

OSU-OKC Student Government Association Constitution

Article 1 Charter and Revocation

Section 1 Charter Clause.

It is by the authority of the President of Oklahoma State University, President of OSU-OKC, Vice President for Student Services at OSU-OKC, via the agency of the OSU-OKC Office of Student Life that this campus society is enabled to organize.

Director of Student Engagement
Signature _____ Date _____

Section 2 Revocation Clause

This charter may be suspended or revoked for violations of policy and procedure as presented in this document, in the OSU-OKC Student Handbook, or violations of Local, State, and Federal Laws.

Director of Student Engagement
Signature _____ Date _____

Section 3 Name

This organization shall be known as the Oklahoma State University-Oklahoma City (OSU-OKC) Student Government Association and shall be referred to in this document as the Student Government Association or SGA.

Section 4 Mandate

It is directed that the OSU-OKC Student Government Association shall be a representative body governing in matters related to student activities and campus life.

Section 5 Purpose

It is the purpose of the Student Government Association to represent the student body in matters related to campus life and to serve in an advisory capacity to the President and Executive Team for policy related to students, their organizations, and co-curricular activities, and the use of student activity and student organization funds.

Section 6 Membership of SGA

Item 1 Definition of Members

The SGA general body is comprised of members representing each respective organization. Any OSU-OKC student, faculty, or staff is welcome to attend SGA General Session.

Item 2 Organization Activity

Each organization is responsible for maintaining activity status through SGA. An organization is deemed inactive for the following: failure to submit or update organization records through the Office of Student Life, two consecutive SGA General Session absences, failure to participate in mandatory SGA events, violation of the organizational constitution, violation of the OSU-OKC Student Government Association Constitution, the Office of Student Life, the Student Club Manual, or the Code of Conduct Handbook. (<https://osuokc.edu/studentconduct/code>).

Item 3 Voting

Only one (1) representative from each active organization possesses the ability to vote on business during SGA General Session. Student organization representatives may only represent one (1) student organization during SGA general sessions. Members of non-active organizations or additional members of active organizations will not be allowed to vote, but do have the right to address the body.

Article 2 Officers

Section 1 Description of officers

The Student Government Association shall annually elect a President, Vice President, and Secretary/Recorder. The President, in turn, may appoint an Activities Coordinator, Treasurer, Parliamentarian, Historian, and Member(s) at Large these eight (8) officers shall comprise the Executive Board, and all eight (8), with the exception of the President, are entitled to one vote in the Student Government Association general sessions. The President may vote only in case of a tie.

Item 1 Duties of the President

The President shall preside over all meetings. He/She/They shall assist the Coordinator of Student Development in preparing a yearly budget for recommendation to the Vice President of Student Services. He/She/They shall officially represent SGA at on-campus and off-campus official functions. He/She/They shall make sure that the SGA Constitution is upheld.

He/She/They shall assist the Coordinator of Student Development in planning a yearly calendar of events. He/She/They shall attend three student organization meetings per semester. He/She/They shall meet with the Coordinator of Student Development once a week. He/She/They may appoint a Parliamentarian, Historian, and an Activities Coordinator within three (3) weeks of - the start of the fall semester. He/She/They may appoint up to twelve (12) members at large. He/She/They or the appointed on designee shall serve as a student representative on search committees and student grievance committees. As with all officers, the President is expected to attend meetings regularly.

Item 2 Duties of the Vice President

The Vice President shall assume the duties of the President if a vacancy occurs, or if the President is absent. He/She/They shall assist the President, Secretary/Recorder, and Treasurer with their duties. He/She/They shall attend three student organization meetings per semester. He/She/They shall act as Parliamentarian if the Parliamentarian is absent or vacant. He/She/They shall schedule student-organized service (SOS) events for the OSU-OKC student body. He/She/They shall serve as the sergeant-at-arms. As with all officers, the Vice President is expected to attend meetings regularly, and keep track of the club's physical property, such as the banner, lectern, timing device, and other meeting materials.

Item 3 Duties of the Secretary/Recorder

The Secretary/Recorder shall prepare and publicly post agendas of meetings in a timely fashion according to the Student Government Association President and the Oklahoma Open Meeting Act. He/She/They shall take accurate minutes of meetings and maintain a copy of these minutes. He/She/They shall type and send these minutes to the Coordinator of Student Development by the Monday following each General Session. He/She/They shall coordinate postings of signs and mailings of general, executive, and emergency meetings. He/She/They shall take accurate roll call for all meetings and document meetings in the Office of Student Life. As with all officers, the Secretary/Recorder is expected to attend meetings regularly.

Item 4 Duties of Treasurer

He/She/They shall record, track, and maintain the budget. He/She/They shall plan and orchestrate one student fundraiser per semester. He/She/They shall meet with the Coordinator of Student Development as needed. He/She/They will deal with money and an Oklahoma State Courts Network (OCSN) background check will be conducted for this position. As with all officers, the Treasurer is expected to attend meetings regularly.

Item 5 Duties of the Activities Coordinator

The Activities Coordinator shall assist the Coordinator of Student Development in the development of campus activities and the campus student-programming calendar. He/She/They shall assist with the full implementation of planned campus activities. He/She/They shall prepare flyers and notifications of upcoming events. He/She/They shall promote activities and encourage participation in events and work with the OSU-OKC Communications office and SGA Historian. He/She/They shall attend all SGA-sponsored events unless excused by the SGA President or Coordinator of Student Development. He/She/They are required to provide two forms of student feedback on each event. As with all officers, the Activities Coordinator is expected to attend meetings regularly.

Item 6 Duties of the Parliamentarian

The Parliamentarian shall make sure that meetings run according to parliamentary procedure. He/She/They shall advise the President on Parliamentary matters. He/She/They may conduct one (1) parliamentary procedure workshop during the spring semester and one (1) during the fall semester or may share parliamentary procedure rules during SGA general sessions. Parliamentarian can also conduct workshops with other colleges. The Parliamentarian shall make sure that SGA general sessions run according to Robert's Rules of Order, Current Edition (Article 5). As with all other officers, the Parliamentarian is expected to attend meetings regularly.

Item 7 Duties of the Historian

The Historian shall record and document all significant Student Government Association events. The Historian shall govern and run all SGA social media. He/She/They shall work with the OSU-OKC Communications Office and the SGA Activities Coordinator for event promotion, upload documentation, photos, and other items related to events on the SGA page. Historian can save documentation and marketing requests onto a flash drive or use the computer in the lounge. As with all other officers, the Historian is expected to attend meetings regularly.

Item 8 Duties of the Member at Large

The Member at Large shall assist the Activities Coordinator and Historian with their duties. The Member at Large shall fill in for all SGA Executive officer positions as needed. The Member at Large is expected to attend all SGA general sessions OR attend at least 3 out of the 4 sessions unless otherwise authorized by Coordinator/Director

Section 2 Eligibility of officers

Officers of the Student Government Association must meet certain standards in order to be eligible for office. Failure to meet these requirements will result in immediate removal from office.

Item 1 Eligibility of elected officers

All elected officers must be students who maintain a 3.0 Overall GPA or higher. During their term of service, they must be enrolled in at least six (6) credit hours per semester at OSU-OKC. Elected officers of the SGA may serve as officers for other clubs or organizations on campus during their term of service. All elected officers must read and sign the Officer Contract within 3 weeks of their election and before starting service of said position.

Item 2 Eligibility of appointed officers

Appointed officers of S.G.A. must possess and maintain a 3.0 or higher OSU-OKC Total Institution GPA. During their term of service, they must be enrolled in at least six (6) credit hours per semester at OSU-OKC. Appointed officers of the SGA may serve as officers for other clubs or organizations on campus during their term of service, with the exception of SGA Representatives. All appointed officers must read and sign the Officer Contract within 2 weeks of their appointment and before starting service of the appointed position.

Section 3 Election of Officers

Election for SGA officers will take place during the month of April as decided by the SGA Executive Board in conjunction with the Coordinator of Student Development. These elections will be open to all students of OSU-OKC who meet the previously stated requirements.

Item 1 Registering for Office

Anyone wishing to run for office must register with the Office of Student Life three weeks prior to the election.

Item 2 Election Committee

An election committee may be formed prior to elections to oversee the election and campaign process. This committee shall consist of five (5) students. Each outgoing officer will have a slot on the committee. If an outgoing officer is running for another office, their slot shall be filled by appointment. The responsibility of chairing the committee and appointing replacements for these slots shall fall on the highest-ranking officer not seeking election. The officers are ranked as follows highest to lowest: 1) President, 2) Vice President, 3) Secretary, 4) Treasurer, 5) Activities Coordinator, 6) Parliamentarian, 7) Historian, and 8) Member at Large. If all

of the current officers are seeking election, the Coordinator of Student Development will appoint an appropriate committee and this committee will elect a chair. This committee has the responsibility of organizing, operating, and overseeing the election and campaign processes. The committee itself will have the power to write and maintain guidelines for the election and campaign processes.

Section 4 Term of Service

All SGA officers shall serve a predetermined term of service.

Item 1 Term Length

Elected officers shall serve from midnight (12:00 AM) the Monday following Finals Week, until the turnover of offices the following election year. Appointed officers shall serve from the date of their appointment, until the succession of elected officers the following year. All appointed officers serve at the pleasure of the President.

Item 2 Term Limits

Elected officers may not seek election after serving part or whole of two consecutive (2) terms in that office. No appointment of any officer who has served part or whole of two (2) terms in that office shall be valid.

Section 5 Removal from Office

If certain duties are not met, or if actions of an officer deem it necessary, impeachment proceedings may be held in order to remove that person from office

Item 1 Grounds for Impeachment

Grounds for impeachment of a Student Government Association representatives include: failure to execute or perform assigned duties and responsibilities; an act in violation of university regulations; violation of provisions of the Student Government Association constitution or bylaws; or conduct or behavior deemed offensive or unbecoming to a member of the Student Government Association

Item 2 Impeachment Proceedings

Due to the seriousness of impeachment charges, it will be necessary to follow the [OSU-OKC Complaint and Grievance Procedures for Students](#). It is the policy of OSU-OKC to provide equal opportunity to all students enrolled at the university or one of the branch campuses on the basis of merit without discrimination because of sex, race, age, national origin, religion, disability,

or veteran's status. OSU-OKC students shall have available to them certain procedures for resolving complaints and grievances. All students enrolled at the OSU-OKC campus who have a complaint that cannot be resolved informally between the parties involved, may request the formation of a grievance committee which shall hear the grievance and make recommendations to the appropriate Vice President. Further information may be found in the offices of Student Life and/or Advising. Final Removal from office requires a two-thirds (2/3) majority vote of a Student Government Association general session.

Item 3 Succession of a removed President

In the event the President is removed from office, either through impeachment or for any other reason, the Vice President shall assume the duties and responsibilities of the President. He/She shall then appoint a new Vice President within three (3) weeks, and the appointment must be approved by a two-thirds (2/3) majority vote of the assembly at the next Student Government Association general session.

Item 4 Succession of a removed Vice President or Secretary/Treasurer

In the event the Vice President or Secretary/Treasurer is removed from office, either through impeachment or for any other reason, the President shall appoint a new Vice President or Secretary/Treasurer within three (3) weeks, and the appointment must be approved by a two-thirds (2/3) majority vote of the assembly at the next Student Government Association general Session.

Article 3 Budget

Section 1 Business, Funding, and Decision Enablements, Routine Business, Income

The Student Government Association will submit a budget request for the upcoming fiscal year under the leadership of the Coordinator of Student Development and through the University's formal budget building process (Project Management). Funding level will be evaluated on the basis of the availability of funding.

Section 2 Routine Business, Expenditures/Club Allocations

Item 1 Budget Committee

The Coordinator of Student Development shall be required to form a SGA Budget Committee consisting of five (5) members. Those five (5) members

shall consist of the Coordinator of Student Development who shall be the chair of the committee, the President of SGA, Director of Student Life, one appointed faculty or staff member not associated with Student Life who shall be appointed by the committee, and one student not associated with SGA or Student Life who shall be appointed by the committee. The committee shall be required to hold budget hearings with each chartered, recognized, and active campus club and organization and formulate a General Budget for each chartered, recognized, and active campus club and organization. After passage the Coordinator of Student Development shall disburse the budget.

Item 2 Budget Requests

Chartered, recognized, and active campus clubs and organizations may request funds of Student Government Association for operations and activities. Chartered, recognized, and active campus clubs shall be required to submit a budget request to the Coordinator of Student Development by the first full week in September and February of each semester. Each budget request shall have a description and/or justification for each line item expense. Chartered, recognized, and active campus clubs and organizations shall not be granted a budget without a description for each line item expense. Organizations that have submitted a budget request will then be notified of the results the Monday following the full week of hearings.

Item 3 Late Budget Requests

If an organization fails to submit a budget request at the beginning of the semester, the said organization may turn in a Late Budget Request to the Coordinator of Student Development for approval. However, a Late Budget Request will be capped at \$250.00 for that organization.

Item 4 Criteria for Budget Requests

Only chartered, recognized, and active clubs or organizations may submit semester budgets. With each semester budget request, the student organization must present a roster of active members (i.e. members that regularly attending meetings, fundraisers, events, etc.) as well as meeting minutes/agendas from the previous three meetings. The criteria the Budget Committee will base approval of funds on will be: impact on campus/community, active/inactive status for prior and current semester, previous event history, number of active members, fundraising efforts held, and events scheduled/planned. All organization budget requests will be made available following the week of budget hearings.

Item 5 Newly Chartered Organizations

Newly chartered student organizations will be placed on a semester long probation period before allowed to submit a budget request. During this period, said organization must elect all officers, submit proper paperwork through the Office of Student Life, and become/remain active by attending Student Government Association general sessions and events. Each newly chartered student organization will receive \$100.00 in start-up funds and have the ability to submit a Late Budget Request for the semester they become active.

Item 6 Funds

The Budget Committee shall commit eighty percent (80%) of the General allocation given to the SGA General Fund from the University's formal budget building process towards the SGA Budgeting for club and organizational General Budgets. Funding amounts will be evaluated on the basis of availability of funding and need.

Item 7 Audit of Semester-End Reports

The Budget Committee shall reconvene before the next allocation cycle to review and audit reports from organizations of events, funds spent, and current balance of the account. Organization audits will be disclosed to said organizations at the following budget allocation cycle. The Budget Committee will also review the balance of the funds remaining for allocation. A post-semester allocation report will be made available in the Student Life Office.

Item 8 Appeals

Appeals regarding the decision of allocations for an individual organization's budget request may be submitted to the Director of Student Life for reconsideration. This appeal should contain a formal letter with all appropriate paperwork attached. All appeals must be submitted within two weeks of the Budget Committee hearing. The Director of Student Life will have the final decision to approve or deny the appeal.

Section 3 Date Effective

This act shall become effective on September 3, 2020.

Section 4 General Business, Non-Monetary

In Executive Council or full Student Government Association sessions a simple majority of fifty-one percent (51%) is required to accomplish business unless correct parliamentary procedure otherwise dictates.

Section 5 Right to Address Student Government

Address of the Student Government Association may be made by any member in good standing of recognized societies. They may attend and address the council for report or request. This implies both student and sponsor may address and report, however, appropriations requests must be made by students.

Article 4 Standing Rules

Section 1 Higher Directives

Item 1 Hazing

As directed by item C of Oklahoma Statute Title 21, Section 1190 the following is included: [Item A] No student organization or any person associated with any public or private school or institution of higher education in this state shall engage or participate in Hazing.

Item 2 Legal Responsibility

(rev. OSU Code of Student Conduct. Section VIII E Code of Ethics, 3g) Each organization's members have a responsibility to know and uphold all relevant federal, state, and local laws and University policies. Student organizations should be knowledgeable of and comply with the expectations set forth for individual student and student organizations in the Code of Student Conduct.

Item 3 Compliance with Open Meeting Act

The OSU-OKC Student Government Association will at all times comply with the Open Meetings Act, 25 O.S. 1991, Section 301-314

Section 2 Local Directives

Item 1 Club Eligibility of Funds

No student group or inactive club will be eligible to receive student activity funds unless or until they are considered properly chartered by the Student Government Association.

Item 2 Club Recognition

In order for a club to be considered properly chartered, the creation of the club must be approved by a fifty-one percent (51%) majority vote of the Student Government Association general association. Furthermore, the Executive Team must approve the club's constitution, bylaws, or governing document. Additionally, according to the OSU-OKC Code of Student Conduct Page 7, Article VIII., SECTION A Benefits Afforded to Student Organizations, "Active" clubs and organization are afforded the following:

1. Benefits available to both registered and recognized organizations are:

A: The opportunity to use designated University facilities for regularly scheduled meetings, usually at no cost.

B: The opportunity to use the unrestricted bulletin boards on campus, with proper registration.

C: The opportunity to use the non-postage campus mail service for the distribution of materials pertaining to the business of the organization.

D: The opportunity to use the name of the University to show affiliation pending approval from the OSU-OKC Communications Office

2. Recognized groups shall be awarded this additional privilege:

The opportunity to request the allocation of student fees through the process designated by the constitution of the Student Government Association.

In order for a student club or student organization to be considered "active" the club or organization must have a member or representative present at Student Government Association general sessions on a regular basis. Furthermore, if a club or organization is absent from two (2) or more consecutive general sessions the club shall be declared "inactive". To regain active status, the club or organization will be required to attend two (2) consecutive meetings. Furthermore, in accordance with OSU-OKC Code of Student Conduct, page 9 Article VIII, Section G the following will be the policy of the Student Government Association:

1. Causes for Change or Revocation of Status: The Director of Student Life has the right to either on their own or at the request of any individual or interested University agency to review the status of any student organization may have its status reduced to "inactive" or its status revoked by the Director of Student Life as a disciplinary action. Some of the reasons may include:

A: Failure of the group to maintain current records in the Office of StudentLife.

B: Failure to plan and implement a program of activities.

C: Failure to hold any meetings for a period of one year

D: Failure to maintain an adequate system of financial accountability

E: Failure to comply with its Constitution and by-laws.

F: Violation(s) of University rules and regulations or municipal, state or federal laws

Item 3 Club Postings and Signs

Any poster/printed announcements must be posted on approved student information areas (email, canvas, social media), and must first be approved by the Director and Coordinator of Student Engagement. Materials must have the dated stamp of approval and the name of the student organization responsible for its timely placement and removal.

Item 4 Fundraising

The Coordinator of Student Development will be notified of fundraising activities by chartered student organizations prior to finalization of a plan of action and prior to the release of any information to the public. School policies prohibiting non-student activities remain in force.

Item 5 Voting Privileges

All Student Representatives of the Student Government Association shall have voting privileges, and will be entitled to one (1) vote per organization. The Director of Student Life, faculty senate representative, and staff will not have voting privileges. Their function will be to provide support and guidance to the students.

Item 6 Meetings

Meetings of the Student Government association general session may be held twice a month on the campus of /Oklahoma State University-Oklahoma City or through Zoom.

Item 7 Quorum

The Student Government Association shall conduct no business unless a quorum of at least fifty-one percent (51%) of active student organizations is

present. The Executive Board may only conduct its business if a quorum of fifty-one percent (51%) of executive officers is present.

Section 4 Authority and Guidance

The OSU-OKC Student Government Association Constitution and enables Student Government Associations and Student Organizations to exist. This document sets out the parameters for Student Organization documents. It includes clauses that must also appear in Student Organization documents.

Article 5 Rule of Order

Student Government Association may follow Robert's Rules of Order, Current Edition, in all general sessions unless these rules conflict with this Constitution. A condensed reference for meeting procedure is acceptable

Article 6 Amendments

Section 1 Amendment Procedure

In order to affect changes within this document, proposed changes must be presented at a regularly scheduled general session. At the following general session the proposed amendment shall then be returned or voted on. A two-thirds (2/3) majority vote of the assembly is required in order to pass the amendment.

Section 2

Amendments must be signed or vetoed by the Executive Team. Ratifying or vetoing signatures must also be dated.

Article 7 Enabler of Document

Section 1 Other Governing Documents

The OSU-OKC Student Government Association Constitution shall henceforth represent the only governing documents for the Student Government Association. All other documents that in any way resemble a governing document for this body under its current or any former names are hereby repealed.

Section 2 Enactment Requirements

Passage and Enactment of this document requires a fifty one percent (51%) positive majority of the Executive Team in order to be presented at the general session. After being presented on the floor of a properly constituted meeting of the general session, a fifty-one percent (51%) positive majority vote shall be required from those representatives in attendance in order to send this Constitution to be ratified. Ratification requires the signatures of the Student Government Association President, Vice President, Secretary/Recorder, Coordinator of Student Development, the Director of Student Life, and the President for the OSU-OKC campus.