

**Kennesaw State University
Student Government Association
Constitution**

I. Preamble

A. Name

The name of the organization is The Student Government Association (hereinafter referred to as SGA) of Kennesaw State University (hereinafter referred to as KSU).

B. Purpose

The purpose of the SGA is to promote understanding and involvement among all members of the campus community, and to represent and legislate the interest of the student body of KSU on a campus wide, local, state, and federal level in accordance with KSU statutes, student codes of conduct, and the policies of the Board of Regents.

II. Membership

All currently enrolled students at KSU shall automatically be members of the SGA, and subject to this Constitution, its Amendments, and Policy and Procedures Manual, hereinafter referred to as PPM, and the Student Code of Conduct and Policies as they appear in on-campus publications.

III. Senate/Executive Board Composition

A. Senate composition

1. *College Senators*

The Senate shall be comprised of one senator for each one-thousand (1,000) students within each of the following colleges and schools with a minimum of two senators per college or school as follows:

- College of the Arts***
- Coles College of Business***
- Bagwell College of Education***
- College of Health and Human Services***
- College of Humanities and Social Sciences***
- College of Science and Mathematics***
- University College***

The enrollment numbers of said colleges and schools shall come from the Office of the Registrar's official enrollment of the previous fall semester.

2. Other Senators

Senate members shall represent various KSU constituencies as follows:

- *Three (3) senators from the student body at large,*
- *Two (2) first-year student senators*
- *One (1) senator from each of the following student constituencies:*
 - *Undergraduate*
 - *Graduate*
 - *Non-traditional*
 - *Traditional,*
 - *International*
 - *Disabled*
 - *American minority*
 - *Residence Life*
 - *RSO*
 - *Sorority/fraternity*

Senators shall be members of the constituencies they represent.

3. *The elected officers of the Executive Board (President, Vice President, Secretary/Treasurer) shall also serve on the senate.*
4. *The other members of the Executive Board (Chief of Staff and all appointed Secretaries) shall serve as voting members of the Senate.*
5. *One member from each student-run, line item organization shall serve as a non-voting member with speaking rights and shall be appointed by the SGA President and confirmed by a majority vote of the Senate. Line item representatives shall not count towards quorum.*

B. Executive Board Composition

1. *Elected officers (President, Vice President, Secretary/Treasurer). These officers are elected at the General Elections held during spring semester.*
2. *Appointed officers (Secretary of Academic Affairs, Press Secretary, Secretary of Student Services, Secretary of Operations, Secretary of External Affairs, and the SGA Advisor). These officers are appointed by the President and confirmed by the Senate with a 2/3 vote.*

3. *If a Chief of Staff is appointed by the President, he/she will also serve on the Executive Board.*

C. Faculty/Staff Advisor

The Director of Student Life or his/her designee shall serve as the SGA Advisor. One additional advisor may be appointed by the president with majority approval of the SGA Executive Board.

IV. Elections

A. Time of elections

Elections for all officers will be held in spring semester at a time specified by the SGA Executive Board before the end of the preceding fall semester.

B. Eligibility to run for office

In order to be eligible to run for office the individual must meet or exceed all membership requirements for the desired positions. Any student desiring to run for an SGA position must meet the requirements as listed below:

1. Senate

- a. *have earned and received credit at KSU for a minimum of twelve (12) semester hours for undergraduate students and hold a minimum adjusted GPA of 2.5;*
- b. *have earned and received credit at KSU for a minimum of nine (9) semester hours for graduate students and hold a minimum cumulative GPA of 3.0;*
- c. *shall be enrolled for enough hours so that they meet the above earned hour requirement by the end of Spring semester of given election year in which they are seeking office.*
- d. *If no student meets the length requirement, then the election will revert to an open election to any student meeting the other said requirements.*

2. *Executive Board (President, Vice President, Secretary/Treasurer) must have attended seven meetings in one semester as documented in the SGA minutes and hold a minimum adjusted GPA of 2.75 and meet all other requirements as specified in IV, B, 1, a-c.*

3. Freshman Senators

The two (2) appointed freshman senators and shall be excused from the credit hour requirements.

C. Requirements to hold officer positions

All members of the SGA who are elected or appointed to positions provided for in this Constitution, its Amendments and PPM shall be considered officers of the SGA. These officers must be in good academic standing with KSU and meet any other qualifications specified in this Constitution, its Amendments, its PPM, and the Student Code of Conduct.

1. Undergraduate Senators

Undergraduate senators must maintain a minimum 2.5 adjusted GPA, be in good standing, and be enrolled in at least six hours each semester with the exception of summer term when enrollment is not required.

2. Graduate Students

All Graduate students must maintain a minimum 3.0 GPA, be in good standing, and be enrolled in at least six hours each semester with the exception of summer term when enrollment is not required.

3. Executive Officers

Executive officers (including President, Vice President, Secretary/Treasurer, Chief of Staff, and all Secretaries) shall have and maintain a minimum 2.75 adjusted GPA, be in good standing, and be enrolled in at least three hours each semester (graduate students) or six hours each semester (undergraduate students) with the exception of summer term when enrollment is not required.

4. Officer Authority

All SGA members must abide by the organization's Constitution and Policies and Procedures Manual (PPM).

5. Removal of Officers

Failure to maintain above qualifications shall result in the removal of said member.

D. Recall Election

A recall election for any elected officer may be called by a petition signed by students who are eligible to vote. The number of signatures

collected must total 5% of the total number of students normally eligible to vote in SGA elections.

E. Special Election

A special election shall be held in which those eligible to vote shall decide whether or not to maintain said member in the position in question. A majority of votes cast is required to remove said member. The petition must contain printed names, KSU ID numbers, and signatures, and will be verified by university officials.

F. Installation of Officers

- 1. The newly elected officers shall be installed at the last SGA meeting of spring semester.*
- 2. Outgoing executive board members must relinquish all duties by 5pm the day after finals of spring semester. At this time, all fiduciary and other matters related to the operation of SGA revert to the new executive board.*

V. Vacancies

A. Senate

In the event of a vacancy in senate positions, the President shall appoint eligible students to fill the unexpired term(s) with 2/3 approval of the Senate.

B. Executive Board

- 1. Presidential Vacancy: in the event of a vacancy in the office of president, the vice president shall assume the office of the president for the remainder of the original term. In the event that the Vice President is not able to serve, the secretary/treasurer shall assume the office of the president for the remainder of the original term. In the event that the Secretary/Treasurer is not able to serve, the senate shall elect, by a 2/3 vote, an executive cabinet member or senator to serve the remainder of the original term as president.*
- 2. Vice President vacancy: in the event of a vacancy in the office of vice president, the president shall appoint students who would be eligible to run for office in the regular election to fill the unexpired terms with 2/3 approval of the senate.*

3. *Secretary/Treasurer vacancy: in the event of a vacancy in the office of secretary/treasurer, the president shall appoint students who would be eligible to run for office in the regular election to fill the unexpired terms with 2/3 approval of the senate.*
4. *Chief of Staff/Secretary vacancies: in the event of a vacancy in these offices, the president shall appoint to fill the unexpired terms with 2/3 approval of the senate.*
5. *President, Vice President, Secretary/Treasurer vacancies simultaneously: The senate shall choose, by a 2/3 vote, temporary replacements for the vacant positions. The executive board members who have been elected shall remain in these positions until a special campuswide election is held to select permanent office-holders. This election shall take place within a month of the vacancies.*

C. Special Situations

If the President must resign immediately or is impeached after the start of spring semester, the Senate, with a 2/3 vote, shall elect an eligible student to the Office of the President. This student shall remain in office until the regular elections are held late in spring semester.

VI. Removal from Office

A. Resignation

Any SGA officer or executive board member may resign from his/her position with a written or verbal statement issued to the senate or executive board, if for any reason he/she cannot fulfill the duties stated within this Constitution and the PPM. This written or verbal resignation must be reflected in the official SGA minutes.

B. Impeachment

1. *A 2/3 vote of the Senate shall be required to initiate the impeachment process.*
2. *Minimum due process shall be afforded the accused, and shall include but is not limited to:*
 - a. *The right to notification, by registered mail to his/her residence as listed with the Registrar's Office and with the official SGA address records, as well as a notice sent by campus mail to his/her SGA mailbox and email account.*

Notification shall include the date, time, and location of said impeachment trial as well as the charges. Notification must be mailed within an adequate amount of time prior to the trial so as to allow sufficient time for the accused to be notified and to prepare for the hearing.

- b. The right to present witnesses on his/her behalf*
 - c. The right to assistance by an individual of choice.*
 - d. The right to remain silent and have no inference of guilt implied by said silence.*
 - e. The right to cross-examine witnesses.*
 - f. The right to procedural review by the Governance Committee and the right of appeal of said procedural review to the University Judiciary or the Vice President of Student Success and Enrollment Services and Dean of Student Success.*
- 3. Failure to appear at the time of the trial shall result in the waiving of rights a – f as listed above.*
 - 4. A 2/3 vote of the SGA Senate (excluding the accused member) shall be required to remove the accused person. Said person shall have no vote.*
 - 5. Each impeachment shall require a separate bill and trial.*
 - 6. The chairperson to the special impeachment meeting shall be an SGA Advisor.*
 - 7. The Vice President shall appoint, with the majority approval of the Senate, an officer who shall act as Prosecutor in said trial. In the event that the Vice President is the accused, the Sec/Treasurer shall act as prosecutor.*
 - 8. The latest edition of Robert's Rules of Order, Newly Revised shall govern the meeting.*
 - 9. The option of resignation shall be afforded the accused up to the time of said trial. In the case of resignation, no trial shall be held and the impeachment process shall be terminated.*

10. *Officers impeached or who have resigned as a result of impeachment shall be ineligible for a stipend.*
11. *Officers resigning in the Summer or Fall semesters shall return the SGA office keys and other items given to them in their capacity as an officer of the SGA.*

C. Removal and reinstatement

Removal and reinstatement of officers shall be established in the SGA Policy and Procedure Manual (PPM).

VII. Information about Meetings

A. Meeting Times

Meeting times shall be established in the PPM.

B. Number of Meetings

The Senate shall meet no fewer than seven times per semester, and no more than fifteen times per semester. The only exception shall be Summer term when the SGA Senate shall meet at least twice.

C. Special meetings

1. Special meetings may be called by the President, Vice President, or Executive Board by previous written notice by campus mail and/or e-mail stating the time, place, and purpose of the meeting.
2. 2/3 approval is required among the Executive Board if the Executive Board is calling the special meeting;
3. The Chair of the special meeting shall be the member who called the meeting. If a special meeting is called by the Executive Board, the Chair shall be elected among the Executive Board internally by majority vote.

D. Quorum

Quorum is defined as 50% + 1 of the SGA voting members who have been duly sworn into office. Quorum is necessary to conduct a meeting of the Senate. Non-voting members shall not count towards quorum.

VIII. Committees

A. Standing committees

The standing committees shall be listed in the PPM. All committees must meet at least five times per semester. Further policies and procedures for operation shall be found in the PPM.

B. Creation and/or Removal of Standing Committees

Deletion and/or addition of standing committees shall be approved by a majority vote of the SGA Senate with prior notice, or 2/3 vote without prior notice.

IX. Special Rules of Order

A. Parliamentary authority

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the Senate in all cases in which they are applicable and in which they are not inconsistent with the Constitution, PPM, and any other rules of order that the Senate may wish to adopt.

Non-voting members shall not be permitted to make motions.

B. Speaker's Rights

Members of the Senate and visitors requesting the floor shall speak no longer than three minutes per turn per subject unless a proper motion to end debate, otherwise limit discussion, or to suspend the rules on debate has passed the Senate.

C. Presidential Rights

1. *Before a bill or resolution, or other official vote (legislation) is considered official, the President shall sign said legislation. In the event of a presidential veto of the legislation, it becomes the first order of old business at the next regularly scheduled meeting of the Senate. A 2/3 vote of the Senate Membership is required to override said veto. Failure to sign legislation within two (2) weeks of its passage by the Senate shall result in a veto of said legislation and it shall be brought back to the Senate to consider an override of said veto.*
2. *The President shall have the power of Executive Order (a President's declaration which has the force of law, usually based on existing statutory powers, and requiring no action by SGA) in the following cases: The appointment of members to all campus-wide committees, such as, but no limited to: Student Fees, SABAC, Food Services, and other committees as deemed necessary.*
 - a. *The President must announce and Executive Order at the next meeting that follows the Order.*
 - b. *In the event that an Executive Order is not found to be in favor with the standing Senate, the Executive Order can be overruled by a 2/3 vote of the Senate and rescinded by SGA.*

D. Email Voting

If an order of business is deemed an emergency by the President, Vice President, and at least 2/3 of the Executive Board and a special meeting is not possible, an Email vote may take place in the absence of a meeting. The following policy shall be followed: a copy of said legislation shall be sent to each member, who shall return said legislation to the Secretary/Treasurer with a vote of yea or nay and authentication of their identity. After 72 hours, voting shall be closed and votes shall be tallied. A quorum is required for votes to be official.

X. Amendments and Revisions

This Constitution shall be amended or revised at a Senate meeting at which quorum is present and with 2/3 approval. After being signed by the President, the Secretary/Treasurer shall transmit said proposed amendment(s) or revision(s) to SABAC for ratification. Said amendment(s) and or revision(s) shall take effect upon their ratification by SABAC.

XI. PPM

The SGA shall establish a Policies and Procedures Manual (PPM) that shall further clarify the policies and procedures of the SGA as well as specify the duties and privileges of each officer. Amendments or revisions of said PPM shall require majority approval of the SGA Senate with prior notice or 2/3 approval without prior notice.

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