

**Constitution of the  
Student Government Association  
of the  
University of Houston-Downtown**

*Preamble*

We, the students of the University of Houston-Downtown, in order to form a representative system of student government, do hereby ordain and establish this Constitution for the Student Government Association of the University of Houston-Downtown.

*Article I: Name*

*Section 1:* The Student Body shall be known as the Student Association of the University of Houston-Downtown.

*Section 2:* The representative body of the Student Association shall be known as the Student Government Association of the University of Houston-Downtown.

*Section 3:* The Student Government Association shall consist of an Executive Council, a Senate, and a Judicial Review Board. In order to provide for an effective system of checks and balances, no person may concurrently serve in two (2) or more of the Judicial Review Board, Senate, or Executive Council positions.

*Article II: Purpose*

The Student Government Association shall actively participate in the educational and shared governance processes of the University of Houston-Downtown, and provide a viable and democratic system for the expression of student opinion. The Student Government Association shall also maintain standing committees within the organization for operational purposes, and serve as an example for university and community volunteerism.

*Article III: Membership*

*Section 1:* The membership of the Student Government Association shall consist of full-time and part-time students who are duly registered at the University of Houston-Downtown, and shall exercise its authority through this Constitution as hereafter provided.

*Section 2:* The Director of Student Activities shall serve as a non-voting advisor of the Student Government Association.

*Article IV: Officers*

*Section 1:* Executive Council

Clause 1: The executive powers of the Student Government Association shall be vested in

the Executive Council

Clause 2: The Executive Council shall consist of the President, the Vice-President, the Treasurer, and the Executive Secretary.

Clause 3: Qualifications of the Executive Council:

1. The President and Vice-President must have attended and completed two (2) consecutive semesters at the University of Houston-Downtown (spring/fall or fall/spring) preceding election of office, excluding the semester of election.
  2. The Treasurer and Executive Secretary must have attended the University of Houston-Downtown for at least one (1) semester (Spring or Fall) preceding election to office, excluding the semester of election.
  3. Each officer of the Executive Council must have and maintain an overall 2.50 grade point average (GPA) and must be in good standing with the university.
- Clause 4: The Executive Council shall be elected at large at the Spring Student Government Association Elections to serve a one (1) year term.

Clause 5: The term for the Executive Council is June 1 of each year through May 31 of the next year.

*Section 2: Senate*

Clause 1: The legislative powers of the Student Government Association shall be vested in the Senate.

Clause 2: Each college or school shall have representation in the Senate according to the proportion of students enrolled in the University of Houston-Downtown as shown by the fall semester official statistics (20th Day Fact Sheet) of the Registrar's Office.

Clause 3: The basis of representation shall be one representative for each five (5) percent that the college has of the university's total enrollment. Each satellite campus shall have one (1) representative from each campus in the Senate.

Clause 4: The Speaker of the Senate shall be the presiding officer of the Senate.

Clause 5: Qualifications of the Speaker of the Senate:

1. Must have a good working knowledge of Parliamentary Procedure and *Robert's Rules of Order Newly Revised*.
2. Must be a Senator and must have been a Student Government Association member for one (1) spring or fall semester.

Clause 6: Senators must have and maintain an overall grade point average of 2.0 on a 4.0 scale.

Clause 7: The term for Senators is June 1 of each year through May 31 of the next year.

*Section 3: Judicial Review Board*

Clause 1: The judicial powers of the Student Government Association shall be vested in the Judicial Review Board.

Clause 2: The Judicial Review Board shall consist of five (5) members: a Chief Justice and four (4) Associate Justices.

Clause 3: The Chief Justice shall be appointed by the President to serve one (1) calendar year term commencing on the first of October. The Chief Justice shall, within four (4) weeks of taking office, submit the names of four (4) Associate Justices for

confirmation by the Senate.

- Clause 4: The Chief Justice of the Judicial Review Board must maintain an overall grade point average of 2.5 and must be in good standing with the university.
- Clause 5: The Associate Justices of the Judicial Review Board must maintain an overall grade point average of 2.0 and must be in good standing with the university.
- Clause 6: The Election Commissioner and Election Clerks must maintain an overall grade point average (GPA) of 2.0 and must be in good standing with the university.

#### ***Article V: Oath of Office***

- Section 1:* Any member of the Student Government Association will assume all responsibilities of their respective office upon being sworn in by the Chief Justice of the Judicial Review Board.
- Section 2:* All members of the Student Government Association will be administered the Oath of Office at the induction dinner or at the time of their appointment
- Section 3:* All terms begin on June 1 of each year for all offices, except those of the Judicial Review Board.
- Section 4:* The following oath shall be administered to all members:  
“I, (*state your name*), do solemnly swear to faithfully and ethically execute the office of (*title*), and protect and uphold the Constitution and Bylaws of the Student Government Association of the University of Houston-Downtown”

#### ***Article VI: Amendments***

- Section 1:* Proposed amendments to the Constitution must be submitted to the President and Speaker of the Senate of the Student Government Association.
- Section 2:* After being formally read to the Student Government Association, the amendments will be voted upon by the Senate after one (1) week has elapsed.
- Section 3:* A 2/3 affirmative vote of the Senate shall be required to propose any amendment to the constitution. After the Senate has proposed an amendment, a Student Referendum must be held. Fifty-one percent (51%) affirmative vote of those members of the Student Association voting in the referendum is required for the acceptance of any amendment
- Section 4:* Individuals and groups within the Student Association may use their powers of legislative initiative to amend the Constitution through the Senate and student referendum.

*Section 5:* All approved amendments will be incorporated into the body of the Student Government Association Constitution in the appropriate places by the Executive Secretary.

***Article VII: Adoption of a New Constitution***

*Section 1:* A 2/3 affirmative vote of the Senate is necessary to propose a new constitution.

*Section 2:* Upon proposal by the Senate, the new constitution shall be subject to a referendum of the Student Association.

*Section 3:* A fifty-one percent (51%) affirmative vote of those members of the Student Association voting shall be necessary to ratify the new constitution.

***Article VIII: Ratification***

*Section 1:* All previous Constitutions of the Student Government Association of the University of Houston-Downtown are null and void.

*Section 2:* This Constitution stands approved as of the 7th day of May 2004.

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JB Bobbitt, President  
Student Government Association

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Scottie Attaway, Director, Student Activities  
Advisor to Student Government Association

**Bylaws of the  
Student Government Association  
of the  
University of Houston-Downtown**

***Article I: Parliamentary Authority***

- Section 1:* The rules of the current edition of *Robert's Rules of Order Newly Revised* shall govern the Student Government Association in all cases to which they are applicable and in which they are not inconsistent with the Constitution and Bylaws of the Student Government Association of the University of Houston-Downtown and any special rules that the Student Government Association may adopt
- Section 2:* In any cases that there is conflict between *Robert's Rules of Order Newly Revised* and the Constitution and Bylaws of the Student Government Association of the University of Houston-Downtown, the Constitution and Bylaws will take precedence.
- Section 3:* In the case that the Constitution and Bylaws are in conflict, the Constitution will take precedence.

***Article II: Duties and Responsibilities***

- Section 1:* Executive Council
- Clause 1: The Executive Council shall at all times act under the mandate of the Student Association and the direction of the Senate.
- Clause 2: The Executive Council shall set and keep posted office hours to be available for consultation with the Student body.
- Clause 3: The Executive Council shall perform all executive functions proper and/or necessary to the office.
- Clause 4: The Executive Council must preserve and protect all rights and privileges pertaining to the academic and university life of the Student Association, the Student Government Association, and its individual members.
- Clause 5: The Executive Council shall have a good working knowledge of the Constitution and Bylaws.
- Clause 6: Each member of the Executive Council shall spend at least ten (10) hours in the office each week classes are in session. Office hours may include previously approved, on-campus SGA duties and/or participation in an on-campus event in which SGA will be a declared sponsor or participant
- Clause 7: The President shall:
1. Serve as the official representative for the Student Association and the Student Government Association.
  2. Have the power to veto any Bill or Act made by the Senate.
  3. Sign all legislation within four (4) class days of passage to become official.

4. Exercise their veto power within four (4) class days after the passage of legislation to be able to veto.
5. Be the official spokesperson of the Student Government Association to the University of Houston-Downtown,
6. Coordinate all activities directed toward keeping the Student Association informed on issues and concerns.
7. Have the power to create and appoint all needed offices and committees, not already provided for, with the approval of a 51% affirmative vote of the members present and voting at an announced Senate meeting.
8. Have the power of recommendation of any student-to-student positions on University committees.
9. Have the power of appointment to any vacant position in the Student Government Association, except for the Associate Justice of the Judicial Review Board.
10. Be responsible for the development and submission of the Student Government Association budgets to proper administrative offices of the University and the Senate.
11. At no time commit or use funds from the treasury without prior approval from the Treasurer and the Senate.
12. Enforce all legislation passed by the Senate.
13. Serve as coordinator to all Shared Governance Committees.
14. Serve as the primary liaison between the Student Association and University and Student Publications.

Clause 8: The Vice President shall:

1. Aid the President in the enforcement of all legislation.
2. Perform such duties as may be given to them by the President and/or Senate.
3. Be responsible for overseeing all functions of the Student Government Association Standing and Ad Hoc Committees.
4. Serve as the secondary liaison between the Student Association and University and Student Publications.
5. Be responsible for all applicant searches of vacant positions in the Student Government Association.
6. Serve as the chairperson of the Council of Organizations.

Clause 9: The Treasurer shall:

1. Handle and maintain a permanent record of all Student Government Association financial transactions.
2. Sign all financial transactions.
3. Along with the President, give approval for commitment or use of funds from the Treasury with Senate approval.
4. Be responsible for the preparation and presentation of a written student government budget report to the Senate on a monthly basis.
5. Be responsible for the balancing of the student government bookkeeping records against the university's FSR report. All discrepancies between student government financial records and university financial records must be resolved and reported to the Senate.

- Clause 10: The Executive Secretary shall:
1. Maintain all records and files of the Student Government Association.
  2. Record the Executive Council and Senate meeting minutes and provide each Executive Council and Senate member with a copy of his or her respective minutes.
  3. Keep a record of attendance at all Executive Council and Senate meetings,
  4. Be responsible for calling roll at the beginning and end of all Executive Council and Senate meetings.
  5. Perform such duties as assigned by the President with the approval of the Executive Council and/or Senate.

*Section 2:* Senate

Clause 1: The Speaker of the Senate is a Presidential appointment with a 2/3 affirmative vote of the Senate.

Clause 2: The Speaker of the Senate shall:

1. Be the chairperson of the Senate.
2. Vote according to *Robert's Rules of Order Newly Revised*.
3. Remain impartial on matters facing the Senate.
4. Perform such duties as may be given to them by the Senate and/or the President.
5. Not have any more authority than any other Senator.
6. Prepare an agenda for the regular Senate meetings.
7. Enforce disciplinary actions against any Senator as agreed upon by the Senate.

Clause 3: The Senate shall have the delegated power and privilege to enact all measures necessary and proper for the general welfare of the Student Association.

Clause 4: The Senate shall establish laws and procedures that are necessary for the proper functioning of the Senate by a 51% affirmative vote of the Senate.

Clause 5: The Senate shall serve as an advisory board to the administration and faculty through active participation in the Shared Governance Committees.

Clause 6: Every Senator shall be a member of at least one Student Government Association Standing Committee and at least one Shared Governance Committee.

Clause 7: Every Senator shall remain in close communication with their constituents and make them aware of all actions and activities.

Clause 8: Every Senator must preserve and protect all rights and privileges pertaining to the academic and University life of the Student Association, the Student Government Association, and its individual members.

Clause 9: Senators have the responsibility of becoming informed on all legislative issues relaying their views to their constituency and publicizing Student Government Association proceedings.

Clause 10: Every Senator shall keep posted office hours to be available for consultation with the student body.

Clause 11: Every Senator shall spend at least three (3) hours in the office each week during the long semesters. Office hours may include previously approved, on-campus SGA duties and/or participation in an on-campus event in which SGA is a declared sponsor or participant.

Clause 12: Every Senator shall have a good working knowledge of the Constitution and

Bylaws.

Clause 13: The Senate shall confirm all Presidential appointments.

Clause 14: Every Senator shall establish and maintain standing committees on matters of student concerns, and to establish, as deemed necessary, Ad Hoc committees.

Clause 15: Senators shall express the opinion of the Student Association.

*Section 3: Judicial Review Board*

Clause 1: The Judicial Review Board shall have supreme jurisdiction in all cases involving offenses against provisions of the Constitution and Bylaws of the Student Government Association.

Clause 2: Every Judicial Review Board member shall keep posted office hours to be available for consultation with the student body.

Clause 3: The Chief Justice shall spend at least three (3) hours and Associate Justices at least one (1) hour in the office each week during the long semesters. Office hours may include previously approved, on-campus SGA duties and/or participation in an on-campus event in which SGA is a declared sponsor or participant.

Clause 4: The Judicial Review Board shall have jurisdiction in cases involving infractions of the Election Codes.

Clause 5: The Judicial Review Board shall have the power to establish by a 2/3 affirmative vote of the Judicial Review Board such procedures as are necessary for the proper functioning of their duties under this Constitution and Bylaws.

Clause 6: The Judicial Review Board shall hear cases involving the Student Government Association, if not otherwise provided for in the Constitution and Bylaws or the Policy Statements of the University.

Clause 7: Charges brought against the Student Government Association and other organizations may be brought to any member of the Judicial Review Board within one (1) week thereafter, a written documentation of the charges shall be presented to the Chief Justice of the Judicial Review Board.

Clause 8: Parties involved may appeal a Judicial Review Board decision to the appropriate University committee or department.

Clause 9: The Judicial Review Board shall render a final decision on all matters submitted to it within two (2) weeks from the date of submission.

Clause 10: The Judicial Review Board shall keep a record on file of all proceedings and all decisions and all official opinions of those decisions in the Student Government Association office. Any member of the Student Association may view these documents at any time.

Clause 11: The Judicial Review Board shall certify within two (2) days the results of all elections and referenda.

Clause 12: The Judicial Review Board shall be responsible for and oversee all publicity and announcements regarding elections and student referendums.

Clause 13: The Chief Justice shall appoint the Election Commissioner and the Senate shall approve the nomination.

***Article III: Vacancy***

- Section 1:* Causes for vacancy
- Clause 1: The failure to elect a member at the time of the elections.
- Clause 2: The failure of the officer to meet the constitutional qualifications for holding such office.
- Clause 3: The failure of an elected member to be sworn-in to their position within thirty (30) days of the beginning of their term.
- Clause 4: The resignation of an officer.
- Clause 5: The impeachment of an officer.
- Clause 6: The abandonment of a position.
- Clause 7: Upon the time of a vacancy, the President of the Student Government Association shall notify the Senate at the next regularly scheduled Senate meeting.
- Section 2:* Appointments
- Clause 1: The President of the Student Government Association may appoint someone of their choosing to any vacant position of the Student Government Association. Except in the case of vacancies in the positions of the Associate Justices of the Judicial Review Board.
- Clause 2: All appointments, except Vice President, Treasurer, and Executive Secretary are automatic upon 51% affirmative vote of the Senate.
- Clause 3: In the event that a vacancy occurs in the office of Vice President, Treasurer, and Executive Secretary while the Senate is not in session, the President shall have the power to appoint any Vice President Pro Tem, Treasurer Pro Tem, and Executive Secretary Pro Tem.
- Clause 4: All prospective Senators must serve a trial period as a Senator Pro Tem.
- Clause 5: All appointees must take an oath office upon approval of the Senate.
- Clause 6: Any vacancies in the University College may be filled by appointment at-large. All vacancies from other Colleges must be filled by appointment from their respective Colleges.
- Clause 7: All vacant positions of the Judicial Review Board shall be filled by appointment of the Chief Justice of the Judicial Review Board with a 2/3 affirmative vote of the Senate. In case of the vacancy of the position of Judicial Review Board Chief Justice, the President shall fill the vacancy by appointment with a 2/3 affirmative vote of the Senate. All vacancies in the Judicial Review Board must be filled within twelve (12) class days of the vacancy occurring.
- Clause 8: In the case that a quorum is not elected, the President shall have the immediate responsibility to fill by appointment all remaining positions to achieve a quorum. These appointments are final upon unanimous consent of the Executive Council and the Director of Student Activities.
- Section 3:* Vice President Pro Tem, Treasurer Pro Tem, and Executive Secretary Pro Tem
- Clause 1: The Vice President Pro Tem, Treasurer Pro Tem, and Executive Pro Tem shall have all rights, duties; responsibilities, and benefits of a person in the respective position.

- Clause 2: The Vice President Pro Tem, Treasurer Pro Tem, and Executive Secretary Pro Tem can only be appointed when the Senate is not in session.
- Clause 3: Any decision or acts made by a Vice President Pro Tem, Treasurer Pro Tem, and Executive Secretary Pro Tem shall have and maintain all force and effect as if done by a non-Pro Tem officer.
- Clause 4: The President shall submit the name of the Vice President Pro Tem, Treasurer Pro Tem, and Executive Secretary Pro Tem to the Senate for Senate approval on or before the third (3) meeting of the next semester. If the name is not submitted, the officer Pro Tem automatically loses their respective office.

*Section 4: Senators Pro Tem*

- Clause 1: Senators Pro Tem must fulfill all qualifications of a Senator.
- Clause 2: Senators Pro Tem shall serve a trial period before the Senate can approve them.
- Clause 3: Senators Pro Tem must attend two (2) consecutive Senate meetings. At the second meeting the approval of the Senator Pro Tem must be voted on by the Senate.
- Clause 4: Senators Pro Tem during Senate meetings have all speaking privileges and must follow all rules and regulations as a Senator, but they may not initiate a motion or vote.
- Clause 5: Senators Pro Tem will not be counted in the quorum.
- Clause 6: Senators Pro Tem hold no rights or privileges of a Student Government Association member outside the Senate meetings.
- Clause 7: Senators Pro Tem must serve as a member of at least one Student Government Association Standing Committee during their trial period.

*Section 5: Order of Succession*

- Clause 1: In the event that the President resigns, is removed from office, or is otherwise unable to complete their term, the order of succession shall be the (1) Vice President, (2) Treasurer, and (3) Executive Secretary.
- Clause 2: Vacancies in the office of the Vice President, Treasurer, and Executive Secretary shall be filled by a Presidential appointment subject to 2/3 affirmative vote of the members present and voting at an announced Senate meeting.
- Clause 3: In the event that the Speaker of the Senate resigns, is removed from office, or is otherwise unable to complete their term, the Senator with the most seniority shall automatically become the Speaker Pro Tem until the President can appoint a permanent speaker
- Clause 4: In the event that the Chief Justice resigns, is removed from office, or is otherwise unable to complete their term, the Associate Justice with the most seniority shall act as Chief Justice until one is appointed by the President

***Article IV: Meetings***

*Section 1: Executive Council Meetings*

- Clause 1: The President of the Student Government Association shall be the presiding officer at Executive Council meetings.
- Clause 2: The Executive Council shall meet at least once a week for the duration of their

- term.
- Clause 3: Roll call will be taken at the beginning and end of each Executive Council meeting by the Executive Secretary.
- Clause 4: Failure to vocally respond to both roll calls within a meeting shall constitute an absence.
- Clause 5: Failure to vocally respond to one of two roll calls within a meeting shall constitute a tardy.
- Clause 6: Two (2) tardies shall constitute an absence.
- Clause 7: An excused absence shall be granted only on the grounds of conflicting class schedules, or Shared Governance meetings.
- Clause 8: The President may call special meetings of the Executive Council. The President shall notify the Executive Council forty-eight (48) hours in advance of the subject, time, and location of the meeting.
- Clause 9: At the beginning of all special meetings of the Executive Council, the presiding officer shall announce the purpose for calling the special meeting.
- Clause 10: When the Senate is not in session the Executive Council shall act in all ways deemed necessary in place of the Senate for all responsibilities and duties, except for the power of appointment to any vacant position in the Student Government Association, unless otherwise authorized by these bylaws, and the power to amend these bylaws.
- Clause 11: The Director of Student Activities must approve all decisions made by the Executive Council when the Senate is not in session.

*Section 2: Senate Meetings*

- Clause 1: The Speaker of the Senate of Student Government Association shall be the chairperson of the Senate meetings.
- Clause 2: The Senate shall meet weekly from the Friday before the first Monday of classes until the Friday following the last class day of both the Fall and Spring semesters.
- Clause 3: Roll Call will be taken at the beginning and end of each Senate meeting by the Executive Secretary.
- Clause 4: Failure to vocally respond to both roll calls within a meeting shall constitute an absence.
- Clause 5: Failure to vocally respond to one of two roll calls within a meeting shall constitute a tardy.
- Clause 6: Two (2) tardies shall constitute an absence.
- Clause 7: An excused absence shall be granted only on the grounds of conflicting class schedules, or Shared Governance meetings.
- Clause 8: Every Senate member shall have the right to attend any meeting.
- Clause 9: Senate meetings are open unless otherwise specified.
- Clause 10: Each Senator shall hold only one (1) vote.
- Clause 11: The Senate may overturn a Presidential veto by a 2/3 affirmative vote, in which case the President must enforce the legislation.
- Clause 12: All Executive Council members shall have speaking privileges and will be counted in roll call of any Senate meetings.

- Clause 13: Special meetings of the Senate may be called by the President. The President may call these meetings when the Senate is both in and out of session. The President shall notify the Senate forty-eight (48) hours in advance of the subject, time, and location of the meeting.
- Clause 14: At the beginning of all special meetings of the Senate; the Speaker of the Senate shall announce the purpose for calling the special meeting.
- Clause 15: Only the Executive Council and Senate and invited speakers may address the Senate. Non-voting members shall speak only during the open forum section of the agenda. Non-voting members may not initiate a motion or vote.
- Clause 16: The Executive Council shall be in attendance and give a report at all Senate meetings.
- Clause 17: All Senate meetings must have a quorum to decide on any official matter pertaining to the Student Government Association.
- Clause 18: A quorum is defined as 51% of the filled voting Senate positions.
- Clause 19: A filled voting Senate position is defined as one that has been (1) duly elected and sworn-in, or (2) appointed, approved for membership by the Senate by a 51% affirmative vote and sworn-in.
- Clause 20: Senators Pro Tem are not to be counted in the quorum.
- Clause 21: Persons wishing to attend the Senate meetings, who are not members of the Student Government Association, shall be required to sign the guest book at the beginning of each meeting.
- Clause 22: The Chief Justice of the Judicial Review Board shall submit a bi-weekly report to the Executive Secretary for review at the regularly scheduled Senate meetings.

*Section 3: Executive Session of Judicial Review Board*

- Clause 1: Executive Session can be enacted by a 51% affirmative vote by the Senate
- Clause 2: Any function or business, which takes place in Executive Session, is privileged and is to be kept in strictest confidence.
- Clause 3: The Executive Council, all Senators, and the Director of Student Activities are allowed to be present during Executive Session.
- Clause 4: Any Student Government Association member violating Article IV, Section 3, Clause 2 will have disciplinary sanctions placed upon them as described in Article VII of these Bylaws.
- Clause 5: All functions or business, which will take place in Executive Session, is unofficial.
- Clause 6: Any vote that takes place in Executive Session must be voted upon in regular session to become part of the official record.
- Clause 7: A tape recording of all proceedings in Executive Session shall be made.

*Article V: Committees*

- Section 1:* The Student Government Association shall have two types of committees: Standing and Ad Hoc.

- Section 2:* The Standing Committees shall be defined as permanent committees. The Standing Committees are the Business Affairs Committee, the Public Relations Committee, the Special Services Committee, and the Community Service Committee.
- Section 3:* Ad Hoc Committees are formed to carry out a specific task that does not fall within the assigned function of a Standing Committee, at the completion of which it automatically ceases to exist.
- Section 4:* Chairpersons to all Standing Committees are to be a member of Student Government and will be appointed by the President subject to approval by the Senate with a 51% affirmative vote.
- Section 5:* No member of the Student Government Association may chair more than one (1) standing committee.
- Section 6:* The Business Affairs Committee
- Clause 1: The Business Affairs Committee shall be responsible for overseeing the Student Government Association's computer and telephone equipment, supplies, office policies and procedures.
- Clause 2: The Business Affairs Committee shall be responsible for updating the Student Government Association's web page on the Internet
- Clause 3: The Business Affairs Chair can be any member of the Student Government Association.
- Clause 4: The Business Affairs Committee shall meet twice per month.
- Clause 5: The Business Affairs Committee shall report to the Senate at the Senate meetings each week
- Section 7:* The Public Relations Committee
- Clause 1: The Public Relations Committee shall be responsible for organizing, publicizing, and conducting special activities and events of the Student Government Association.
- Clause 2: The Public Relations Committee shall be responsible for the posting of all necessary materials from the Student Government Association posting locations throughout campus.
- Clause 3: The Public Relations Committee shall work with *The Dateline* to keep the Student Association informed on all Student Government Association activities and projects.
- Clause 4: The Public Relations Committee Chairperson can be any member of the Student Government Association.
- Clause 5: The Public Relations Committee shall meet twice per month
- Clause 6: The Public Relations Committee shall report to the Senate at the Senate meetings each week

- Section 8:* The Special Services Committee
- Clause 1: The Special Services Committee shall be responsible for conducting and correlating student surveys and provide a timely and effective response to individual concerns and issues brought forth by the Student Association.
- Clause 2: The Special Services Committee shall conduct two (2) student surveys per long semester.
- Clause 3: The Special Services Committee shall investigate and document all formally presented issues and concerns brought forth by the Student Association.
- Clause 4: The Special Services Committee shall contact the individual student who submitted the question or concern to the committee to discuss its findings.
- Clause 5: The Special Services Committee shall be responsible for collecting all material placed in the Student Government Association's suggestion boxes and/or sent to the SGA e-mail address.
- Clause 6: The Special Services Committee Chairperson can be any member of the Student Government Association.
- Clause 7: The Special Services Committee shall meet twice per month.
- Clause 8: The Special Services Committee shall report to the Senate at the Senate meetings each week

- Section 9:* The Community Service Committee
- Clause 1: The Community Service Committee shall be responsible for coordinating all Student Government volunteer and community service projects including Community Outreach Day.
- Clause 2: The Community Service Committee chair can be any member of the Student Government Association.
- Clause 3: The Community Service Committee shall meet twice per month.
- Clause 4: The Community Service Committee shall report to the Senate at the Senate meeting each week

#### ***Article VI: Ethics Code***

*Section 1:* The Student Government Association and its members are expected to act in a trustworthy and responsible manner as befits their position of authority.

*Section 2:* Any Student Government Association member found guilty of violating the Students' Rights and responsibilities receiving a penalty greater than "Restricted Privileges," is ineligible to hold or be elected to office.

*Section 3:* Any Student Government Association member under "Restricted Privileges" is considered to be suspended from Student Government Association until all privileges are returned.

*Section 4:* Any Student Government Association member under "Academic Suspension" is

ineligible to hold or be elected to office during suspension and one year after the end of the suspension period.

*Section 5:* Any Student Government Association member under “Disciplinary Probation” is ineligible to hold or be elected to office during probation and one year after the end of the probationary period.

*Section 6:* No Student Government Association member may violate University Policy or the Student Government Association Constitution and Bylaws.

*Section 7:* The prestige of being a member of the Student Government Association will not be used for personal gain.

### ***Article VII: Disciplinary Procedures***

*Section 1:* There are to be three levels of Disciplinary Sanctions: Censure, Suspension, and Impeachment

*Section 2:* Any Student Government Association member can have Disciplinary Sanctions placed upon them.

*Section 3:* Disciplinary proceedings can be placed for any actions as a Student Government Association member.

*Section 4:* Censure

Clause 1: Any repeated or flagrant violation of *Robert’s Rules of Order Newly Revised*, Student Government Association Constitution and Bylaws, any behavior unbecoming a Student Government Association member, or any other offenses which the Senate may deem is grounds for Censure.

Clause 2: Censure is the lightest Disciplinary Sanction.

Clause 3: Censure is approved by 51% affirmative vote by the Senate.

Clause 4: Censure can be proposed by any member of the Student Government Association.

Clause 5: Censured members lose all speaking privileges but retain voting privileges.

Clause 6: Censure proceedings can be placed on the Agenda at any time as a “Special Order.”

Clause 7: The Speaker of the Senate shall enforce Censure.

Clause 8: Censure will last for a minimum of one meeting that the censured member attends.

Clause 9: Censure can only be given twice per semester. At the third time, suspension will be applicable.

*Section 5:* Suspension

Clause 1: Any repeated or flagrant violation of *Robert’s Rules of Order Newly Revised*, Student Government Association Constitution and Bylaws, any behavior unbecoming a Student Government Association member, or any other offenses which the Senate may deem is grounds for Suspension

- Clause 2: Suspension is the next degree of Disciplinary Sanction
- Clause 3: Suspension is approved by 51% affirmative vote by the Senate.
- Clause 4: Any member of Student Government Association can propose Suspension.
- Clause 5: Suspended members will lose all rights and privileges of a Student Government Association member and will be considered as a guest at all Senate meetings.
- Clause 6: Suspension proceedings can be placed on the Agenda at any time as a “Special Order.”
- Clause 7: The Speaker of the Senate shall enforce Suspension.
- Clause 8: Suspension will last for a minimum of two meetings that the suspended member attends.
- Clause 9: Suspension can only be given once per semester. At the second time, impeachment will be applicable.

### *Article VIII: Election Codes*

- Section 1:* Organization of an Election Commission
- Clause 1: The Election Commission shall consist of one (1) Election Commissioner and (8) Election clerks. The Election Commission will be selected by the Judicial Review Board and declared eligible by the Director of Student Activities no later than November 15 of the Fall Semester for a term of one year to govern all General, Constitutional, Special Referendum, and Recall Elections.
- Clause 2: An Election Clerk from each campus will administer all satellite polling.
- Clause 3: The Student Election Commission shall be responsible for the following:
1. Attending an orientation meeting with the Director of Student Activities within seven calendar days of the formation of the Election Commission.
  2. Obtain and maintain uniformity in the application, operations, and interpretation of the Election Code.
  3. Create a violation form for use in documenting alleged violations of the Election Code.
  4. Verify that all official candidates for election are qualified to accept and run for office for which they are official candidates at the time of the election.
  5. Call required candidates meetings as needed, giving notice of its time and place at least twenty-four (24) hours in advance.
  6. Printing, distributing and collecting the candidate petitions, and the printing of all ballots.
  7. The approval by the Election Commissioner, by initials, of all material to be posted in the Election Code.
  8. Collecting the voting ballots and delivering them to the Chief Justice of the Judicial Review Board the day following the last day of the election.
- Clause 4: At least one (1) Election Clerk shall be in attendance when the polls are open. A schedule of when the Election Clerks are staffing the polls shall be submitted to the Election Commissioner no later than one (1) week prior to an election. Once the deadline has been passed, and in the event of no clerks having been appointed, it will become the immediate responsibility of the Election Commissioner to do

so. In any case, neither the Election Commissioner, nor the Election Clerks may be members of the Student Government Association or candidate running for a Student Government Association position.

*Section 2:* Type of Election

Clause 1: General Elections

1. General Elections are for the election of all positions in the Executive Council and Senate.
2. General Elections are to be held at least seven (7) days prior to the last day of school during the Spring Semester.

Clause 2: Constitutional and Special Referendum Elections

1. Constitutional and Special Referendum Elections are propositions that have been approved by a 2/3 affirmative vote of the Senate and are to be approved by the Student Government Association.
2. Constitutional and Special Referendum Elections shall be held if possible in conjunction with the General Elections.
3. The Election Commission shall publish the full text of any proposed amendments or questions at least three (3) class days prior to the election at which they are to be considered. Copies must be available to any member of the Student Association who requests one.

Clause 3: Recall Elections

1. Upon petition of five (5) percent of the members of the Student Association, the Student Government Association shall, after seven days notice, call for a special meeting of the Student Government Association. After this meeting the officer shall be given an opportunity to respond to the petition for recall.
2. The petition must be referred to the Student Association for a special recall election. A 2/3 affirmative vote of those members of the Student Association voting shall be necessary to implement the petition for recall.

*Section 3:* Declaration of Office

Clause 1: All candidates wishing to have their name on the ballot for an office in the Executive Council must submit a petition with fifty (50) signatures of members of The Student Government Association.

Clause 2: All candidates wishing to have their name on the ballot for Senate must submit a petition, with the signatures equaling to one (1) percent of the population of the Student Association in the college that they represent. All signatures for Senate must be from the college the candidate plans to represent

Clause 3: All candidates, including write-ins, must submit in person, to the Election Commissioner, an affidavit with their full name, address, telephone number, college enrolled in, Student Identification number, and acknowledge their candidacy by signing the following bearing their own legal signature in English: "I, (*Name of Candidate*), acknowledge my candidacy for the office of (*title*), and shall, if elected, accept the duties and responsibilities of the office. I am a member of the Student Association of the University of Houston-Downtown not under

academic or disciplinary probation and am qualified, as prescribed by the Student Government Association of the University of Houston-Downtown Constitution and Bylaws, to accept and run for the office for which I am a candidate. I have also received, read, and fully understand the Constitution and Bylaws of the Student Government Association of the University of Houston-Downtown.”

Clause 4: All candidates wishing to have their names on the ballot must declare their candidacy according to these Bylaws to the Election Commissioner by 5:00 pm of the Friday of the week prior to the first day of elections.

Clause 5: All write-in candidates must submit their affidavit no later than seventy-two (72) hours prior to the first scheduled voting day.

Clause 6: Write-in candidates may run for any position within the Student Government Association except for positions in the Judicial Review Board.

*Section 4: Campaigning*

Clause 1: All candidates must follow the University of Houston-Downtown Posting Policies.

Clause 2: No campaigning is allowed within twenty-five (25) feet of the balloting that is taking place.

Clause 3: No person shall destroy or deface poster, pamphlets, or campaign material.

Clause 4: No person shall disrupt or prevent legal and orderly campaign by any person.

Clause 5: Groups and Clubs, either whole or in part, shall not endorse any candidate for a Student Government Association Office without giving all candidates for the office a fair and open hearing to express their views.

Clause 6: Any person wishing to distribute and/or post any campaign material must wait until the Election Commission gives official notification of candidacy.

Clause 7: Write-in candidates shall be subject to the campaign rules as are any candidate.

*Section 5: Administration of the Election*

Clause 1: There is not to be partisan involvement in a student election on the part of any non-student employee of the University of Houston-Downtown, except to announce the impending student elections and urge students to vote.

Clause 2: At least one (1) Justice (Chief or Associate) of the Judicial Review Board must be present at the polling places at all times during the Student Government Association elections.

Clause 3: The marking of ballots by each voter is to be done not more than ten (10) feet from the polling station.

Clause 4: A potential voter shall vote by presenting a valid University of Houston-Downtown Student Identification Card. After the voter's identification has been established, the voter will sign their legal signature, in English, beside their name in the 12-day class book.

Clause 5: Any voter whose name does not appear on the 12-day class roster must present written certification from the Record's Office.

Clause 6: No student identification on the official ballot is necessary.

Clause 7: For the purpose of accountability, the ballots will be consecutively numbered prior to their use and will be issued in numerical order to the properly identified

- voters by the Election Clerk
- Clause 8: Incorrectly marked sections of the ballots will be voided and not counted. Clear instructions will be made available to the students on how to mark the ballots, but this information must not be given in a partisan manner.
- Clause 9: A list of all eligible candidates and their office and any propositions to be voted on in the upcoming election shall be posted throughout campus on bulletin boards at least two (2) days prior to the election.
- Clause 10: A voter who accidentally spoils or erroneously prepares the paper ballots may return the ballot and receive a new one.
- Clause 11: All spoiled ballots are to be given to an Election Clerk, folded, the word “void” written across the back and placed in the ballot box.
- Clause 12: Representatives of official candidates may be in attendance during voting hours, provided they present a signed statement from the candidate they represent. These representatives may observe but may not speak or campaign within the polling boundaries established. The candidate will be warned no more than once, under penalty of disqualification, for violation of this clause. Upon the second violation after warning has been given, the clerk will present to the commissioner the name of the violating representative and the candidate who they represent to be forwarded to the Judicial Review Board.
- Clause 13: No less than five (5) copies of this Constitution and Bylaws shall be forwarded to the Judicial Review Board.
- Clause 14: A designated polling place shall be established no less than one (1) week prior to the first day of voting. Announcements must be circulated stating the chosen polling place, the dates and times that the polls will be open. The polling place may be changed from election to election at the discretion of the Election Commissioner. The polling place must be in an area of high student traffic where a controlled entrance and exit will be maintained with marked boundaries. Any posters or campaign material visible from within the polling place shall be removed prior to the opening of the polls.
- Clause 15: The ballot box will be closed at the end of the voting time limit and safety tape attached on the lid and locked by the Election Commissioner in the presence of the Director of Student Activities.
- Clause 16: No person may:
1. Open the ballot box without the authority to do so.
  2. Vote or offer to vote in the name of another person.
  3. Vote or offer to vote more than once in the election.
  4. Induce, abet, or procure a person who has voted previously in an election to vote again.
  5. Fraudulently deceive or mislead any voter or election official.
  6. Induce or attempt to induce fear in any voter or election official.
- Clause 17: Elections shall be held two (2) days, one day being a Monday or Wednesday and the second day being a Tuesday or Thursday.
- Clause 18: The polling place shall be open three (3) hours during the day for day students and three (3) hours at night for night students each day of the elections.
- Clause 19: The Director of Student Activities or their designate to represent the university

shall be present at least in the opening and closing of the polls.

*Section 6:* Tallying of Votes

Clause 1: The ballots will be counted by the Election Commissioner, assisted by the Election Clerks, only in the presence of the Director of Student Activities or their designate to represent the university, a Justice (Chief or Associate) of the Judicial Review Board, the candidate, one (1) guest of each candidate, any current member of the Student Government Association, and no more than two (2) representatives from The Dateline.

Clause 2: No ballots shall be counted or tallied until the polls are closed and the 12-day class book and the number of vote's casts are crosschecked for validity. The Election Commissioner shall set forth in writing the number of votes cast for each person, the total number of votes cast for and against each constitutional amendment, referendum, or other question. Portions of the ballot not marked or marked in such a manner that the intention of the voter cannot be fairly ascertained, shall not be counted. The Election Commissioner and not less than two (2) Election Clerks, who were witnesses to the counting and tallying, shall sign a statement certifying the results of the election.

Clause 3: Votes for a candidate not complying with this Constitution and Bylaws will be null and void.

Clause 4: Immediately upon the closing of the polling place, the Election Commission shall count all unused ballots. The Election Commissioner shall verify the count of unused and spoiled ballots. All unused and spoiled ballots shall be destroyed.

Clause 5: The Chief Justice of the Judicial Review Board shall by proclamation announce the results of the election. The Chief Justice of the Judicial Review Board shall post a copy of the certified results in a public place and send a copy of the results to the President of the Student Government Association and Director of Student Activities.

Clause 6: Those candidates with a five (5) percent margin from the winning candidate requesting a recount must do so in writing to the Judicial Review Board within seventy-two (72) hours.

Clause 7: The ballots shall be placed in a locked container signed and sealed by the Director of Student Activities, who will store them for safekeeping and future reference.

Clause 8: Each candidate shall be notified individually of the results within a twenty-four (24) hour period, or if a candidate cannot be notified verbally, in writing within seven (7) days by the Election Commission.

Clause 9: The results shall be posted in a prominent place and published in The Dateline.

*Section 7:* Contesting an Election

Clause 1: An election may be contested by the presentation of a petition signed by fifty (50) members of the, Student Association to the Judicial Review Board within seven (7) days of the posting the results.

Clause 2: The Judicial Review Board will rule on the validity of the election under the Constitution and Bylaws of the Student Government Association and all other rules that are applicable.

- Clause 3: The Judicial Review Board may uphold the results of the election or direct the Election Commission to rerun all or part of the election.
- Clause 4: The ruling of the Judicial Review Board shall be binding upon the Election Commission, Executive Council, and the Senate.
- Clause 5: Provisions that shall be considered in determining a new election:
1. A five (5) percent inconsistency of ballots and names being registered.
  2. Any breach to the Election Code by the candidate or the Election Commission.
  3. Any candidate participating in the election procedure in any way other than being a candidate.
  4. Any other inconsistency that the Election Commission feels is justified.
- Clause 6: If the Judicial Review Board calls for a new election, the new election shall take place within three (3) days of the ruling.

### ***Article IX: Budget Procedures***

- Section 1:* Based on a total dollar figure approved by the Student Service Fee Committee, the President—in consultation with the Executive Council—shall prepare an itemized, internal Student Government Association budget for the expenditure of Student Government Association funds in anticipation of the next fiscal year (September 1st -August 31st).
- Section 2:* The President shall prepare an itemized, internal Student Government Association budget during the summer sessions.
- Section 3:* The President shall present an itemized, internal Student Government Association budget to the Senate no later than the 1st Senate meeting of the Fall Semester.
- Section 4:* The Senate with 51% affirmative vote shall approve with or without amendments the itemized, internal Student Government budget.
- Section 5:* Prior to expending any budget approved Student Government Association funds, authorized Student Government Association agents designated to spend money shall inform the Senate prior to the actual commitment or spending of any funds.

### ***Article X: Amendments***

- Section 1:* Proposed amendments to the Bylaws must be submitted to the President and Speaker of the Senate of the Student Government Association.
- Section 2:* After being formally read to the Student Government Association, that amendment will be voted upon by the Senate after one (1) week elapsed.
- Section 3:* A 2/3 affirmative vote of the Senate shall be required to approve an amendment to the Bylaws.
- Section 4:* Individuals and groups within the Student Association may use their powers of legislative initiative to amend the Bylaws through the Senate.
- Section 5:* All approved amendments will be incorporated into the body of the Student Government Association Bylaws in the appropriate places.

### ***Article XI: Ratification***

- Section 1:* All previous Bylaws of the Student Government Association of the University of Houston-Downtown are null and void.
- Section 2:* These Bylaws stand approved as of the 7<sup>th</sup> day of May 2004.

*Section 3:* These Bylaws shall take affect on the 7<sup>th</sup> day of May 2004.

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JB Bobbitt, President  
Student Government Association

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Scottie Attaway, Director of Student  
Activities Advisor to the Student  
Government Association