The SGA Executive Council shall meet every week following the official academic calendar and holidays. Date, time and place of the meetings are subject to the vice-president and executive officer's semester schedule.

### **Senate Meetings**

The SGA Senate shall meet every week following the official academic calendar and holidays. Date, time and place of the meetings are subject to the vice-president and senator's semester schedule.

### **General Assemblies**

All General Assemblies shall occur every month following the official academic calendar and holidays and will be open to the general public. The SGA President must give a briefing of what the SGA have been working on, allow for voting to take place when necessary, and open the floor to any general student concerns. Any new student organizations to be voted on for final approval shall also take place during General Assemblies.

General Assemblies shall be at least once each of the following months: September, October, November, December or January, February, March, 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 agenda/guest speakers for Executive Council and General Assembly meetings. SGA Secretary shall record and publish through UIW Engage the agenda prior to each meeting along with the minutes to each meeting afterwards.

President of the Senate will coordinate 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 to 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 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 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 alongside with a Vice-President, as a single ticket.

Have plans to remain in their desire position for the full term 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) 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 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.

### **Requests to Waiver Requirements**

The right to waive any requirements is reserved to 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 in regard to student conduct with the University of the Incarnate Word. These requests must be communicated with the SGA Advisor or Director of Campus Engagement.

## **Article VII. Terms 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 (one full academic year). 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 (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**

Members can submit two unexcused absences through the Engage portal.

If a senator misses more than two meetings will be on a trial period.

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

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

Any member other than 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 of 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.

### **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 have merit for dismissal, then a dismissal notice signed by both the Vice President and the SGA Advisor, containing the reasons for dismissal.

In order 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 said 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.

### **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 be provided with 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 not an 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 continue or not continue with the impeachment process.

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

If it is decided that the charges have merit for impeachment, then a letter of impeachment signed by both the 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.

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. After the charges have been reviewed in each chamber, the vote of impeachment will take place at the following General Assembly meeting. There is not an 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 is required to invoke impeachment. The University SGA Advisor and the highest-ranking member of the Executive Council not being 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 member of the Executive Council 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 IV. 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 on amend the constitution only if the SGA is not meeting in more than two months.

The Executive Council shall present all the new amendments made where the Senate will be allowed to appeal the changes made.

### **Initiative**

Any article or section of this Constitution may be amended by a passage by a majority of the votes cast at an election.

A constitutional amendment must have been approved by a majority of the voting membership of the Executive Council and Senate

### **Announcement of Constitutional Change**

All constitutional change announcements should be done during the General Assembly and should be recorded during the general assembly minutes

## **Article XII. SGA Advisory Board**

All SGA previews 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: Financial Procedures and Approval Process**

### **General Procedure for Purchases**

All purchases made by the SGA or on behalf of student organizations using SGA funds must follow the outlined process:

- a. A quote or invoice for the desired purchase must be obtained from the vendor.
- b. The quote or invoice is then submitted to the Office of Campus Life, where it will be reviewed by the Dean of Campus Life's secretary for approval or denial.
- c. All purchases must receive joint approval from both the SGA President and Treasurer.
- d. Once approved by the President and Treasurer, the purchase is voted upon by a majority of the Executive Council.

### **Event Funding and Required Documentation**

For purchases related to events, the following steps must be taken after initial approval:

- a. A flyer or promotional material for the event must be printed and attached to a request form.
- b. This request form must be approved by the Dean of Campus Life, and either the President or Treasurer of the SGA.
- c. The Dean of Campus Life's secretary can then finalize the approval process if the vendor is on the university's list of approved vendors.
- d. If a vendor is not on the approved list, the necessary paperwork must be completed to register the vendor as an official UIW vendor.

### **Petty Cash Purchases**

The SGA does not maintain a petty cash system.

- a. All small-scale purchases that would typically be considered petty cash will be processed through the Business Office and issued as gift cards.
- b. After the use of the gift card, the remaining balance or unused portion must be re-deposited into the SGA's secondary account at the Comptroller's Office.
- c. Any gift or reward purchased using SGA funds must be accompanied by a signed request form by the recipient, detailing the amount received and the nature of the reward.
- d. A copy of this form, along with any receipts from transactions, must be stored in an official binder maintained by the Treasurer.

### **Student Organization Funding Requests**

Student organizations requesting SGA funds must complete a detailed funding request form that includes:

- a. The name of the organization.
- b. A description of the event or activity for which the funds are requested.

c. A detailed outline of the anticipated expenditures, including a brief description of each item. The form will be reviewed by the SGA Executive Council and must be approved by a majority vote. Final approval must also be granted by the Dean of Campus Life before funds are disbursed. Recipes must be provided back to the SGA for proof of purchase from organization

### **Record Keeping**

All receipts, signed forms, and transaction records must be filed and stored in a binder, maintained by the Treasurer, for transparency and future auditing.

A second binder should be maintained with copies of all financial transactions related to petty cash and gift card purchases.

### **Conflict of Interest**

Any member of the SGA that serves as part of a student organization or department that is requesting funding must abstain from voting. Abstention will allow requests to maintain a level of integrity and fairness to non-SGA entities.