

# Constitution

**Name of Organization: Student Government Association**

**Date: 11/17/2023**

## Article I – Name and Affiliations

**Section 1:** The name of this organization is Student Government Association of Athens State University, abbreviated as “SGA”.

## Article II – Purpose

**Section 1:** The purpose of the Student Government Association shall be to encourage and promote cooperation between students, faculty and administration, to unify the student body and to promote an intellectual interest in all phases of university citizenship, and to increase the sense of individual responsibility.

## Article III – Membership

### **Section 1: General Membership**

General Membership is restricted to regularly enrolled Athens State University students, faculty, staff and alumni. No individual may be denied membership on the basis of race, color, national origin, age, marital status, sex, sexual orientation, disability, religion, genetic information, or veteran status.

### **Section 2: Voting Members**

Voting membership in the Student Government Association Shall Consist of the Executive Board and General Body. The Executive Board and the General Body shall be known collectively as the “SGA Membership”.

## Article IV – Officers

### **Section 1: Legislative Branch**

- The legislative branch will be made up of active SGA members. An active SGA member is defined as any full or part-time student attending SGA meetings.

### **Section 2: The Executive Branch**

*(Officer descriptions can be found in Article IX Section 1)*

- The Executive Branch (E-Board) of the SGA shall consist of:

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- **President:** The president of the SGA will schedule meeting times, locations and topics to be discussed.
- **Vice-President:** This officer is responsible for assisting the SGA President and assuming the SGA presidential role in the absence of the SGA president.
- **Secretary:** Responsible for taking minutes and distributing the minutes to all members before the next occurs.
- **Treasurer:** Responsible for handling the budget for the SGA and reporting all finances to the SGA officers and its members. SGA funds must be on deposit in an auxiliary account with the Athens State University Business Office.
- **Senator for the College of Business:** *Serves as the primary point of contact and communication liaison between the College of Business and the SGA. This role involves facilitating the effective communication, representing the interests of the College of Business within the SGA, and ensuring collaborative initiatives between the two entities.*
- **Senator for the College of the Arts and Sciences:** *Serves as the primary point of contact and communication liaison between the College of Arts and the SGA. This role involves facilitating the effective communication, representing the interests of the College of Arts and Sciences within the SGA, and ensuring collaborative initiatives between the two entities.*
- **Senator for the College of Education:** *Serves as the primary point of contact and communication liaison between the College of Education and the SGA. This role involves facilitating the effective communication, representing the interests of the College of Education within the SGA, and ensuring collaborative initiatives between the two entities.*
- The E-Board has the power to create any position (Called “Auxiliary positions”) or committees it deems necessary for the functioning of the SGA. Some common auxiliary positions/committees may include a Public Relations Representative, Photographers, Social Media Manager, etc.
- The Executive Board can choose to appoint any person to an auxiliary position or as head of a committee it has created.

### **Section 3: The qualifications for officers**

An officer must be a current student at Athens State University and have a minimum GPA of 2.50.

### **Section 4: Officer Term**

Officers will hold office for one year at which time the officer will roll-off. The Officer’s term begins in the Fall semester and continues to the Summer Semester. Officers will be elected annually by active voting members of the SGA. Election will be held in February and the president elect will start learning the duties of the President in March.

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**Section 5:** If an officer’s position becomes vacant during a term, the following will take place: The officers of the SGA will recommend a replacement to the voting members, where a special election will be held to replace the vacancy.

### **Article V – Advisors**

**Section 1:** The SGA shall have at least one Athens State University faculty or staff member always serving as Advisor. The advisor(s) also has responsibility for ensuring that the organization and its members abide by all University policies, regulations, and guidelines as they relate to the organization’s activities and events.

**Section 2:** The advisor will need to be a full-time faculty or staff at Athens State University. The advisor will oversee the operations of the SGA and making sure the SGA is being run according to the by-laws and constitution. The advisor will supervise any field trips or SGA competitions that take place off-campus. The advisor will also be responsible for making sure any competitions are properly staffed and organized.

**Section 3:** The advisor shall be a full-time employee of the university and will serve as long they would like to stay in that role. However, if the advisor chooses to step down, a new advisor will take the active role.

### **Article VI – Meetings**

**Section 1:** General Body meetings will take place monthly, and the SGA president or faculty advisor may call a meeting. The quorum, or percentage of membership that must be present to conduct business at the organization’s meetings shall be at least 50% of the SGA members present.

**Section 2:** General Body meetings will take place both in-person and online (Hybrid) once a month.

**Section 3:** Board meetings will take place both in-person and online (Hybrid) once a month.

**Section 4:** The faculty advisor and SGA officers may call a special meeting but must be at least 48 hours advanced notice.

### **Article VII – Amendment of Constitution**

**Section 1:** “This constitution can only be amended by an affirmation vote of a [2/3, 3/4, etc.] majority of the members at any regular or special meeting.” Amendments to the

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constitution or bylaws shall be presented to the SGA elected officers two weeks prior to a proposed amendment change.

## **Bylaws: Student Government Association**

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### **Article VIII – Membership**

**Section 1:** Members must be an current student of Athens State.

**Section 2:** For members to maintain active membership, they must attend at least 50% of the meetings.

**Section 3:** Reasons for expulsion will include violating University policies, which supersede any SGA rules and regulations. Secondly, a member of the SGA shall be expelled by the elected officers with a minimum of a 2/3 vote.

### **Article IX – Officer Duties**

#### **Compliance:**

The officers shall be responsible for working with the sponsor/advisor to maintain the charter of SGA.

This includes:

- Assisting with the annual renewal paperwork
- Maintain an up-to-date membership roster to provide to Student Activities oversight
- Creating and submitting the fall and spring Activities Memo to provide Student Activities oversight
- Maintain an up-to-date listing of officers to provide Student Activities oversight

#### **Section 1:**

- President:
  - Schedule and coordinate SGA meetings, set agenda topics, and act as the primary liaison between students and university administration.
  - Provide leadership and direction to the SGA team.
  - Represent the SGA at various campus events and meetings.
  - Foster a collaborative and inclusive environment within the SGA.
- Vice-President:
  - Assist the SGA President in their duties and responsibilities.
  - Assume the SGA presidential role in the absence of the President.
  - Collaborate closely with the President to implement SGA initiatives.
  - Act as a liaison between the SGA and other campus organizations.

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- Support the overall functioning of the SGA team.
- Serves as Interclub Council (ICC) Chair.
- **Secretary:**
  - Take accurate minutes during SGA meetings.
  - Organize and distribute meeting minutes to all SGA members before the next meeting.
  - Maintain organized records of SGA meeting minutes and other relevant documents.
  - in communication between SGA members.
  - Support the smooth flow of information within the SGA.
- **Treasurer:**
  - Manage and oversee the budget for the SGA.
  - Report financial information to the SGA officers and members regularly.
  - Work with university financial offices to ensure proper handling of funds.
  - Provide financial guidance for SGA events and initiatives.
  - Maintain transparency regarding SGA's financial status.
- **Senators:**
  - Represent the interests and concerns of the students within their respective colleges.
  - Act as a bridge between students and the SGA.
  - Attend SGA meetings to voice the perspectives of their college.
  - Engage with students to gather feedback and suggestions.
  - Collaborate with other Senators to address common issues and enhance student experience.

## **Article X – Election of Officers**

**Section 1:** Elections of new officers will take place... [annually or when term limits have expired for the officers, at such time the current elected official will roll off the board and an election will be held to fulfill the vacated role. Preferably, a vote for the vacating officer will take place 6 months prior to the term limit to give the incoming elected official time to get familiar with the job and duties of the position.]

**Section 2:** Nominations for board members will come from the members where a quorum is deemed to be met. The nominations will be by members and the members will be notified by email to log in to the designated voting tool (Survey Money, Election Genie, etc.

**Section 3:** “Members who are running for office must...” be an active member of the SGA.

**Section 4:** Officers must be elected by... [State whether election requires a simple majority of votes, 2/3 majority, etc. The voting will be in by show of hands in a physical meeting. Other methods, such as, online tools will be used to tally votes. The voting process will be democratic in nature, which means whoever has the most votes, wins.]

**Section 5:** If an officer decides to step down from an office or is no longer enrolled... [The board will appoint a proxy until a new board member election can take place.]

### **Article XI – Parliamentary Authority**

**Section 1:** “This organization shall be governed by...” [Robert’s Rules of Order to govern the organization’s decision-making and rules of procedure, except when these rules are inconsistent with those of an organization with which the Athens State organization is affiliated.]

### **Article XII – Committees**

**Section 1:** Ad-hoc committees may be formed to pursue or research a specific topic or niche.

**Section 2:** Committees will be appointed by Board Members and voted on by active members.

### **Article XIII – Finances**

**Section 1:** The SGA shall adhere to the Universities policies and procedures on handling funds. *The organization’s funds must be deposited according to University regulations. Organizations funded by University monies (including SGA allocations) may disburse such funds only in accordance with state and University regulations. The funds will be disbursed via regular University purchasing procedures.*

## ***Athens State Policies:***

### **Financial Regulations**

The organization’s funds must be deposited and maintained in an account with the Office of Financial Affairs (also known as the Business Office) according to University policies and procedures. SGAs and organizations cannot establish and maintain an outside bank or checking account for the organization’s funds.

Organizations funded from University accounts (including SGA allocations) may disburse such funds only in accordance with University policies and procedures. The funds will be disbursed via regular University purchasing procedures.

University requirements in no way preclude the right of the organization to solicit funds or disburse monies that are not derived from the University, as long as any fundraising policy or

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disbursement does not violate University policies and is in accordance with the organization's bylaws (see the Fundraising Regulations section).

The University assumes no liability for the financial transactions of a student organization and strongly recommends that each organization establish appropriate controls it deems necessary in the organization's constitution and bylaws.

### **Fundraising Regulations**

***Any and all types of fundraising activities--of any kind--must be preapproval in advance of it taking place. The university's [Request to Solicit form](#) is used to get approval.***

The President of Athens State University has assigned the Office of University Advancement as the office responsible for the coordination of solicitations and proposals seeking gifts or monies for the University from individuals, corporations, and foundations. The Vice President for University Advancement works with the President and other members of the administration in setting the University's fundraising priorities in accordance with the University's vision, mission and goals. As part of the fundraising process, the Vice President for University Advancement will present an annual fundraising plan to the President other members of the administration for review and approval.

All faculty and staff employees, student SGAs and organizations, alumni, or the alumni association must seek approval by submitting required forms and documentation to the Office of University Advancement prior to initiating any fundraising activity. The approval process is designed to avoid duplication of solicitations and fundraising efforts as well as to ensure that University policies and procedures are followed. Fundraising activities may include raising funds for scholarships, special events, students, staff and faculty activities, equipment, capital projects, or other activities requiring financial support.

### **Article XIV – Amendment of Bylaws**

**Section 1:** These bylaws can only be amended by an affirmation vote of a [2/3, 3/4, etc.] majority of the membership at any regular or special meeting.” [The constitution may only be amended with a 100% board approval and at least a 90% majority of active members. Constitutions should only be changed when a critical situation arises that the original constitution creators and board members, and active members did not foresee.] By-laws and policies shall be in place, to protect the integrity of the constitution. By-laws and policies shall serve as an authority for changes as long as they do not exceed the boundaries of the constitution. By-laws and policies will be voted on by a 2/3 majority board and a 3/4 majority of members present or voted on by other approved methods, such as, online voting mechanisms.

Athens State University, as an equal opportunity/affirmative action institution, complies

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with all applicable federal and state laws regarding nondiscrimination and affirmative action. Athens State University does not discriminate on the basis of race, color, national origin, age, marital status, gender, pregnancy, sexual orientation, disability, religion, genetic information, or veteran status in employment, or admissions to or participation in educational programs and activities. Inquiries or concerns may be addressed to the Office of the Vice President of Enrollment and Student Support Services, 300 N. Beaty St., Athens, AL 35611, 256-233-8175.