

Student Government Association at the School of Social Service Administration (SGA)

CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION AT THE SCHOOL OF SOCIAL SERVICE ADMINISTRATION

Article I: Name

Section 1.

The name of the organization shall be the Student Government Association at the School of Social Service Administration. (Abbreviated SSA/SGA)

Article 2: Purpose

Section 1.

The purpose of this organization shall be:

- 1) To promote educational development of all graduate and doctoral students at the School of Social Service Administration (hereto referred to as "the School".)
- 2) To act as liaison for all students to the School Administration.
- 3) To actively encourage and participate in recruitment and retention of students, faculty, and staff.
- 4) To act as a support system for all graduate and doctoral students.
- 5) To enlighten the School's community of issues relevant to social problems and strategies for their resolution.
- 6) To sponsor and co-sponsor programs and events that are educationally, Culturally, and socially enriching.
- 7) To establish a network and continual working relationship with the School's Alumni Association.

Article 3: Membership

Section 1. Membership in this organization shall be open to all part-time and full-time students at the School and graduates of the school. Associate membership is open to faculty and staff of the School. Associate members shall have the same rights and privileges of active membership, except the right to vote and/or hold office.

Section 2. This organization may confer honorary membership upon persons who have contributed significantly to the ideal and purposes of the Student Government Association at the School. Persons so honored shall have the same rights and privileges of active membership, except the right to vote and/or hold office. The approval by a vote of at least two-thirds (2/3) majority of this organization's membership shall be required for the conferring of an honorary membership.

Section 3. All who have held membership in this organization shall be recognized as Alumni members upon graduating from the school.

Section 4. Membership shall be maintained by remaining in good academic standing with the School.

Section 5. Voting membership and officers shall be restricted to currently registered full-time, part-time, and extended evening program students at the School.

Article IV: Officers

Section 1. The officers of this organization shall consist of President, Vice-President, Secretary(s), and Treasurer (s)

Section 2. The officers' duties are as follows:

a. The President serves as the Chief Executive Officer of Student Government Association and shall preside over all general meetings and ensure that the organizations' constitution and goals are fulfilled. The President appoints all committee members to standing SGA committees and may also appoint any special committees necessary. The President serves as an ex-officio member of all committees. The President has the power to call special meetings, as s/he deems necessary. The President serves as the spokesperson and liaison from the SGA Executive committee and the student body to the Administration. The President represents the student body to the Dean of SSA, the Dean of Students of SSA, and the University. Finally, the President shall also perform such other duties as the position may require.

b. The Vice-President serves to assist the President to ensure that the goals of SGA are fulfilled. In the absence of the President, the Vice-President shall preside over general meetings. The Vice-President is responsible for the upkeep of the constitution and for reserving room space for meetings. The Vice-President shall serve as an ex-officio member of SGA committees as assigned by the President. Finally, the Vice-President shall also perform such other duties as requested by the President and as the position may require.

c. The Secretary(s) shall keep an accurate, permanent record of the minutes and the proceedings of the organization, a written record of attendance at all meetings, and written record of the membership standing of all members. The secretary shall issue organizational notices for meetings and invitations for persons concerned, assist with organizational correspondence as needed, keep an up-to-date file of meeting notices, minutes, and relevant incoming and outgoing organizational correspondence. The secretary shall maintain and post a monthly calendar of all SGA events and activities. The secretary shall train her/his successor and turn over all records by the last day of the fifth month of the year in which he/she leaves office. The secretary(s) shall perform other such duties as the office and the President may require.

d. The Treasurer(s) shall receive all money of the organization, keep an accurate record of money transactions, and design and operate the organization's budget as approved by the Executive committee of the organization. When necessary or requested by the President, the Treasurer(s) may set up special accounts. The Treasurer(s) in conjunction with the President, shall sign off on all organizational payments. The Treasurer(s) shall keep an accurate, up-to-date file of all receipts for such payments. The Treasurer (s) shall collect all funds resulting from any organizational fund-raisers and shall deposit the

organization funds into the SAO account. A full and accurate report of inventory, sales and any funds collected, shall be submitted in writing to the President and Executive committee within seven days of any sales or event. The Treasurer shall give a treasury report at all Executive committee meetings. The Treasurer shall train her/his successor and turn over all records by the 30th day of the sixth month of the year in which she/he leaves office. The Treasurer(s) shall perform other such duties as the office and the President may require.

Section 3.

The election of officers shall proceed as follows:

- a. The officers shall be elected on the first Monday of May. Officers-elect shall take office on the fourth Monday of May following a two- or three-week transition period to acclimate new officers to their respective positions.
- b. All persons running for office must be in good academic standing as defined by the School and must have been an active member of SGA or at least one student organization prior to running for office.
- c. All elections shall be done by secret ballot and voting by proxy or absentee ballot shall not be permitted. A nominee must receive a majority of all votes in order to be elected.

Article V: Meetings

Section 1.

The Student Government Association of the School of Social Service Administration shall meet at least once a month as decided by the organization.

Article VI: Quorum

Section 1.

Two-thirds (2/3) of the members of this organization shall constitute a quorum to transact business. The quorum is comprised of the SGA officers, SGA student organization reps, cohort liaisons, and other students at large.

Article VII: Amendments

Section 1:

Proposed amendments shall be submitted in writing and read by the President at a regular meeting of SGA. Action to take proposed amendments to the full student body for a vote will be determined by a two-thirds plus one majority vote at a following SGA meeting.

Section 2:

This constitution may be amended by a two-thirds majority vote of the voting membership of the Student Government Association.

Article VIII: Ratification

Section 1.

A two-thirds majority of the SSA student body will be necessary to ratify this constitution. A copy of the constitution will be made available to each member at an annual meeting of SGA following the start up of the academic year.

BY LAWS

The rules contained in the current edition of the “Robert’s Rules of Order” shall govern the organization in all cases to which they are applicable and where they are not inconsistent with these by-laws and any special rules of order the organization has adopted.

SGA Meetings shall follow a designated format for the order of business as outlined:

Order of Business

I. Call to Order

II. Announcements

III. Distribution and review of Minutes of last meeting

IV. Additions or corrections to Minutes/ Approval

V. President’s Report

VI. Treasurer’s Report (optional)

VII. Committee Reports

VIII. Old Business

IX. New Business

X. Discussion

XI. SGA Student Organization Reports

XII. Adjournment

There shall be three permanent standing committees of SGA. Each Committee chairperson shall be a member of the Steering Committee.

I. Executive Committee: The Executive Committee shall consist of the President, Vice-President, Secretary (s), and Treasurer(s). This committee is chaired by the President and will convene as needed to discuss organizational direction. It will serve as the administration and leadership component of the organization, but is not autonomous. Decisions may be subject to the recommendations and review by the student body of SSA.

II. Steering Committee: The Steering Committee shall consist of the President, Vice-President, Secretary(s), Treasurer(s), one representative of each SGA student group, one cohort liaison from each first-year cohort and the chairpersons of any committees established by the President and SGA. This committee is chaired by the President and shall convene monthly to discuss pertinent issues, activities, and events for the entire student body. The committee is not autonomous. Decisions may be subject to the recommendations and review by the student body of SSA.

III. Education and Curricula Committee: The Education and Curricula Committee shall research the curricula to ascertain its relevancy to social issues. The committee will

formulate questions and recommendations regarding expressed concerns and forward those to the SGA President who will bring them to the attention of the SSA Curriculum Committee and the Dean. The President serves as an ex-officio member of the committee.

All committee chairpersons shall give a report to the body concerning the plans and progress of said committee during each general body meeting.

When a committee chairperson resigns, the Executive Committee has the power to appoint a chairperson pro-tempore until the President appoints a replacement. Voting representatives of organizations and cohorts who are not able to fulfill their commitment to the term of office and wish to resign must submit a letter of resignation to the Secretary. The Executive Committee shall, within seven days thereafter, reject or accept the resignation. Upon acceptance, the President will appoint a replacement. Any officer failing to carry out the duties and responsibilities of his/her office may be recommended for removal from office.

Recommendation for removal shall be lodged against a member when a simple majority of the representative body deems it suitable. The person recommending for removal shall have charges heard in a general meeting. A two-thirds vote of the entire student body shall be necessary to remove the person charged.

This constitution shall be reviewed by members in a general meeting once each academic year.