

## **Constitution of the University of Bridgeport Student Government Association**

### ***Preamble***

We, the full-time students at the University of Bridgeport, do hereby ordain and establish a representative form of student government and dedicate it to the ideals and principles of the form of democratic government under which we live as responsible citizens.

In seeking to promote good citizenship and democratic fellowship, it is our belief that a representative student government gives individual students the experience of active participation in governmental procedures, and further develops in each student a sense of personal responsibility for the welfare of the University community of which he/she is an integral part.

The goals of the Student Government Association shall be to facilitate student communications, to coordinate and encourage student participation, to provide means for responsible and effective student participation in appropriate decision-making process of the University, to further student welfare and student interest, to insure justice for students, to insure responsibility of students, all into one main directive -- that of a more complete educational experience. The Constitution is established on the precept that communication and rational discourse are a responsible means to initiate constructive change, and on the precept that rights incur equally important responsibilities.

### **Article 1: TITLE**

The name of the organization is the *University of Bridgeport Student Government Association*, and will be referred to henceforth as the SGA

### **Article 2: PURPOSES**

The purposes of the SGA are:

- a. To represent the students of the University of Bridgeport.
- b. To contribute to the intellectual development of the student body at the University of Bridgeport
- c. To act as advocates for the rights and concerns of the students to the administration of the University of Bridgeport
- d. To create opportunities for student leadership
- e. To understand and support projects which will benefit the local community
- f. To provide monetary support to various programs or functions which are vital and/or of benefit to the welfare of the University of Bridgeport.

### **Article 3: MEMBERSHIP**

Membership of the SGA is open to all students of the University. Specific requirements are detailed under the respective positions.

### **Article 4: STRUCTURE OF THE SGA**

#### *Section 1: The Joint Congress*

- a. Executive Board
- b. Student Senate
- c. Class Representatives
- d. Two Commuter Student Representatives

#### *Section 2: The Executive Board*

The Executive Board will comprise the following Officers:

- a. a President
- b. a Vice President
- c. a Speaker of the House
- d. a Chief Financial Officer
- e. an Assistant Financial Officer
- f. an Executive Secretary
- g. an Assistant Secretary
- h. a Public Relations Officer

#### *Section 3: Student Senate*

Two undergraduate Senators elected from the following school/college

One graduate Senator elected from the following school/college

1. College of Public and International Affairs (CPIA)

2. Ernest C. Trefz School of Business
3. Fones School of Dental Hygiene
4. Shintaro Akatsu School of Design
5. School of Arts & Sciences
6. School of Engineering

*Section 4:* House of Representatives

- a. Freshman Class Representatives
- b. Sophomore Class Representatives
- c. Junior Class Representatives
- d. Senior Class Representatives
- e. Commuter Student Representatives
- f. Representative from each registered club/organization

**Article 5: ON THE POWERS AND LIMITATIONS OF THE JOINT CONGRESS**

*Section 1:* The powers of the Student Government Association, vested in the full-time student body of the University shall be legislative and executive, and shall reside in the representative body known as the Student Government Association or SGA. All decisions of the SGA shall be final unless vetoed within ten school days by the Dean of Students or the University President.

*Section 2:* The SGA shall represent the entire full-time student body in any and all matters that pertain to student welfare, student development and/or student affairs on or off campus.

*Section 3:* The SGA or its designees shall be the only student organization that may represent the full-time student body on any and all committees - University, College, Administrative, or otherwise - in which student representation is necessary or vital for the betterment of the UB community.

*Section 4:* The SGA shall be the only student organization that may and shall represent itself and all full-time students in any and all matters dealing with the faculty, administration and other universities.

*Section 5:* The right of the SGA to uphold the Student Bill of Rights shall not be denied.

*Section 6:* The SGA may assist clubs, societies and other organizations in carrying out certain activities that are of benefit to the student body.

*Section 7:* The SGA shall have the power to approve the recommended changes to the Constitution of the Student Government Association and shall not be denied the right to uphold the said Constitution.

*Section 8:* The right of the SGA to hear petitions or complaints of the students or student organizations and to impose sanctions on those organizations in the interest of the full student body regarding any and all matters that concern relationships among students, faculty, and administration shall not be denied.

*Section 9:* Any SGA member holding any executive position in any other club and organization, which is registered with the SGA, may not chair any SGA committee that has jurisdiction over financial matters. (Executive positions include President, Vice-President, Chief Financial Officer, Assistant Financial Officer, and Secretary).

**Article 6: ON MEMBERSHIP AND ELECTIONS**

*Section 1:* All full-time students at the University of Bridgeport shall be eligible to cast their ballots in a SGA election, and those otherwise restricted from voting by a provision of this Constitution.

*Section 2:* No person may be a member of the SGA and/or hold any office therein unless, at the time of the hold, he/she possesses those qualifications that would entitle him/her to cast a ballot in the most recent SGA election and possesses those other qualifications mentioned in this Constitution.

*Section 3:* All elections for members of the SGA, which include the general student body as the electorate, may not be conducted by candidates running in the current SGA elections. However, SGA may run the Freshman Class President and Vice President Elections in September. The Dean of Students Office shall conduct all Election.

*Section 4:* Each candidate running for a position in SGA shall be allowed to campaign in a fair manner. Bribery in any way, including financial promises and any form of financial compensation shall be considered grounds for immediate disqualification.

*Section 5:* Any campaign flyers and publications shall require approval from SGA and the Office of Campus Activities.

*Section 6:* No discrimination, threats, prejudice, or slander against any other running SGA candidates shall be permitted.

*Section 7:* No person shall be permitted to seek elective office on the SGA (where the general student body is voting):

- a. Unless and until he/she has submitted to the Secretary of the SGA or designee, an SGA Application signed by members of the Student Body who have the qualifications to vote for the candidate.
- b. The SGA application and evidence of qualifications shall be filed no later than the date set by the SGA, which shall be no less than five days before the election.
- c. The number of signatures required on the SGA application, and any other matters pertaining to pre-election obligations, shall from time to time be designated by the SGA. The number of signatures required shall not be less than twenty-five.

- d. A candidate may run with other candidates and may request that the name of the party/organization in which the individual is running be on the ballot form. However, the individual will be running as an individual.

Section 8: In order for a student to be qualified to participate in the various SGA positions and/or offices, he/she shall be in good standing at the time of election and meet the following requirements for each position:

**A. For the President, Vice-President, and Speaker of the House, each:**

*Section 1:* Shall have, at the time of holding office, have held an SGA position for at least 1 year.

*Section 2:* Shall be a full-time undergraduate student and have a minimum cumulative GPA of 3.0 at the beginning of every semester during his/her term of office.

*Section 3:* Shall have received, while campaigning on a single slate, the largest majority of votes as the result of a general election held at the end of the Spring Semester.

**B. For the Chief Financial Officer and Assistant Financial Officer (Treasurer):**

*Section 1:* Shall be appointed by the President of the SGA after a thorough search and interview of applicants, in consent with the majority of the current members on the Executive Board, including the newly elected members.

*Section 2:* Only students who are Finance or Accounting majors shall be eligible. If no competent Finance or Accounting major is found, those who show capability to handle the duties outlined may be considered.

*Section 3:* Must have a minimum cumulative GPA of 3.0 at the beginning of every semester during his/her term of office and be a full-time undergraduate student

*Section 4:* Must have either Junior or Senior status; however, if a person who is a sophomore shows that he/she is qualified for the position, the President may appoint him/her with a two-third majority vote in E-Board.

**C. For the Executive Secretary**

*Section 1:* Shall have, at the time of holding office, have held an SGA position for at least 1 year.

*Section 2:* Shall be appointed by the President of the SGA after a thorough search and interview of applicants, in consent with the majority of current members on the Executive Board, including the newly elected members.

*Section 3:* Shall be a full-time undergraduate student and have a minimum cumulative GPA of 2.5 at the beginning of every semester during his/her term of office and must be a full-time undergraduate student.

*Section 4:* It will be to the discretion of the Executive Secretary which meetings the Assistant Secretary will be responsible for as with agendas and minutes.

*Section 5:* Minutes must be sent out to the respective members within 24 hours of the meeting being reported.

*Section 6:* Shall be responsible for all SGA correspondence

**D. For the Assistant Secretary**

*Section 1:* Shall be appointed by the President of the SGA after a thorough search and interview of applicants, in consent with the majority of the current members on the Executive Board, including the newly elected members.

*Section 2:* Shall be a full-time undergraduate student and have a minimum cumulative GPA of 2.5 at the beginning of every semester during his/her term of office.

*Section 3:* Minutes must be sent out to the respective members within 24 hours of the meeting being reported.

*Section 4:* Responsible for assisting the Executive Secretary with all duties.

*Section 5:* In the absence of the Executive Secretary, shall assume the position of Executive Secretary.

**E. For the Public Relations Officer**

*Section 1:* Shall have, at the time of holding office, have held an SGA position for at least 1 year.

*Section 2:* Shall be appointed by the President of the SGA after a thorough search and interview of applicants, in consent with the majority of the current members on the Executive Board, including the newly elected members.

*Section 3:* Must have a minimum cumulative GPA of 2.5 at the beginning of every semester during his/her term of office

*Section 4:* Shall be responsible for coordinating the social media of SGA.

*Section 5:* Shall be responsible for advertising events and creating flyers for SGA.

**F. For the members of the House of Representatives (Class Representatives and Commuter Representatives):**

*Section 1:* Shall be a full-time undergraduate student and have a minimum cumulative GPA of 2.5 at the beginning of every semester during his/her term of office.

*Section 2:* Must be elected when general elections are held in the Spring or the Fall election if the position is still vacant.

*Section 3:* Should there be no candidate for Class Representatives during regular spring SGA elections, a second election for the vacant position will be held during the following Fall semester.

*Section 4:* The position of Class Representatives and Co-Representatives shall be equally open to a candidate of the represented class he or she is to represent. The student running for Representative/Co-Representative receiving the greatest number of votes shall be a Class Representative. The student running for Class Representatives/Co-Representatives receiving the second greatest number of votes shall be a Co-Representatives. Only students of a given class may vote for officers of that class.

*Section 5:* Shall be a member of the class he or she is to represent.

*Section 6:* If, after two elections, positions are still vacant, the SGA President may select students for these positions, and with a two-thirds majority vote of the Joint Congress said candidates will become the officers of the respective class. Joint Congress members reserve the right to thoroughly investigate and/or question any Presidential appointments to determine competency, qualifications, and presumed effectiveness.

*Section 7:* Class Representatives and Commuter Representatives shall be responsible for holding Town-Hall meetings at least once a month, a minimum of three Town-Hall meetings per semester.

*Section 8:* Class Representatives and Commuter Representatives Must be present at the House of Representatives Meetings.

*Section 9:* Commuter Representatives Shall be held to the same responsibilities as the Class Representatives when representing the Commuter Students.

*Section 10:* Must report to the Speaker of the House of the SGA during Representatives Meetings held bi-weekly.

*Section 11:* The Class Representatives and Commuter Representatives may be compensated for his/her work by the President of the University, the Dean of Students or by SGA.

#### **G. For the Representatives of the Freshman Class:**

*Section 1:* Shall be a full-time undergraduate student of the Freshman Class.

*Section 2:* Shall, during a special election during the month of September, be elected in the same manner as the other class officers. Only members of the Freshman class may vote for Freshman officers.

*Section 3:* Shall assume his/her position on SGA immediately following his/her election.

*Section 4:* Should there be no freshman Class Representatives Candidate, the President of the SGA shall appoint a student who meets the qualifications of this office to fill this position. The appointment must be approved by two-thirds majority vote of the membership of Joint Congress

*Section 5:* Should there be no Co-Representative candidate, the Representative of the Freshman class shall appoint a student to fill this position who meets the qualifications for office. The appointment must be approved by a two-thirds majority vote of the Joint Congress.

*Section 6:* Shall be responsible for holding Town Hall meetings at least once a month.

#### **H. For Senators and Co-Senators:**

*Section 1:* Shall be a full-time undergraduate and full-time graduate student and have a minimum cumulative GPA of 2.5 at the beginning of every semester during his/her term of office in the School he/she is representing.

*Section 2:* Are elected when general elections are held in the Spring, or in the Fall election if the position is still vacant.

*Section 3:* The position of Senator and Co-Senator shall be equally open to a candidate of the represented School or College. The student running for Senator/Co-Senator receiving the greatest number of votes shall be Senator. The student running for Senator/Co-Senator receiving the second greatest number of votes shall be Co-Senator.

*Section 4:* Shall be a member of the School or College he or she is to represent.

*Section 5:* If after two elections, positions are still vacant, the SGA President may select a student and with two-thirds majority vote of the Joint Congress said candidate will become the officer of that school. Joint Congress members reserve the right to thoroughly investigate and/or question any Presidential appointments to determine competency, qualifications, and presumed effectiveness.

*Section 6:* No person may represent more than one class, college, or organization concurrently in a voting capacity on the SGA.

*Section 7:* Either the Senator or Co-Senator is responsible for attending the University Senate Meeting and serve as a liaison between Joint Congress and the University Senate.

*Section 8:* Shall be responsible for holding a Town-Hall meeting at least once a month, a minimum of three each semester

*Section 9:* Must report to the Vice-President of the SGA during Senate Meetings held bi-weekly.

*Section 10:* The Senators may be compensated for his/her work by the President of the University, the Dean of Students or by SGA.

## **Article 7: VOTING**

*Section 1:* The voting members of the Joint Congress are:

- a. From the Executive Branch,
  1. President
  2. Vice-President
  3. Speaker of the House
  4. Chief Financial Officer
  5. Assistant Financial Officer
  6. Executive Secretary
  7. Assistant Secretary
  8. Public Relations Officer
- b. From the Legislative Branch,
  1. A Senator and Co-Senator from each Undergraduate School/College
  2. A Senator from each Graduate School/College
  3. The Representative and Co-Representative from each Class
  4. Two Commuter Student Representatives

*Section 2:* Each voting member of the SGA shall have one vote, and his/her respective duly appointed and approved alternative shall have all rights, privileges, and obligations of regular members.

## **Article 8: ON THE PRESIDENT OF THE SGA**

*Section 1:* The President shall chair all the meetings of the Joint Congress, except as provided for in the Constitution, and shall hold said position as of the day after May commencement ceremony through the next May commencement ceremony.

*Section 2:* When chairing SGA meetings, he/she shall have no vote except to break a tie and shall not second a motion on the table, except in the case of an anonymous ballot. He/she may, however, voice his/her opinion before a vote is taken/considered, and bring a general motion to the table that is seconded by at least 2 voting members of the SGA.

*Section 3:* He/she shall, with the advice and consent of the SGA, form all committees and appoint all committee members, and although he/she may not necessarily be a member of a committee, he/she shall be an ex-officio member of all.

*Section 4:* He/she shall maintain liaison with the President of the University, the Dean of Students, and Campus Activities and Civic Engagement Directors.

*Section 5:* He/she, or his/her designate shall be the Student Body representative at all official University ceremonies.

*Section 6:* He/she shall hold a seat on the University Senate.

*Section 7:* He/she shall see to it that the purposes and goals of the SGA are carried out.

*Section 8:* He/she may, in consultation with the Executive Branch and/or the Joint Congress, set the agenda for regular and emergency meetings.

*Section 9:* The President may be compensated for his/her work by the President of the University, the Dean of Students or by SGA.

*Section 10:* Any Presidential nomination is subject to investigation by Joint Congress to determine competency, qualifications, and presumed effectiveness.

*Section 11:* The President of the SGA must be knowledgeable in the rules and regulations set forth in the Key to UB, and Roberts Rules of Order. At all meetings, the President as chair, or his/her designee must maintain proper decorum and maintain the Rules of Order as specified in those two documents.

*Section 12:* The line of succession is as follows: Vice-President, Speaker of the House

*Section 13:* The President shall be responsible for accepting all SGA applications and approving these through the Dean of Students office

## **Article 9: ON THE VICE-PRESIDENT OF THE SGA**

*Section 1:* The Vice-President shall chair the Joint Congress meetings of the SGA in the absence of the President or wherever the President designates.

*Section 2:* He/she shall serve as the chair all Senate meetings and shall be a member of the Executive Board. He/she shall report directly to the President of SGA.

*Section 3:* He/she shall be responsible for all committees of the SGA, unless he/she designates another member of Joint Congress to do so.

*Section 4:* He/she shall be ready in any and all matters to assist the President.

*Section 5:* He/she will not have a vote in the Senate meetings, except to break a tie. He/she will however, have a vote in Joint Congress as an elected official.

*Section 6:* The Vice-President may be compensated for his/her work by the President of the University, the Dean of Students or by SGA.

*Section 7:* He/she shall act as the SGA liaison in the forming of all contracts with outside parties.

#### **Article 10: ON THE SPEAKER OF THE HOUSE**

*Section 1:* He/she will be responsible for all matters regarding the House of Representatives.

*Section 2:* He/she will chair all House of Representative and Representatives meetings and shall be a member of the Executive Board. He/she shall report directly to the President of SGA.

*Section 3:* He/she will not have a vote in the House of Representatives and Representatives meetings, except to break a tie. He/she will however, have a vote in Joint Congress as an elected official.

*Section 4:* His/her responsibilities include all House of Representatives responsibility including assisting and advising the Executive Board in all matters related to student life, club life, Greek life and other social aspects of Campus Activities.

*Section 5:* Shall be responsible for organizing and overseeing SGA events,

*Section 6:* The Speaker of the House may be compensated for his/her work by the President of the University, the Dean of Students or by SGA.

#### **Article 11: ON THE CHIEF FINANCIAL OFFICER OF THE SGA**

*Section 1:* He/she shall be Chairperson of the Financial Allocation Meetings of the SGA.

*Section 2:* He/she shall report directly to the President of SGA.

*Section 3:* He/she shall function in all financial matters as charged under this condition.

*Section 4:* He/she shall tender a financial report at regular SGA meetings.

*Section 5:* He/she shall be completely responsible for all financial matters and shall be the sole authority in matters and methods of bookkeeping. However, these matters may be questioned and changed by a two-thirds vote of the total membership of the SGA.

*Section 6:* He/she shall have the right to inspect and audit the financial books of any student organization or the Programming Board upon the request of a member of the said organization or the SGA.

*Section 7:* He/she shall not be held personally responsible for any debt and/or mismanagement of financial matters incurred by the SGA per se, but shall be held personally responsible for his/her own malfeasance.

*Section 8:* He/she shall meet with financial officers of the University prior to the first regular SGA meeting of each semester, for the purpose of ascertaining the financial status of the SGA, the amount the SGA has been allocated for the year and/or semester and the manner and method used by said University officials to arrive at the same. He/she shall confer from time to time with said University officials to revise and/or discuss the SGA's financial matters, and the SGA's financial relationship with the University in general.

*Section 9:* The Chief Financial Officer may be compensated for his/her work by the President of the University, the Dean of Students or by SGA.

#### **Article 12: ON THE ASSISTANT FINANCIAL OFFICER OF THE SGA**

*Section 1:* He/she shall be Chairperson of the Financial Allocation Meetings of the SGA in the absence of the Chief Financial Officer.

*Section 2:* He/she shall assist the Chief Financial Officer in all financial matters as charged under this condition.

*Section 3:* He/she shall not be held personally responsible for any debt and/or mismanagement of financial matters incurred by the SGA per se, but shall be held personally responsible for his/her own malfeasance.

*Section 4:* Together with the CFO, he/she shall meet with financial officers of the University prior to the first regular SGA meeting of each semester, for the purpose of ascertaining the financial status of the SGA, the amount the SGA has been allocated for the year and/or semester and the manner and method used by said University officials to arrive at the same. He/she shall confer from time to time with said University officials to revise and/or discuss the SGA's financial matters, and the SGA's financial relationship with the University in general.

*Section 5:* He/she shall compile official record of all funds allocated to clubs/organizations and Joint Congress members.

*Section 6:* He/she will be responsible for all in-house SGA finances such as purchases and monetary requests.

*Section 7:* The Assistant Financial Officer may be compensated for his/her work by the President of the University, the Dean of Students or by SGA.

#### **Article 13: ON THE EXECUTIVE SECRETARY OF THE SGA**

*Section 1:* He/she shall be responsible for the minutes of all Joint Congress and Student Senate meetings.

*Section 2:* He/she shall see to it that minutes of respective meetings are presented to all SGA members twenty-four hours after the close of the meeting and see to it that the corrected minutes be distributed to all persons in a timely manner.

*Section 3:* He/she shall be responsible for verifying the validity and accuracy of any and all petitions presented to the SGA.

*Section 4:* He/she shall receive legislation (bills) prior to their presentation and shall assign a bill number to each, recording the author of each bill, the data received, and the action taken.

*Section 5:* He/she shall be in charge of and handle any and all correspondence pertinent, directly and indirectly, to the work of the SGA, and any and all other official correspondence. However, this is not to mean that the duties of this office shall include internal SGA committee work unless so authorized by the President. The Executive Secretary is responsible for the following:

- a. All documents written on behalf of the Joint Congress must be approved by the Joint Congress. In cases where expediency is required, the President and/or Executive Branch reserve the right to approve documents.
- b. All documents should state whether or not a motion was passed and what it was and who brought the motion.
- c. All members may sign proclamations and resolutions when necessary.
- d. The Executive Secretary will be responsible for any official SGA publication. The President, after consultation with the Executive Secretary, will determine and appoint an editor for the said publication at the beginning of the semester.

*Section 6:* He/she shall oversee the UBSGA email and be responsible for all correspondence with Joint Congress members on behalf of members of the Executive Board

*Section 7:* He/she shall keep official record of:

- a. Attendance for all the SGA members and distribute monthly notification of said records.
- b. Membership lists documenting names and specific term dates of all SGA members.

*Section 8:* He/she shall keep official record of the SGA Constitution and record and distribute any amendments made.

*Section 9:* The Executive Secretary may be compensated for his/her work by the President of the University, the Dean of Students or by SGA.

*Section 10:* Shall be responsible for all administrative duties, including booking rooms and A/V for any meetings and events. The Executive Secretary may seek support from the Assistant Secretary in performing these duties.

*Section 11:* The Executive Secretary has the authority to delegate responsibilities to the Assistant Secretary.

#### **Article 14: ON THE ASSISTANT SECRETARY OF THE SGA**

*Section 1:* He/she shall be responsible for the minutes of all House of Representatives and Representatives meetings.

*Section 2:* He/she shall keep the minutes of meetings designated by the Executive Secretary at the beginning of the semester.

*Section 3:* He/she shall see to it that minutes of respective meetings be presented to all SGA members twenty-four hours after the close of the meeting and see to it that the corrected minutes be distributed to all persons in a timely manner.

*Section 4:* The Assistant Secretary may be compensated for his/her work by the President of the University, the Dean of Students or by SGA.

#### **Article 15: ON THE PUBLIC RELATIONS OFFICER**

*Section 1:* He/she shall be responsible for all branding, marketing, and advertising for SGA.

*Section 2:* This includes but is not limited to:

- a. advertising and promotion of events via social media
- b. the creation, printing, and distribution of flyers
- c. correspondence with students, faculty, and administration in regards to all SGA events
- d. creation of all SGA publications and promotional materials

*Section 3:* Creating and maintaining the SGA image through marketing and public relations collateral

*Section 4:* He/she shall be responsible for maintaining and updating the SGA UB webpage.

*Section 5:* The Public Relations Officer may be compensated for his/her work by the President of the University, the Dean of Students or by SGA.

#### **Article 16: ON THE STUDENT SENATE**

*Section 1:* The Student Senate consists of a Senator and a Co-Senator from each School or College with undergraduate programs.

*Section 2:* The Student Senate consists of a Senator from each School or College with graduate programs.

*Section 3:* All Senators and Co-Senators will sit on the Joint Congress.

*Section 4:* The Senate should meet the same number of times as the Representatives, unless it deems otherwise.

*Section 5:* The Senate shall have jurisdiction over any and all academic matters. Any other matters should be referred to the Representatives or the President.

*Section 6:* The Senate will follow its own governing procedures that do not conflict with the Constitution. Amendments to these governing procedures may be made by a majority vote.

*Section 7:* All motions passed by the Senate shall be brought to the Joint Congress and acted on. If a motion dies in the Senate, it cannot be discussed in the Joint Session unless it has been revised and passed by the Senate.

*Section 8:* One Senator from each School or College must be represented at the monthly University Senate meetings.

#### **Article 17: ON THE REPRESENTATIVES MEETING**

*Section 1:* The Representative meeting consists of Class Presidents and Vice-Presidents from each class.

*Section 2:* The Representative meeting consists of two Commuter Representatives.

*Section 3:* All Representatives will sit on the Joint Congress.

*Section 4:* The Representatives should meet the same number of times as the senate, unless it deems otherwise.

*Section 5:* The Representatives shall have jurisdiction over any and all social matters. Any other matters should be referred to the Senate or the President.

*Section 6:* The Representatives will follow its own governing procedures that do not conflict with the Constitution Amendments to these governing procedures may be made by a majority vote.

*Section 7:* All motions passed by the Representatives shall be brought to the Joint Congress and acted on. If a motion dies in the Representatives meeting, it cannot be discussed in the Joint Session unless it has been revised and passed by the Representatives.

#### **Article 18: ON THE HOUSE OF REPRESENTATIVES**

*Section 1:* Membership includes Class Representative and Co- Representative from each class, SAAC Representatives, and Representatives of all registered UB student clubs and organizations.

*Section 2:* A Speaker of the House shall be elected at the annual SGA elections to moderate the House.

*Section 3:* The House should meet a minimum of once a month, on the week between Joint Congress meetings.

*Section 4:* The House addresses social, residential, and student service issues including general University Policy. They do not address any academic issues-these are to be referred to the Senate.

*Section 5:* All motions passed by the House shall be brought to the Joint Congress and acted on. If a motion dies in the House, it cannot be discussed in the Joint Session until it has been revised and passed by the House.

*Section 6:* House members who cannot vote during Joint Congress may submit written proposals for action provided they are co-sponsored by voting members.

*Section 7:* Attendance: Any club / organization that fail to appear for more than two (2) regularly scheduled meeting will be rendered Probation and ineligible for funding from SGA and the privilege of reserving rooms for that academic semester. Arrival by any club representative after attendance in the House of Representatives Meeting will result in being marked tardy. Tardiness will be counted as a half absence. A club accruing more than four (4) tardiness will also be rendered Probation and ineligible for funding for that academic semester.

*Section 8:* All clubs / organizations must attend the SGA retreat, Homecoming Weekend, and Fall and Spring activity fair. Failure to attend one or more of these events will result in the club / organization being rendered Probation and ineligible for funding and the privilege of reserving rooms.

#### **Article 19: ON SUMMER SESSIONS AND INTERIM OCCASIONS**

*Section 1:* Whenever the SGA is not in session, be it during summer sessions or vacation times or the like, the President of the SGA or his/her designate will speak for all matters over which the SGA has jurisdiction. However, these matters may subsequently be made null and void by a two-thirds vote of the total voting members of the SGA at the first regular meeting after interim that notification of summer actions is conveyed.

*Section 2:* In the event that any of the various University committees which involve student discipline, ethics, or the like are convened during any other non- academic period, the SGA President or his/her designee, must be notified of said meeting within a reasonable time so as to allow for SGA representation.

#### **Article 20: ON VACANCIES, ABSENCES AND IMPEACHMENT**

*Section 1:* In the event that a seat in the Joint Congress is vacant more than two (2) times per semester without a legitimate excuse having been conveyed to the Executive Secretary of the SGA, impeachment procedures will be brought against said representative if so moved by a member of the Joint Congress. The Joint Congress will decide what is legitimate.

*Section 2:* Each member of Student Senate, Class Representatives, as well as the Commuter Student Representatives shall be allowed two excused absences, given that they submitted a valid reason for their absence to the Executive Secretary at least 24 hours prior to the meeting. Each member of the Executive Board shall be allowed 3 excused absences, given that they submitted a valid reason for their absence to the Executive Secretary at least 24 hours prior to the meetings. All members of SGA are allotted 2 unexcused absences, by which there is no prior notice, and there is penalty to the officers' attendance record. The Executive Secretary shall notify the Assistant Secretary in case of his/her absence. Two tardies shall constitute one absence. Anyone arriving after roll call shall be considered tardy. Anyone arriving 15 minutes late shall be considered absent. It shall be at the discretion of the Dean of Students to determine what constitutes an excused and unexcused absence.

*Section 3:* In the event that a representative cannot serve, the respective alternate shall assume all duties and obligations as if he/she were a regular member. If there is no alternate, the President of the SGA shall appoint an alternate with a 2/3 majority approval of the Joint Congress.

*Section 4:* In the event of the absence of the President of the SGA, the Vice-President shall assume the duties of the President.

*Section 5:* In the event that the Vice-President is unable to continue his/her duties and functions as such the Senate shall nominate



a Senator or a Co-Senator to the position upon a 2/3 majority. The nominated Senator or Co-Senator must then be approved by Joint Congress by a 2/3 majority.

*Section 6:* In the event that the President and the Vice-President are unable to serve, or in the event that there be no President as such, the Speaker of the House shall assume the position as President. However, in the event of this condition, and if in the opinion of the SGA it be of a permanent nature, the President pro tempore shall call a special meeting within ten days after the recognized condition. This special meeting shall be held by the SGA and a two-thirds affirmative vote of the total members of the SGA will be needed to select a new President and/or Vice-President, who shall have the Constitutional qualifications for said office. The new office need to be filled by SGA members, however in the case that this is so, the representative or representatives so selected shall resign from his/her former position on the SGA.

*Section 7:* The SGA shall have the power to remove permanently any member of the SGA -save the President, Vice-President, and Speaker of the House, Executive Secretary, Assistant Secretary, Chief Financial Officer, Assistant Financial Officer and the Public Relations Officer - by a two-thirds affirmative vote of the members voting and present. SGA member being impeached shall have the opportunity to speak regarding themselves.

*Section 8:* An Executive Board Officer of the SGA may be impeached in the following manner:

- a. A motion for impeachment may be introduced to the SGA by any voting member and/or by a petition signed by 50 students, who have those qualifications that would allow them to vote in a SGA election. This petition shall have the force of a properly introduced and seconded motion before the SGA.
- b. The impeachment motion - either via SGA member or student petition - shall be debated or voted on one week after its presentation and paper form must be submitted to the Dean of students; however, debate shall be limited to 15 min. for and 15 min. against said motion.
- c. For the purpose of conviction under this motion, a two-thirds affirmative vote of the total members of the SGA shall be necessary for passage. However, the person being tried shall not preside at the meeting involving discussion and voting on impeachment.
- d. Executive board member being impeached shall have the opportunity to speak regarding themselves.

*Section 9:* Any member being impeached or removed from office by process of a vote of the Joint Congress shall not be able to hold any Executive Board position in the future. Furthermore, any reinstatement to an elected position or election to new elected position must be passed by a 2/3 majority vote of the SGA, and reading to the Joint Congress of the conditions upon which removal occurred.

*Section 10:* The SGA shall be the final authority as to the validity of any elections involving SGA representation, the qualification of any member, and shall have the right to refuse to seat any representative of a college, class or organization. It will require a two-thirds vote of the total membership of the SGA to invalidate an election or to refuse to seat a representative.

*Section 11:* Any violations against the rules and regulations set forth in this constitution, as well as any violation against the rules and regulations of the University of Bridgeport shall be grounds for impeachment.

## **Article 21: ON APPROPRIATIONS**

*Section 1:* The SGA's budget shall be comprised of the Student Activity Fees paid by each Undergraduate and Graduate student each semester. Upon receiving the budget, SGA will give 55% of this amount to the Programming Board for social events and programs and keep the remaining 45% for SGA expenditures. These percentages may be changed at the discretion of a 2/3 majority vote of the Joint Congress.

*Section 2:* SGA may fund conferences, seminars, social events, programs, and other fees for registered clubs and organizations that are in good standing with the SGA.

*Section 3:* Clubs and organizations are recommended to provide proof of fundraising before allocating for conference or other fees from the SGA.

*Section 4:* The SGA is not responsible for funding coaching fees. SGA is not permitted to fund off campus advertising.

*Section 5:* All Joint Congress members may allocate for funds at Joint Congress meetings upon submitting an Allocation Request to the CFO and informing Secretaries no later than one week prior to meeting date. Allocation Request must receive majority vote from Joint Congress members.

*Section 6:* E-board, Senators, Class Representatives, and Commuter Representatives may ask for funds by submitting a check request in addition to a pre-invoice attached, to the CFO or AFO. They may allocate for funds pertaining to their monthly meetings or any SGA meeting open to the public.

## **Article 22: ON REFERENDUM**

*Section 1:* A referendum issue may be initiated by any full-time student(s) and passed by the full-time student body in the following manner:

- a. Any Congress member may initiate an issue and the issue must be approved by a majority of the SGA members voting and present.
- b. Passage of the referendum issue, initiated in this way, will require a majority vote of those students who cast their ballots on this issue.

*Section 2:* A referendum issued may be initiated by any student(s) and passed by the student body in the following manner:

- a. The names of at least one hundred (100) students who are eligible to cast ballots in a SGA election must be served and presented to the Executive Secretary of the SGA.
- b. Passage of the referendum issue, initiated in this way, will require at least 25% of the total full-time student body to cast their votes and a two-thirds majority of those ballots cast must favor the issue.

*Section 3:* A referendum issue initiated by the SGA or by a student petition received by the SGA shall be placed before the student body for a vote as soon as practical but no later than one month from the date of initiation.

*Section 4:* Any student who is eligible to cast a ballot in a SGA election may vote on a referendum issue.

*Section 5:* A referendum must be presented to the President of SGA, for prompt action to be presented to Joint Congress.

*Section 6:* The result of said referendum may be presented to the Dean of Students or his/her designate, for prompt action.

### **Article 23: ON SANCTIONS**

*Section 1:* All the SGA recognizes and shall respect the autonomy of any and all groups, Fraternities, Sororities, and the like. The SGA shall have the power to sanction any and all of the aforementioned organizations, whenever it feels that they have functioned, or are likely to function, in such a manner as to bring discredit, humiliation, and the like to the respective organizations, the Student Body as a whole, the University, and/or the community. This is also to mean that the SGA shall stand ready to levy sanctions upon the aforementioned organizations in the event that the individual rights of a single student or of a group of students are being infringed. Further, this action may be instigated by the SGA itself or through the SGA by any group or by the individual student.

*Section 2:* The Joint SGA by a two-thirds affirmative vote of its total membership may impose any and all of the following sanctions upon any and all organizations, groups, Fraternities, Sororities, and the like. The SGA shall have the jurisdiction over any and all of these groups; however, no sanctions take effect until and unless approved by the Dean of Students or his/her designee.

Sanctions include:

- a. To impose a status quo upon the membership.
- b. To prevent any and all social activities sponsored by the organization.
- c. To prevent the use of University facilities by the organization.
- d. To recommend to the Administration that the Charter and/or Constitution of the organization in question be revoked.
- e. To recommend to the Dean of Students that additional disciplinary action be taken.

*Section 3:* Although the SGA possesses the power to sanction an individual fraternity/sorority, it may exercise this power only in the event that in the opinion of the SGA, the Greek Council has not adequately disposed of the matter to the satisfaction of the SGA.

*Section 4:* The SGA shall not sanction any individual, organization, or any group unless and until the individual, or a duly authorized representative of said organization or group has been constructively notified. He/she must then be given a reasonable length of time to prepare an answer and must be notified of the sanction hearing at which time he/she will be allowed to speak on his/her behalf. A reasonable amount of time is to be considered one week, unless a lesser time is mutually accepted. Discussion at a meeting during which minutes are recorded and a representative is required to attend can be considered valid notification, even if said representative is absent, unless the absence is an excused absence.

### **Article 24: ON AMENDMENTS AND BY-LAWS**

*Section 1:* An amendment or by-law must be initiated in the SGA by either of the following manners:

- a. A motion to this effect, stating in writing the amendment or by-law being filed with the Executive Secretary by a voting member of the SGA.
- b. A motion to this effect, stating in writing the amendment or by-laws and being filed with the Secretary by means of a student petition bearing 60 signatures, other than those of the voting members of the SGA, signed by students who each have the qualifications to vote in a SGA election.

*Section 2:* SGA shall ratify an amendment or by-law in the following manner:

- a. The amendment or by-law shall be read to the SGA. If the amendment or by-law originated by motion, it needs to be seconded for consideration. If the amendment or by-law originated by petition, then it need not be seconded for consideration. At this meeting, there shall be no action taken.
- b. At the next joint Congress meeting the amendment or by-law shall be debated and voted upon. However, the debate shall not extend for more than 15 min for and 15 min against the said proposal. A 2/3 affirmative vote of the members of Congress voting and present shall be required for ratification.

### **Article 25: ON COMMITTEES**

*Section 1:* All committee chairs must establish consistent meeting dates, times, and places and publish them no later than ten academic days after their creation.

*Section 2:* Committees are not obligated to exist for the entire academic year or semester.

*Section 3:* Each committee chair must present written and oral reports periodically, preferably at each meeting, during the semester and at the end of each semester, and an annual report for the year.

## **Article 26 -ON EXECUTIVE BOARD MEETINGS**

*Section 1:* The Executive Committee will meet at least Bi-Monthly.

## **Article 27: ON EMERGENCY MEETINGS**

*Section 1:* The President must clearly state whether or not the emergency meetings are closed or open; this must be stated when the meeting is determined.

*Section 2:* Debates will be limited to previously established issue(s) unless there is two-thirds vote to add to the agenda.

## **Article 28: ON NON-DISCRIMINATION**

Neither the SGA, nor any officer or individual member of the SGA, shall pass laws, amendments, by-laws, or act or tend to discriminate against any person, persons or group and/or organizations, because of race, creed, color, ethnicity, age, sex, belief or sexual orientation.

## **Article 29: ON SGA TRAINING**

Each Fall semester, after the fall elections, the SGA will host a training event to acclimate the representatives not only to the goals and mission of the SGA but also to the other representatives.

## **Article 30: ON THE OATH OF OFFICE**

No member, alternate, or officer of the SGA shall assume his/her respective position until after the following oath has been administered by either the highest-ranking member of the Executive Board or his/her designee. In regard to the installation of the newly elected President of the SGA, the oath shall be administered by the previous SGA President or his/her designee. The elected officers for the upcoming academic year shall assume position the day after May commencement.

***I do solemnly swear that I will faithfully execute the office to which I have been elected, and will to the best of my ability support and hold to the Constitution of the Student Government Association of the University of Bridgeport.***

## **Article 31: ON THE SGA ADVISOR**

*Section 1:* The President of SGA, in consultation with the Dean of Students, shall approach a faculty member or an administrator of the University to act as an advisor to the SGA. If no advisor can be found, the Director of Campus Activities and Civic Engagement will assume the role of advisor.

*Section 2:* The advisor's sole responsibility is to advise. He/she will not have a vote.

*Section 3:* The advisor is not required to attend all meetings of SGA but his/her attendance is encouraged. If an advisor fails to attend a meeting, the meeting shall go on as usual. If an advisor does attend a meeting, he/she is encouraged to take part in any discussion for which they feel necessary to interject in the debate.

## **Article 32: ON APPROVAL OF THE CONSTITUTION**

Neither this constitution, nor any provision thereof, shall become operative or be in force until signed by the President or Dean of Students of the University of Bridgeport.

## **Article 33: ON AUTHORITY OF THE CONSTITUTION**

*Section 1:* All Constitutions, amendments, laws, by-laws, and decrees passed by the SGA prior to the adoption of this Constitution shall remain in full force except when same conflict or tend to conflict with this Constitution and/or any amendment, law, or by-law is passed by the SGA after the adoption of this Constitution.

*Section 2:* All by-laws passed under authority of this Constitution shall become and be made a part of this constitution. All by-laws that go or tend to go contrary to this Constitution shall be considered and shall be treated as amendments to this Constitution.

*Section 3:* Except as otherwise provided in this Constitution, a quorum of the SGA shall be considered as a majority of its voting members; and all matters, except as otherwise provided, shall require a majority vote of those members voting and present for passage.

## **Article 34: ON ROBERT'S RULES OF ORDER**

*Section 1:* The SGA shall be governed by **Robert's Rules of Order** as codified by O. Garfield Jones. The President shall appoint a Parliamentarian at the first regularly scheduled meeting of the SGA at his discretion. If the Congress chooses not to appoint a Parliamentarian, the President will assume the duties of the Parliamentarian. **Robert's Rules of Order** would act as a guide to assist the proper implementation of meeting code, ethics and procedure; in any event in which it has a conflict with the Constitution, the Constitution is superior.

On this date\_\_\_\_\_

approved by:

President SGA\_\_\_\_\_

President University of Bridgeport\_\_\_\_\_

Dean of Students\_\_\_\_\_