

# **American University of Antigua Student Government Association Constitution**

## **Preamble**

*We, the students of the American University of Antigua, in order to promote academic excellence, to protect the freedom of scholarship and to advance the investigation, tolerance, and understanding of intellectual opinion, to sponsor diversity and to encourage the expression, exploration, and appreciation of all social and cultural conventions, to safeguard student equality, to foster student cooperation and unity, and to fairly represent student interests, needs, and welfare within the University community do hereby establish and ordain this Constitution of the Student Government Association of the American University of Antigua.*

## **Article I. Name**

### **Section I. Name and Eligibility of Represented Parties**

- A. The name of the body shall be the American University of Antigua Student Body, hereinafter referred to as “the Student Body.” The student body shall include all enrolled and/or registered students of the American University of Antigua.

### **Section II. Governing Body**

- A. The name of the organization shall be the American University of Antigua Student Government Association, hereinafter referred to as “SGA.” The SGA shall consist of elected or appointed members of the Student Body.

### **Section III. Class Cabinet**

- A. Each Class Cabinet shall consist of the elected SGA Council members.

## **Section IV. SGA Council**

- A. The SGA Council shall consist of all voting members of the SGA.

## **Section V. SGA Executive Board**

- A. The SGA Executive Board shall be the governing body of the SGA.

# **Article II. Objective and Purpose**

## **Section I. Nondiscrimination**

- A. The SGA does not discriminate on the base of race, sex, creed, color, national origin, age, sexual orientation, religious belief or disability in its programs or activities in carrying out the meaning and intent of this Constitution.

## **Section II. Purpose**

The purpose of the government shall be:

- A. To act as the official representation in voicing the concerns and opinions of AUA students to:
  - a. The AUA Administration, Faculty, Staff, and local community.
  - b. All standing and Ad Hoc Committees of the above organization.
- B. To provide a means of expression for student opinions.
- C. To prepare a budget for student activities which the student government believes most clearly approaches the desires and needs of the Student Body.
- D. To ensure the appropriate conduct of campus organizations and the student body as a whole. Further, to make recommendations to the appropriate body when requested and/or necessary.
  - a. Discipline within our jurisdiction shall include a suspension of student government funds to these organizations. The suspension shall last one semester or until reapplication for official status shall be deemed reasonable by the Student

- Government Association.
- E. To oversee the establishment of new student organizations and to promote communication and cooperation among all student organizations.
  - F. To assist with and/or supplement extracurricular education and social events for the Student Body.

## **Article III. Membership**

### **Section I. Constituents/Non-Voting Members**

- A. Constituents/non-voting members to the Student Government Association shall consist of the Student Body.
  - a. The Student Body shall be categorized into College and/or Semester according to the most current records of the AUA Office of the Registrar.
- B. Any student appointed to the Executive Board or SGA Council.
- C. A Faculty Advisor

### **Section II. The SGA Council Officers**

- A. The SGA Council shall consist of the following:
  - a. The SGA Executive Board shall be comprised of:
    - i. SGA President
    - ii. SGA Vice President
    - iii. SGA Secretary
    - iv. SGA Treasurer
    - v. SGA Sergeant at Arms
  - b. American University of Antigua College of Medicine Semesters One, Two, Three, and Four shall each consist of a Class Cabinet comprised of:
    - i. Class Cabinet President
    - ii. Class Cabinet Vice President
    - iii. Class Cabinet Secretary
    - iv. Class Cabinet Treasurer
    - v. Class Cabinet Representative
  - c. American International College of Arts and Science-Antigua shall be comprised of:

- i. CAS Executive Board President
- ii. CAS Executive Board Vice President
- iii. CAS Executive Board Secretary
- iv. CAS Executive Board Treasurer
- v. CAS Executive Board Representative

## **Article IV. Offices and Duties of the SGA Council**

### **Section I. Offices and Duties of the SGA Executive Board**

#### **A. President**

- a. The SGA President shall preside over all Executive Board and SGA Council meetings.
- b. Call Executive Board meetings as necessary.
- c. Cast a vote on any motion before the SGA Council and SGA Executive Board meetings only in the case of a tie.
- d. Carry out or delegate responsibility for any directives or motions of the Student Government in order to report on these actions at subsequent meetings.
- e. Shall nominate chairpersons for special committees or councils to the Executive Board for approval, in accordance with article VII. Government Association
- f. Be an ex officio member of all Student Government committees (Ex officio member means that the President serves on each committee without a vote).
- g. Shall serve as a standing member of the Disciplinary Committee.
- h. Coordinate, in an advisory capacity, all class officers and representatives.
- i. Shall attend administrative meetings to voice student concerns, affairs, and priorities as needed.
- j. Shall approve the agenda proposal prepared by the SGA Executive Board Secretary for all meetings.
- k. Serve as an advisor to the newly elected Student Government during the transition period.
- l. Shall assume the duties and responsibilities of any subordinate officer within the SGA Executive Board in the



event of a resignation or removal until such time that the office is no longer vacant.

- m. Shall not hold the position of President in any other organization or committee.
  - i. This clause may be suspended by a unanimous vote of the remaining executive board members
- n. Term of office will be one (1) semester as stipulated by Article V.

#### B. Vice President

- a. Assume the duties of the President in his/her absence.
- b. Serve as a member of the Executive Board.
- c. Support and aid the President and Executive Board in the accomplishments of all duties.
- d. Have a vote in SGA Council and SGA Executive Board meetings.
- e. Shall be responsible for ensuring the proper execution of the subordinate offices of the SGA Executive Board and shall report progress and issue to the SGA Executive Board President.
- f. Serve as Chairperson of the Council of Presidents.
- g. Submit a Vice President's report at each SGA Council meeting.
- h. Term of office will be one (1) semester as stipulated by Article V.

#### C. Secretary

- a. Serve as a member of the Executive Board.
- b. Have a vote in SGA Council and SGA Executive Board meetings.
- c. Support and aid the President and Executive Board in the accomplishments of all duties
- d. Maintain an attendance record of the Student Government voting members.
- e. Report to the SGA Executive Board President and to the delinquent member(s) on all excused/unexcused absences.
- f. Shall organize and prepare agenda proposals for all meetings.
- g. Record an accurate and authentic record, in the form of

minutes, of the proceedings of the Student Government Executive Board, SGA Council, and all meetings, whether formal or informal, with: faculty, staff, administration, or any associated community persons.

- h. Prepare and distribute the unapproved minutes of the preceding meeting to the Student Government voting members.
- i. Submit a Secretary's report at each SGA Council meeting.
- j. Summarize and read the previous SGA Council's meeting minutes during the Secretaries report at each SGA Council meeting, and motion for a vote of acceptance by the SGA Council.
- k. Publish and make available copies of the approved minutes.
- l. Announce SGA Council meetings no less than two days prior to the meeting by means of written or electronic communication and the Student Government bulletin board.
- m. Notify necessary parties as early as advised in the event of a special/emergency meeting.
- n. Preserve documents and files of the Student Government in electronic format.
- o. Act as an official correspondent for the Student Government.
- p. Publish a tentative schedule of all Student Government meetings.
- q. Serve as Chairperson of the Secretaries Council.
- r. Maintain the activities calendar to inform the Student Body about academic affairs, extra- curricular events, and pertinent community information.
- s. Maintain, update, and make available to the Student Body and Administration, a list and contact information of Class Cabinet Officers, Club Officers, and Faculty Advisors of SGA.
- t. Organize the selection of all Student Government awards, as appropriate.
- u. Term of office will be one (1) semester as stipulated by Article V.

#### D. Treasurer

- a. Serve as a member of the Executive Board.
- b. Have a vote in SGA Council and SGA Executive Board meetings.
- c. Support and aid the President and Executive Board in the accomplishments of all duties
- d. Serve as Chairperson of the Finance Committee.
- e. Act as Financial Advisor to all Student Government clubs and classes.
- f. Maintain accurate and up-to-date records of all incoming and outgoing money.
- g. Submit a Treasurer's report at each SGA Council meeting.
- h. Receive and maintain receipts for all expenditures.
- i. Acquire and deliver payments or ascertain that all payments are received by appropriate persons.
- j. Review class, club, and organization financial records at least once a semester or as deemed necessary by the Finance Committee and/or Executive Board.
- k. Prepare and submit a semesterly budget for consideration and approval by the SGA Council.
- l. Term of office will be one (1) semester as stipulated by Article V.

#### E. Sergeant at Arms

- a. Serve as a member of the Executive Board.
- b. Have a vote in SGA Council and SGA Executive Board meetings.
- c. Support and aid the President and Executive Board in the accomplishments of all duties
- d. Maintain order and Parliamentary procedure at all SGA associated meetings.
- e. Shall call attendance and determine quorum.
- f. Serve as Chairperson of the Constitutional Committee.
- g. Shall maintain, update and ensure proper functioning of the [www.theauasga.org](http://www.theauasga.org) website which is run and operated by the AUA SGA.
- h. Shall make all members of the SGA Executive Board administrators of the website and provide weekly updates,



- in any form deemed appropriate, to the SGA Executive Board President on the website and its functioning.
- i. Shall ensure that all registered students of AUA as determined by the AUA Office of the Registrar are signed up and registered users of the website.
  - j. If deemed necessary may request that the SGA Executive Board President appoint an assistant Webmaster to aid in website maintenance.
    - i. Appointed Webmaster will be a non-voting member.
  - k. Shall serve as a member of the Disciplinary Committee in the event that the SGA Executive Board President is unavailable.
  - l. Submit a Sergeant at Arms report at each SGA Council meeting.
  - m. Maintain a current physical copy of the Constitution and Bylaws at all meetings.
  - n. Term of office will be one (1) semester as stipulated by Article V.

## **Section II. Offices and Duties of the SGA Council**

### **A. President**

- a. Will have a vote at SGA Council meeting and shall only vote in the event of a tie at Class Cabinet meetings.
- b. Act as liaison between the Class, Administration, and Executive Board regarding class affairs.
- c. Report to the class on class related affairs.
- d. Shall approve the agenda proposal prepared by the Class Cabinet Secretary for all meetings.
- e. Preside over class meetings called either by oneself or a simple majority of the class.
- f. Recommend and appoint chairpersons and members to class committees subject to the approval of the class officers.
- g. Serve as an ex officio member of all class committees.
- h. Serve as a committee member of the President's Council.
- i. Shall assume the duties and responsibilities of any subordinate officer within their respective Class Cabinet in



the event of a resignation or removal until such time that the office is no longer vacant.

- j. Term of office will be one (1) semester as stipulated by Article V.

#### B. Vice President

- a. Will have a vote at SGA Council and Class Cabinet meetings.
- b. Assume the duties of the Class Cabinet President should the Class Cabinet President be unable to serve.
- c. Support and aid the President and Class Cabinet in the accomplishments all duties.
- d. Shall be responsible for ensuring the proper execution of the subordinate offices of the Class and shall report progress and issue to the Class President.
- e. Serve as a member of the Constitutional Committee.
- f. Act as Parliamentarian for their respective Class.
- g. Submit a Vice President's report at each Class Cabinet meeting.
- h. Coordinate all class committees.
- i. Prior to semester elections, the outgoing first semester Class Vice President shall serve as the acting SGA representative of the incoming first semester class.
- j. Term of office will be one (1) semester as stipulated by Article V

#### C. Secretary

- a. Will have a vote at SGA Council and Class Cabinet meetings.
- b. Support and aid the President and Class Cabinet in the accomplishments all duties.
- c. Prepare, with the class President, a written agenda for SGA Council meetings.
- d. Maintain an attendance record of the Class Cabinet meetings to be submitted to the SGA Executive Board Secretary.
- e. Record an authentic record of the proceedings of the class meetings.
- f. Post copies of the minutes of class meetings for all class

members.

- g. Deliver approved Class Cabinet meeting minutes to the Executive Board Secretary.
- h. Submit a Secretary's report at each Class Cabinet meeting.
- i. Summarize and read the previous Class Cabinet's meeting minutes during the Secretaries report at each Class Cabinet meeting, and motion for a vote of acceptance by the Class Cabinet.
- j. Announce Class Cabinet meetings no less than two days prior to the meeting by means of written or electronic communication and the Class bulletin board.
- k. Notify appropriate parties as early as advised in the event of a special/emergency meeting.
- l. Preserve documents and files of the Class Cabinet in electronic format.
- m. Act as an official correspondent for the Class Cabinet.
- n. Serve as a member of the Secretaries Council.
- o. Maintain the Class activities calendar to inform the Student Body about academic affairs, extra-curricular events, and pertinent community information.
- p. Maintain and update the most current class roster.
- q. 17. Term of office will be one (1) semester as stipulated by Article V.

#### D. Treasurer

- a. Will have a vote at SGA Council and Class Cabinet meetings.
- b. Support and aid the President and Class Cabinet in the accomplishments all duties.
- c. Maintain an accurate log of class funds and remit payment on any class expenditures.
- d. Obtain, complete, and deliver the SGA Activity Form to the Executive Board Treasure.
- e. Acquire and deliver payments or ascertain that all payments are received by appropriate persons.
- f. Receive and maintain receipts for all expenditures.
- g. Serve as a member of the Finance Committee.
- h. Act as Financial Advisor to the Class Cabinet.

- i. Submit a Treasurer's report at each Class Cabinet meeting.
- j. Term of office will be one (1) semester as stipulated by Article V

**E. Representative**

- a. Will have a vote at SGA Council and Class Cabinet meetings.
- b. Support and aid the President and Class Cabinet in the accomplishments all duties.
- c. Submit a Representative's report at each Class Cabinet meeting.
- d. Coordinate all class activities and events.
- e. Organize social and extracurricular endeavors of the class.
- f. Term of office will be one (1) semester as stipulated by Article V.

**Section III. The SGA Faculty Advisor**

- A. Faculty Advisor will serve in an advisory position to Student Government
- B. Faculty Advisor will not have a vote on SGA issues.
- C. At the beginning of each semester the Faculty Advisor shall verify and ensure that all elected members meet the academic standards according to Article V.
- D. Term of Faculty Advisor will be one academic year. Consecutive terms shall not be limited.

**Article V. Election, Resignation, and Removal from Office**

**Section I. The SGA Executive Board**

**A. Eligibility**

- a. Candidate must be a full-time student in any of the AUA colleges, as determined by the AUA Office of the Registrar.
- b. Candidate must be in good standing academically at the time of nomination and election.
  - i. Good academic standing is herein defined as having a

“pass” grade or higher on all courses the candidate had been enrolled in the semester previous

- c. If a candidate is currently in an appeal process or planning on appealing a grade or semester level adjustment they are not permitted to be nominated under the presumption that their appeal will be granted.
- d. Candidate shall not concurrently serve as a Class Cabinet Officer.
- e. Candidate may not have been removed from any elected office in the SGA throughout their tenure as a student at AUA.
- f. Candidates for Executive Board Offices must have served at least one semester as a voting SGA Council member.

#### B. Election

- a. SGA Executive Board Officers shall be elected by a simple majority (50+1%) of the SGA Council.
  - i. In the event that three or more candidates are nominated for a single position, a preliminary vote will determine the final two nominees by simple vote count (the two highest vote totals).
  - ii. Following the preliminary vote, the new SGA Executive Board Officers shall be determined from the final two nominees in accordance with Article V.I.I.B.
  - iii. Should only two candidates be nominated for any one position the new SGA Executive Board Officers shall be determined in accordance with Article V.I.I.B
  - iv. Should a candidate run unopposed, a simple majority vote (50+1%) must still be attained
- b. Abstentions shall be counted as a vote of “No” for all candidates in the position being abstained.
- c. The vote of an absent member shall be recorded as a vote of abstention unless prior notice and written documentation of voter intent is submitted and authorized by the SGA Executive Board President.
- d. Elections for these positions will be conducted by and will take place at the discretion of the SGA Executive Board.



### C. Resignation

- a. Resignations must be written and submitted to the SGA Executive Board.
- b. If an SGA Executive Board Officer resigns, is removed, or is in any other way unable to serve his/her position, a replacement shall be elected at large from all eligible candidates. The SGA Executive Board will decide the time for the replacement election.
- c. In the event that the Executive Board President and/or the Executive Board Vice President resign, a candidate that has served at least one (1) term on the Executive Board must fill the position(s).

### D. Removal

- a. Justifiable reason for removal from office is defined as, but not limited to: improper attendance, improper representation, and/or any reason deemed justifiable by either quorum of the SGA Executive Board or by simple majority vote of the SGA Council.
- b. Petition for removal of an SGA Executive Board Officer may be accomplished by a motion for a vote of removal by any one SGA Council Officer.
- c. Removal of an SGA Executive Board Officer shall occur by a two-thirds (2/3) vote of the SGA Council.
- d. If an SGA Executive Board Officer is removed, they will be prohibited from holding any elected office in the SGA during their tenure as a student at AUA.

## **Section II. The SGA Class Cabinet**

### A. Eligibility

- a. Candidate must be a member of the class in which he/she represents as determined by the AUA Office of the Registrar.
- b. Candidate must be in good standing academically at the time of nomination and election as set forth by the administration and the AUA student handbook.
  - i. If a candidate is currently in an appeal process or

planning on appealing a grade or semester level adjustment they are not permitted to be nominated under the presumption that their appeal will be granted.

- c. Candidate shall not concurrently serve as both a Class Cabinet Officer and an SGA Executive Board Member.
- d. Candidate may not have been removed from any elected office in the SGA throughout their tenure as a student at AUA.

#### B. Election

- a. SGA Class Cabinet Officers are elected by class constituents of their respective class and obtain the office by simple vote count.
- b. Elections for these positions will be conducted by and will take place at the discretion of the SGA Executive Board.

#### C. Resignation

- a. Resignations must be written and submitted to the SGA Executive Board.
- b. If a Class Cabinet Officer resigns, a replacement shall be elected at large from the eligible class constituents. The SGA Executive Board will decide the time for the replacement election.

#### D. Removal

- a. Justifiable reason for removal from office is defined as, but not limited to: improper attendance, improper representation, and/or any reason deemed justifiable by the SGA Executive Board.
- b. Petition for removal of a Class Cabinet Officer may be accomplished by:
  - i. A written petition for removal signed by two-thirds ( $\frac{2}{3}$ ) of the respective class.
    - 1. Should the SGA Executive Board determine the initial petition by the Class to be unjustified, a second signed petition consisting of three-fourths ( $\frac{3}{4}$ ) of the class shall be required to supersede the SGA Executive Board and mandate a vote for Officer Removal

at the SGA Council.

- ii. A motion to vote for Officer Removal by any SGA Council member.
- c. Removal of Class Cabinet Officers shall occur by a two-thirds ( $2/3$ ) vote of the SGA Council.
- d. If a class representative is removed, a replacement shall be elected at large from the class constituents. The SGA Executive Board will decide the time for the replacement election.
- e. If a class representative is removed, they will be prohibited from holding any elected office in the SGA during their tenure as a student at AUA.

### **Section III. The SGA Faculty Advisor**

#### **A. Eligibility**

- a. Faculty Advisor must be a whole or full-time employee of the College of Medicine as determined by the Dean of Academic Affairs

#### **B. Elections**

- a. The SGA Council shall elect the Faculty Advisor by a simple majority (50+1 %).
- b. The SGA Council must submit its choice for the elected Faculty Advisor position to the Executive Dean for final approval.

#### **C. Resignations**

- a. Resignation of Faculty Advisor must be written and submitted to the SGA Executive Board.
- b. If for any reason there is a removal of the faculty advisor, he/she must be replaced with a new faculty advisor immediately.

#### **D. Removal**

- a. If it is necessary to remove the faculty advisor, the SGA Council shall submit this recommendation in writing with its reasons for the removal to the Student Government Association. A simple majority (50+1 %) is required to call for removal of the faculty advisor and a  $2/3$  majority is required to remove the faculty advisor from their position.

- b. In the event that a faculty advisor is removed, the Student Government Association before the next SGA meeting must elect a new faculty advisor.

## **Article VI. Student Government Meetings**

### **Section I. Guidelines for SGA Executive Board Meetings**

- A. Presiding over all Student Government meetings shall be the President of the SGA Executive Board.
- B. All meetings of the SGA Executive Board shall be conducted according to the following hierarchy:
  - a. Student Government Constitution
  - b. Bylaws
- C. Meeting times and agendas are public information and may be viewed by any member of the Student Body.
- D. An Executive Session (closed meeting) may be called when deemed necessary by the SGA Executive Board President. These records need not be made public.
- E. The Order of Business for Student Government meetings shall be:
  - a. Call to order
  - b. Approval of the minutes
  - c. SGA Executive Board Officer Reports
  - d. Old Business
  - e. New Business
  - f. Open Discussion
  - g. Adjournment
- F. The SGA Executive Board shall convene at least twice monthly with no fewer than seven days between meetings.
- G. Special meetings may be called at the discretion of the SGA Executive Board President or by a simple majority (50+1 %) vote of the SGA Executive Board.
- H. All voting shall be placed on public record except for votes cast in an election of an SGA Executive Board, Class Cabinet, or Faculty Advisor.
- I. Quorum for SGA Executive Board Meetings
  - a. SGA Executive Board meetings shall be deemed official



and all decisions from said meetings deemed final and binding when a quorum is present. The quorum shall consist of a two-thirds (2/3) majority of the SGA Executive Board voting members.

## **Section II. SGA Council Meeting**

- A. Presiding over all Student Government meetings shall be the President of the SGA Executive Board.
- B. All meetings of the SGA Executive Board shall be conducted according to the following hierarchy:
  - a. Student Government Constitution and Bylaws
- C. Meeting times and agendas are public information and may be viewed by any member of the Student Body.
- D. An Executive Session (closed meeting) may be called when deemed necessary by the SGA Executive Board President. These records need not be made public.
- E. The Order of Business for Student Government meetings shall be:
  - a. Call to order
  - b. Approval of the minutes
  - c. SGA Executive Board Officer's Reports
  - d. Old Business
  - e. New Business
  - f. Class Cabinet Reports
  - g. Clubs and Committee Reports
  - h. Open Discussion
  - i. Adjournment
- F. The SGA Council shall convene at least twice monthly with no fewer than seven days between meetings.
- G. A Special SGA Council meeting may be called at the discretion of the SGA Executive Board President.
- H. A Special SGA Council meeting must be called following either a simple majority (50+1%) vote of the SGA Council or following verification of written petition signed by 10% of the Student Body.
- I. All voting shall be placed on public record except for votes cast

in an election of an SGA Executive Board, Class Cabinet, or Faculty Advisor.

- J. Quorum for SGA Council Meetings
  - a. SGA Council meetings shall be deemed official and all decisions from said meetings deemed final and binding when a quorum is present. The quorum shall consist of a two-thirds ( $2/3$ ) majority of the SGA Council voting members.

### **Section III. SGA Class Cabinet Meetings**

- A. Presiding over all Class Cabinet meetings shall be the Class President
- B. All meetings of the Class Cabinet shall be conducted according to the following hierarchy:
  - a. Student Government Constitution and Bylaws
- C. Meeting times and agendas are public information and may be viewed by any member of the Student Body.
- D. A Class Cabinet Executive Session (closed meeting) may be called when deemed necessary by the Class Cabinet President. These records need not be made public.
- E. The Order of Business for Student Government meetings shall be:
  - a. Call to order
  - b. Approval of the minutes
  - c. Class Cabinet Officer Reports
  - d. Old Business
  - e. New Business
  - f. Open Discussion
  - g. Adjournment
- F. The Class Cabinet shall convene at least twice monthly with no fewer than seven days between meetings.
- G. A Special Class Cabinet meeting may be called at the discretion of the Class President.
- H. A Special Class Cabinet meeting must be called following either a simple majority (50+1%) vote of the Class Cabinet or following verification of written petition signed by 10% of class members.
- I. Class membership shall be determined in accordance with the

Class Cabinet Secretaries most current class roster

- J. Quorum for Class Cabinet Meetings
  - a. Class Cabinet meetings shall be deemed official and all decisions from said meetings deemed final and binding when a quorum is present. The quorum shall consist of a two-thirds ( $2/3$ ) majority of the Class Cabinet members.

#### **Section IV. Committee or Council Meetings**

- A. Presiding over all Committee or Council meetings shall be the Chairperson of said Committee or Council.
- B. Committee or Council meeting shall be scheduled at the request of the respective Chairperson.
- C. All meetings of the Committees or Councils shall be conducted according to the following hierarchy:
  - a. Student Government Constitution
  - b. Bylaws
- D. Meeting times and agendas are public information and may be viewed by any member of the Student Body.
- E. A Committee or Council Executive Session (closed meeting) may be called when deemed necessary by the respective Chairperson. These records need not be made public.
- F. An accurate record of the minutes must be recorded by the Chairperson and reported to the Executive Board Secretary following each Committee or Council meeting.
- G. Chairperson shall provide appropriate reports regarding Committee or Council business at each SGA Council meeting or as requested by the SGA Executive Board President.
- H. Committees or Councils shall convene at least twice monthly with no fewer than seven days between meetings.

### **Article VII. Student Government Committees**

#### **Section I. Council of Presidents**

- A. The SGA Executive Board Vice President shall serve as Chairperson.
- B. The Council shall be comprised of all Class Cabinet Presidents,

CAS Executive Board President

- C. Shall develop strategies to address student issues involving the following:
  - a. Security
  - b. Housing
  - c. Academic Standards
  - d. Facilities
  - e. Transportation

## **Section II. Secretaries Council**

- A. The SGA Executive Board Secretary shall serve as Chairperson.
- B. The Council shall be comprised of all Class Cabinet Secretaries, CAS Executive Board Secretary
- C. Shall coordinate efforts to maintain transparency and organization in the course of fulfilling the duties and responsibilities, as detailed in Article IV.

## **Section III. Finance Committee**

- A. The SGA Executive Board Treasurer shall serve as Chairperson.
- B. The Committee shall be comprised of all Class Cabinet Treasurers, CAS Executive Board Treasurer, and the CN Executive Board Treasurer.
- C. Shall develop strategies to address SGA financial issues involving the following:
  - a. Fundraising
  - b. Bookkeeping
  - c. Funds Appropriation
  - d. Philanthropic Activities

## **Section IV. Constitution Committee**

- A. The SGA Executive Board Sergeant-at-Arms shall serve as Chairperson.
- B. The Committee shall be comprised of all Class Cabinet Vice Presidents, CAS Executive Board Vice President
- C. Shall maintain the fundamentals and functionality of the SGA Constitution and Bylaws through:



- a. Drafting amendments for consideration by the SGA Council
- b. Review and debate current policy and procedures
- c. Formulate modifications for improvement as necessary

## **Section V. Special Committees or Councils**

### **A. Formation**

- a. Committees shall be formed as directed by the SGA Executive Board President, as necessary. i. Committees or councils must have an approved chairperson ii. Committees or councils must have at least two approved standing members
- b. The SGA Executive Board President shall nominate chairperson(s) for all special committees or councils to the SGA Executive Board.
- c. Chairperson nominees shall be approved by two-thirds (2/3) vote of the SGA Executive Board.
- d. The approved chairperson shall nominate at least two standing members for the Committee or Council to the SGA Executive Board.
- e. Committee or council nominees shall be approved by two-thirds (2/3) vote of the SGA Executive Board.

### **B. Responsibilities**

- a. Shall be directed by the SGA Executive Board President

### **C. Dissolution**

- a. Shall remain active only throughout the current semester or until dissolution by order of the SGA Executive Board President

## **Article VIII. Amendments to the Constitution and Bylaws**

### **Section I. Proposal**

- A. The Constitution Committee shall consider and recommend to the SGA Council amendments to this Constitution and Bylaws.
  - a. The Sergeant-at-Arms shall present the proposed

amendment to the SGA Council.

- b. Amendments may also be proposed by student petition to the Executive Board President. Such petition must be signed by at least 20% percent of the SGA Council's members.

## **Section II. Ratification of Proposed Amendments:**

- A. Amendments proposed by the Constitution Committee shall be submitted to the SGA Council for ratification during the next scheduled SGA Council meeting or within 15 days following submission of the proposal, whichever occurs first, unless a special election is approved by the Executive Board.
- B. Notice of the vote and a complete statement of the proposed Constitution or Bylaw Amendment shall be publicly posted in such a way as to reasonably allow all members of the Student Body to review the proposal at least one week prior to the vote.
- C. The Executive Board shall call a vote to amend the Constitution or Bylaws within 15 days following the submission of a proposed amendment by student petition.
- D. Two-thirds (2/3) of those members of the SGA Council voting on a proposed amendment shall constitute ratification to the Constitution.
- E. Simple majority (50+1%) of those members of the SGA Council voting on a proposed amendment shall constitute ratification to the Bylaws.
- F. Proposed amendments shall take effect immediately upon their ratification by the SGA Council unless otherwise specified.

## **Section III. Restriction**

- A. Amendments to this Constitution or its Bylaws may only be proposed and ratified during the spring or fall semesters, as described by the official academic calendar maintained by the AUA Office of the Registrar.
- B. In order for the Constitution and/or Bylaws to be suspended for any reason a Unanimous vote (100%) of all voting members of the SGA Council is required.

- a. The Motion for Suspension must include the specific and relevant part(s) of the Constitution and/or Bylaws as well as the length of time for said suspension.

