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 Department of Student Activities that this campus society is enabled to organize.

Director of Student Activities
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, the Spring 2001 Student Rights and Responsibilities or violations of Local, State, and Federal Laws.

Director of Student Activities
Signature_________________________Date__________

Section 3 Name
This organization shall be known as the Oklahoma State University-Oklahoma City Student Government Association and shall be referred to in this document as the Student Government Association.

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 Vice President Council for policy related to students, their organizations and co-curricular activities, and use of student activity and student organization funds.
Article 2  Officers

Section 1  Description of officers
The Student Government Association shall annually elect a President, Vice President, and Secretary/Treasurer. The President, in turn, shall appoint an Activities Coordinator and a Parliamentarian; these five(5) officers shall comprise the Executive Board and all five(5), 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 shall assist the Director of Student Activities in preparing a yearly budget for recommendation to the Vice President of Student Services. He/She shall officially represent S.G.A. at on-campus and off-campus official functions. He/She shall make sure that the S.G.A. Constitution is upheld. He/She shall assist the Director of Student activities in planning a yearly calendar of events. He/She shall meet with the Director of Student Activities once a week. He/She shall appoint a Parliamentarian and a Student Activities Coordinator within three(3) weeks of his/her election. He/She shall appoint up to six(6) members at large, with one serving as Historian for S.G.A. He/She 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 shall assist the President and Secretary/Treasurer with their duties. He/She shall act as Parliamentarian if the Parliamentarian is absent. He/She shall serve as the sergeant-at-arms. As with all officers, the Vice President is expected to attend meetings regularly.
**Item 3 Duties of the Secretary/Treasurer**
The Secretary/Treasurer shall prepare and post agendas of meetings. He/She shall take accurate minutes of meetings and maintain a copy of these minutes. He/She shall coordinate postings of signs and mailings of meetings. He/She shall record, track, and maintain the budget. He/She shall assist the Director of Student Activities in full implementation of the campus student-programming calendar. He/She shall meet with the Director of Student Activities once a week. As with all officers, the Secretary/Treasurer is expected to attend meetings regularly.

**Item 4 Duties of the Student Activities Coordinator**
The Student Activities Coordinator shall assist the Director of Student Activities in the development of campus activities and the campus student-programming calendar. He/She shall assist with the full implementation of planned campus activities through the formation of committees. He/She shall prepare flyers and notifications of upcoming events. He/She shall promote activities and encourage participation in events. As with all officers, the Student Activities Coordinator is expected to attend meetings regularly.

**Item 5 Duties of the Parliamentarian**
The Parliamentarian shall make sure that meetings run according to parliamentary procedure. He/She shall advise the President on Parliamentary matters. He/She shall conduct one(1) parliamentary procedure workshop during the spring semester and one(1) during the fall semester. As with all other officers, the Parliamentarian is expected to attend meetings regularly.

**Item 6 Duties of the Historian**
The Historian shall record and document all significant Student Government Association events.

**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 retention GPA or higher. During their term of service, they must be enrolled in at least six (6) credit hours at OSU-OKC. Elected officers of the S.G.A. may not serve as officers for any other club or organization on campus during their term of service.

Item 2    Eligibility of appointed officers
Appointed officers of S.G.A. must be students in good academic standing. During their term of service, they must be enrolled in at least six (6) credit hours at OSU-OKC. Appointed officers of the S.G.A. may not serve as officers for any other club or organization on campus during their term of service.

Section 3 Election of Officers
Election for S.G.A. officers will take place the first full week of April. These elections will be open to all students of OSU-OKC.

Item 1    Registering for Office
Anyone wishing to run for office must register with the Director of Student Activities three weeks prior to the election. In order to be placed on the ballot, each candidate must provide the Director of Student Activities with a letter of recommendation from a staff or faculty member of OSU-OKC.

Item 2    Election Committee
An election committee shall 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/Treasurer, 4) Student Activities Coordinator, 5) Parliamentarian. If all of the current officers are seeking
election, the Director of Student Activities 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 S.G.A. officers shall serve a predetermined term of service.

**Item 1  Term Length**

Elected officers shall serve from noon (12:00 PM) the Monday following their election, until the turnover of offices the following election year. Appointed officers shall serve from the date of their appointment, until the appointment of a replacement after elections the following year. All appointed officers serve at the pleasure of the President.

**Item 2  Term Limits**

No officer shall serve more than two(2) terms of any given office. Elected officers may not seek election after serving part or whole of two(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 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 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 Activities, Counseling, and/or the office of the Vice President for Student Services. 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**
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 Director of Student Activities and through the University’s formal budget building process (Project Management). Funding level will be evaluated on the basis of availability of funding.

Section 2  Routine Business, Expenditures/Club Allocations
It is permitted that Chartered/Member Campus Societies (recognized and authorized campus clubs and organizations) may request funds of Student Government Association for operations and activities. This must be passed by a simple majority vote of the Student Government Association, approval of the Director of Student Activities and final approval of the Vice President of Student Services. Only chartered, recognized, and active clubs or organizations can request funds. A written request for using student funds must be completed and placed on the agenda before the Student Government Association meets. A student member of the requesting organization or club must present the appropriations request to the Student Government Association body for approval.

Section 3  Special Budget
It is recognized and hence provided for, that needs and requirements for operation and activities may arise at a time that would not allow proper procedure of filing an appropriations request. If the need is of valid character, emergency, or of proper educational purpose, an application may be made directly to the Director of Student Activities, and with the final approval by the Vice President of Student Services.

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 Rights & Responsibilities. Section VIII E Code of Ethics, 3g) Each organizations 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 Student Rights and Responsibilities Governing Student Behavior.

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 or the club must be approved by a fifty-one percent (51%) majority vote of the Student Government Association general association. Furthermore, the Vice President council must approve the club’s constitution, bylaws, or governing document. Additionally, according to the OSU-OKC Student Rights and Responsibilities Governing Student Behavior 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 notices section in the Cowboy Chronicle.

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

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

E: The opportunity to use the name of the University to show affiliation.

2. Recognized groups shall be awarded this additional privilege:

The opportunity to request the allocation of student fees through the process designated by the bylaws 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 Student 
Rights and Responsibilities Governing Student Behavior, 
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 Activities 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 there status reduced to “inactive” 
or their status revoked by the Director of Student 
Activities as a disciplinary action. Some of the reasons 
may include:

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

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 it’s 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 approved student information areas, and 
must first be approved by the Director of Student 
Activities. Materials must have the dated stamp of 
approval and the name of the student organization 
responsible for its timely placement and removal.

**Item 4**  Fund raising
The Director of Student Activities will be notified of 
fund-raising 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 vote. The Director of Student Activities, faculty council 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 will be held twice a month in the Student Center.

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 shall 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 meeting of the Executive Council. 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 Vice President Council. 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 and Bylaws 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 Council 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 President, Vice President, Secretary/Treasurer, Student Activities Coordinator, Parliamentarian, the Director of Student Activities, the Vice President of Student Services, and the President for the OSU-OKC campus