

Constitution of the University of Houston-Downtown Student Government Association

ARTICLE I. NAME

The name of this organization shall be the University of Houston-Downtown Student Government Association, hereinafter referred to as the SGA.

ARTICLE II. PURPOSE

The Student Body of the University of Houston-Downtown hereby establishes this Student Government Association as its official representative to institutional shared governance. The SGA represents the Student Body in voicing concerns, promoting interests, and advocating for student life and academic concerns at the University of Houston-Downtown.

ARTICLE III. MEMBERS

Section One. Composition.

The SGA shall consist of its officers, an advisor, and a legislative body of senators elected at-large from the Student Body and consisting of one senator for every 550 University of Houston-Downtown FTE students, rounding up. The actual number of senators shall be determined by the end of September using full time, student enrollment data from the start of the fall semester.

Section Two. Senators.

A. Qualifications. Senators shall:

1. Be full time students at the University of Houston-Downtown.
2. Maintain a minimum cumulative grade point average of 2.50.
3. Participate in at least two (2) training sessions per academic year conducted by the University.
4. Be in good academic and social standing as determined by the SGA Advisor
5. Have not been previously removed from office in the SGA.

B. Election.

1. Threshold. The Student Body shall elect, by printed or electronic ballot, the senators through plurality at-large voting.
2. Eligibility of voters. The Student Body consists of fee-paying students enrolled in classes at the University of Houston-Downtown as determined by the Registrar's Office.
3. Timing. Election of SGA senators shall be held annually the week after the first Friday in April.
4. Additional ballots. Should there be a tie among candidates polling lowest for the last available office, only the names of the candidates tied will be placed on a new ballot and a new election shall be conducted within ten (10) days of the original election date.

5. Acclamation. If there is only one candidate for an office, the office may be filled by acclamation.

C. Term of Office.

1. Term. Senators shall serve a term of office of one year or until a successor is elected and installed. The term of office starts immediately upon their election.
2. Term Limits. Individuals may only serve in one office at a time. There is no limit to the number of terms that a student may serve as a senator.

D. Compensation.

Senators shall receive compensation for their service as identified in the SGA Bylaws.

E. Removal and Resignation.

1. Removal. A Senator shall be removed from office for any of the following reasons:
 - a. Failing to maintain good standing with the University.
 - b. Failing to attend three (3) consecutive SGA meetings.
 - c. As a result of successful disciplinary proceedings against the senator, conducted as per the SGA's disciplinary process, in which removal from office is the recommended sanction.
2. Resignation. A senator may resign by submitting a request in writing to the SGA Secretary or SGA Advisor. A resignation is effective upon receiving a majority of the legal votes cast in an SGA regular meeting at which the request is considered.

F. Vacancies.

Vacancies shall be filled by the candidate receiving a majority of the legal ballot votes cast by members present and voting in an election at a regular or special meeting of the SGA, for which at least ten (10) days' notice of the vacancy has been given to the University of Houston-Downtown Student Body.

Section Three. Advisor.

A. Selection.

The advisor to the SGA shall be appointed by the Office of the Dean of Students and shall serve a term of service at the discretion of that office. The advisor may attend SGA and Executive Board meetings and participate in discussion and debate, but may not vote, make motions or second motions, and do not count toward a meeting's quorum requirement.

B. Responsibilities.

The advisor shall:

1. Supports the SGA and its officers in planning events, making decisions and representing the Student Body.
2. Serve as a liaison between the SGA and University of Houston-Downtown staff and administrators.
3. Assist with the interpretation of University policies and procedures.
4. Meet regularly with officers and members to educate them on:

- a. Preparing for meetings with the University President.
- b. Participation on University committees.
- c. Professional conduct.
- d. Issues of confidentiality.
- e. University purchasing procedures.
- f. University event planning processes.

ARTICLE IV. OFFICERS

Section One. Officers.

The officers of the SGA shall be a President, a Vice President, a Secretary, and a Treasurer.

Section Two. Duties.

A. President. The president shall:

5. Chair meetings of the Executive Board.
6. In the absence of the Vice President, chair meetings of the SGA.
7. Serve as, or appoint a designee to serve as, a representative to University of Houston-Downtown boards and committees as requested by the administration.
8. With confirmation by the SGA, appoint senators to serve as chairpersons for SGA committees unless otherwise specified in this constitution.
9. With confirmation by the SGA, appoint members of the Student Body to serve as members of SGA committees unless otherwise specified in this constitution.
10. Maintain regular office hours as outlined in the SGA bylaws.
11. Perform other duties as prescribed in this constitution, or in the parliamentary authority adopted by the SGA.

B. Vice President. The vice-president shall:

1. Chair meetings of the SGA.
2. In the absence of the President, chair meetings of the Executive Board.
3. Notify officers, committee members, and senators of their election, appointment, or removal; furnish committees with whatever documents are required for the performance of their duties and have on hand at each meeting a list of existing committees and their members.
4. Conduct on-boarding activities for new members of the SGA.
5. Maintain regular office hours as outlined in the SGA bylaws.
6. Perform other duties as prescribed in this constitution, or in the parliamentary authority adopted by the SGA.

C. Secretary. The secretary shall:

1. Maintain a record of the proceedings of the SGA and the Executive Board and provide a draft copy to the membership for review prior to the meeting in which the minutes are to be approved.
2. Maintain the SGA's official membership roll and call the roll when requested or required.

3. Be responsible for conducting official correspondence as requested or required by the SGA.
4. Maintain electronic files and records in which this constitution, the bylaws, and any other documents of the SGA are entered, with any amendments to these documents properly recorded, and have the current electronic files on hand at every meeting.
5. Maintain regular office hours as outlined in the SGA bylaws.
6. Perform other duties as prescribed in this constitution, or in the parliamentary authority adopted by the SGA.

D. Treasurer. The treasurer shall:

1. Maintain a record of SGA funds and SGA-funded accounts which conforms to standard University of Houston-Downtown financial record-keeping practices.
2. Oversee the distribution of funds, the collection of fees, and the payment of debts as directed by the SGA.
3. Make a financial report at the second regular SGA meeting of each month during the academic year.
4. Advise student organizations of correct SGA and University of Houston-Downtown financial procedures. Maintain regular office hours as outlined in the SGA bylaws.
5. Perform other duties as prescribed in this constitution, or in the parliamentary authority adopted by the SGA.

Section Two. Election.

A. Qualifications. SGA Officers shall:

1. Be full time students at the University of Houston-Downtown.
2. Maintain a minimum cumulative grade point average of 2.50.
3. Be in good academic and social standing as determined by the SGA Advisor.
4. Participate in at least two (2) training sessions per academic year conducted by the University.
5. Have not been previously removed from office in the SGA.

B. Timing.

1. General Election. Election of SGA officers shall be held annually during the week after the first Friday of April.
2. Restorative Election. Should the April election fail to attract viable candidates, resulting in the offices of President and Secretary being unfilled, an election shall be held within 10 days of the Census Date in September.

C. Voting.

1. Threshold. The Student Body shall elect, by printed or electronic ballot, the officers of the SGA. A plurality vote shall elect.

2. Eligibility. The Student Body consists of fee-paying students enrolled in classes at the University of Houston-Downtown as determined by the Registrar's Office.
3. Additional Ballots. In the event of a tie for any office, only the names of the candidates tied will be placed on a new ballot and a new election shall be conducted within ten (10) days of the original election date.

D. Acclamation.

If there is only one candidate for office, the office may be filled by acclamation.

E. Term of Office.

1. Term. Officers shall serve a term of office of one year or until a successor is elected and installed. The term of office starts immediately upon their election.
2. Term Limits. Individuals may only serve in one office at a time. Individuals may only serve two (2) terms as an elected officer.

F. Removal and Resignation.

1. Removal. An officer shall be removed from office for any of the following reasons:
 - a. Failing to maintain good standing with the University.
 - b. Failing to attend three (3) consecutive SGA meetings.
 - c. As a result of successful disciplinary proceedings against the officer, conducted as per the SGA's disciplinary process, in which removal from office is the recommended sanction.
2. Resignation. An officer may resign by submitting a request in writing to the SGA Advisor. A resignation is effective upon receiving a majority of the legal votes cast in an SGA regular meeting at which the request is considered.

G. Vacancies.

1. Office of the President. A vacancy in the office of SGA President shall be filled by the SGA Vice President.
2. Other Officers. An officer vacancy, other than that of SGA President, shall be filled by special election to occur within 15 days of the SGA regular meeting in which the vacancy is announced.

Section Three. Compensation.

Officers shall receive compensation for their service as identified in the SGA Bylaws.

ARTICLE V. MEETINGS

Section One. Regular Meetings.

A. Frequency.

Regular meetings of the SGA will be held bi-weekly each semester on [Day of the Week Determined by SGA Administration] at a time specified in the Bylaws unless otherwise decided by the membership. The first meeting of each semester or session shall occur in the second week of classes.

B. Public Access.

Regular meetings shall be open to the public except for portions of meetings held in “executive session”.

C. Open Forum.

Regular meetings shall provide an opportunity for non-elected members of the Student Body to address the SGA.

D. Order of Business.

Regular meetings shall be conducted in accordance with an order of business outlined in the SGA Bylaws.

E. Length of Meetings.

Regular meeting shall not exceed 90-minutes in length, unless otherwise ordered by the membership.

Section Two. Special Meetings.

Special meetings may be convened at the request of the SGA President or upon the written request of seven (7) other members of SGA. The purpose of the meeting shall be stated in the call. Except in cases of emergency authorized by the SGA Advisor, at least 72-hours’ notice shall be given to members by telephone, in writing, or electronic means.

Section Three. Quorum.

The quorum for regular and special meetings of the SGA shall be a majority (i.e., more than half) of the membership.

Section Four. Rules of Conduct.

ARTICLE VI. EXECUTIVE BOARD

Section One. Composition.

The Executive Board shall be composed of the SGA officers, standing committee chairs, and the SGA Advisor.

Section Two. Powers.

A. Conducting Business.

The Executive Board shall be authorized to conduct the business of the SGA between academic semesters or in an emergency as authorized by the SGA Advisor, except for authorizing expenditures exceeding \$1000.

B. SGA Meeting Agenda.

The Executive Board shall create a proposed agenda for each regular meetings of the SGA. The agenda shall be approved upon receiving a majority of the legal votes cast by members present and voting.

Section Three. Meetings.

A. Regular Meetings. The Executive Board shall meet weekly on [DAY OF THE WEEK] at a time and place designated at least 48 hours in advance by the President. The President shall provide an agenda for the meeting at least 24 hours in advance.

B. Special Meetings.

Special meetings of the Executive Board may be called by the President or upon the written request of two (2) other members of the Executive Board. The purpose of the meeting shall be stated in the call. Except in cases of emergency authorized by the SGA Advisor, at least 48 hours' notice shall be given to members by telephone, in writing, or electronic means.

C. Quorum.

The quorum for regular and special meetings of the SGA shall be a majority (i.e., more than half) of the membership.

ARTICLE VII. COMMITTEES

Section One. Standing Committees.

A. Committees.

There shall be the following SGA standing committees: 1) Community Outreach Committee; 2) Nominations and Elections; 3) Public Relations and Marketing; and the 4) Student Engagement Committee.

B. Composition and Duties.

1. Community Outreach Committee shall provide engage with and construct service-oriented relationships for the Student Body within the community of the City of Houston. The committee shall consist of five (5) members including a chair, nominated by the SGA President, and confirmed by the SGA.

2. Nominations and Elections Committee shall be responsible for the coordination and supervision of Student Government Association elections. The committee shall consist of five (5) members including a chair, nominated by the SGA President, and confirmed by the SGA. The committee shall be appointed no later than two (2) weeks after the start of the semester and shall disband after each election has been completed. Members may not be candidates in the election to be conducted.

3. Public Relations and Marketing Committee shall organize and maintain a social media presence on behalf of the SGA and publicize items of interest to the Student Body. The committee shall consist of seven (7) members including a chair, nominated by the SGA President, and confirmed by the SGA. All members must hold office within the SGA.

4. Student Engagement Committee shall be responsible for planning and organizing events which increase the visibility of the SGA. The committee shall consist of five (5) members including a chair, nominated by the SGA President, and confirmed by the SGA. All members must hold office within the SGA.

Section Two. Special Committees.

Special Committees shall be created as ordered by the SGA. Special Committees shall consist of a chairperson and at least two (2) other members, nominated by the SGA President and confirmed by the SGA.

Section Three. Powers of Committees.

Unless otherwise stated, committees are not authorized to act on their own will. Committees shall make recommendations to the SGA for any action that is to be taken on behalf of the SGA. Committees shall report as required or when requested by the SGA to do so.

Section Four. Membership.

Unless otherwise stated, committees shall have as their chairs members of the SGA. Their membership may be comprised of any member of the University of Houston-Downtown Student Body.

Section Five. Representation on University Committees.

Students appointed by the SGA President to serve on University of Houston-Downtown committees shall:

1. Attend University committee meetings as their schedule permits, notifying the SGA Secretary when they are unable to do so.
2. Report on the work of their assigned committee as required or requested by the SGA.
3. Communicate to the committee the wishes and expectations of the Student Body as voted upon by the SGA.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

The most recent edition of *Robert's Rules of Order Newly Revised* shall govern the SGA in cases to which they are applicable and in which they are not inconsistent with this Constitution and any Bylaws or special rules the SGA may adopt.

ARTICLE IX. AMENDMENTS

Section One. Amendments.

This Constitution may be amended by the affirmative vote of two-thirds of those SGA members present and voting at a regular meeting of the SGA. The amendment must have been announced to the Student Body at least thirty (30) days prior to the meeting in which it is considered. The notice shall include the complete text of the proposed amendment.

Section Two. Effective Date.

Amendments to this Constitution shall take effect at the adjournment of the meeting at which they are adopted unless otherwise provided.

**BYLAWS FOR THE STUDENT
GOVERNMENT ASSOCIATION OF
THE UNIVERSITY OF HOUSTON-DOWNTOWN**

Revised October 5, 2022

ARTICLE I. BYLAW AUTHORITY

The Student Government Association shall operate under the guidance of these Bylaws. Should the Bylaws conflict with the Student Government Association Constitution, the Constitution shall stand as the preeminent document.

ARTICLE II. MEMBERSHIP

SECTION I. Code of Ethics

General Ethics

- (a) Public service is a public trust. It is the SGA official's responsibility that the UHD community has complete confidence in the integrity of their representative leaders.
- (b) SGA officials pledge to uphold the SGA Constitution, Rules and Procedures, and University of Houston-Downtown's Student Code of Conduct.
- (c) SGA officials pledge to perform duties efficiently and with the best of thought.
- (d) SGA officials pledge to never discriminate by giving one group or person special favors.
- (e) SGA officials pledge to make no private promises or have any private agendas since they are working for what is in the best interests of the UHD community.
- (f) SGA officials pledge to be of good repute at all times because they represent the standards of the UHD community.
- (g) SGA officials pledge to expose corruption wherever found.

General Meetings

- (a) SGA officials pledge to come to meetings prepared and knowledgeable of the matters at hand to best serve the UHD community.
- (b) SGA officials pledge to provide meeting agendas at least three (3) business days prior to scheduled meetings, unless meeting is called on the basis of an emergency.
- (c) SGA officials pledge to be responsible for learning the basic parliamentary procedures listed in Robert's Rules of Order.
- (d) SGA officials pledge to conduct themselves in a professional manner always realizing that they are the embodiment of the morals and standards of the UHD community.
- (e) SGA officials pledge to conduct only public business at general meetings. Meetings are not a forum to discuss private and personal matters.
- (f) SGA officials pledge not to use the meetings as a platform to propel themselves favorably into the public's eye but to earn public favor through good work.
- (g) SGA officials pledge to prohibit all communiqués—notes not pertaining to official business, phones, talking—from the meeting.
- (h) SGA officials pledge not to use the meeting to endorse an event that would be deemed disreputable, immoral, or unethical in the eyes of the UHD community; or in violation of UHD or UH System policies.

Committees

Committees include committees within SGA as well as appointments by UHD officials.

- (a) SGA officials pledge to abide by all guidelines listed in General Meeting Guidelines of the Code of Ethics.
- (b) SGA officials pledge to present a detailed report of the minutes of the meeting to be uploaded to the SGA website within three (3) business days after a meeting, the SGA shall make copies of the respective minutes available to all interested parties.
- (c) SGA officials pledge to act in the best interests of the students.
- (d) SGA officials pledge not to reveal any confidential information discussed in the committee, including but not limited to, the discussion of nominees, appointments, and interviews (including questions asked).
- (e) SGA officials pledge to move to table all motions that arise on behalf of the students where either they are not knowledgeable of in the matter, or where student consent is needed.
- (f) SGA officials pledge to attend all University committee meetings dutifully, always remembering that they are the student voice on these committees and are the liaison between the faculty and student body.

SECTION II. Grievance Process

The purpose of the grievance process is to provide an avenue to submit a concern or complaint that could not be resolved directly with the involved individuals.

All complaints should be initially addressed in accordance to the [Student Handbook](#),

If an issue arises within the Student Government Association, it should be addressed by the following process.

- (a) Address the matter between the involved parties and work toward an amicable solution that is fair for all parties.
- (b) In matters where an agreement is not met between the involved individuals, it should be brought to the attention of the SGA advisor for mediation in working toward an amicable resolution that is fair for all parties.
- (c) In matters that are purely organizational, the decision of the SGA advisor is final.
- (d) Conduct Officer(s), depending on the issue at hand.
- (e) For issues related to **Title IX/Sexual Misconduct**, please complete the [Sexual Misconduct Form](#).
 - For issues related to **discrimination of a protected class**, please complete the [Title IX Form](#).
 - For issues related to **student conduct**, please complete the [Student Conduct Incident Report Form](#).

The Student Complaint Form should not be used to report emergencies and/or criminal activity. Please direct emergencies and reports of a crime to UHD Police at 713-221-8065.

SECTION III. Training

SGA officers and senators are required to attend at least two (2) trainings or workshops per administration, and all mandatory trainings determined by the SGA advisor. Trainings will include but are not limited to those offered by the UHD. The following trainings will be offered throughout each administration, however, additional training opportunities may be presented and considered by the SGA.

- (a) New members' training will occur at the beginning of each new administration and will cover the following information:
 - Defining your purpose, mission and vision of SGA.
 - Constitution and bylaw review.
 - UHD Policy and Procedural and Business Processes: Purchasing, Reservations, Travel, and other related procedures.
 - Review Roberts Rule of Order: How to structure and run effective meetings.
 - Team Building: Getting to know your team, how to effectively communicate with your team members, how to solve problems on your leadership with a "Win - Win" philosophy.
 - Leadership Development: How to become leaders that engage people so they want to follow.
 - How to provide leadership, oversight and support to your already existing clubs and organizations as well as inspire students to start new ones.
 - How to market your events so you don't have to worry about attendance again
- (b) American Student Government Association (ASGA) Training (beginning of the term) Focus: How to avoid common pitfalls of SGA.
- (c) Mid-Term review will occur during the middle of the current administration's term as scheduled by the SGA advisor. The Mid-Term Review will cover the following information.
 - A review current progress and determine if additional training is needed.
 - Election Process: What is it, and how will we achieve it.
 - Transition Plan: Closing out the current administration and installing a new administration.

SECTION IV. Election Process

The purpose of this Election Code is to outline the process and procedures for all elections held under the jurisdiction of the University of Houston-Downtown Student Government Association Election Commission. Elections will occur in the following facets: Spring elections will be the standard election process and will occur mid- February - March. In matters of a failed election, there is an opportunity for a Fall election, which will occur mid- September- October.

- (a) **Positions:** Students may run independently for one of the following positions but cannot hold multiple positions within the same organization.
 - a. **Officers:** Students running for an officer position had to have been an on-campus student for at least one semester and earned credits.

- i. President
 - ii. Vice President
 - iii. Secretary
 - iv. Treasurer
- b. Senators
 - i. Undergraduate- College of Humanities and Social Sciences
 - ii. Graduate- College of Humanities and Social Sciences
 - iii. Undergraduate- Marilyn Davies College of Business
 - iv. Graduate- Marilyn Davies College of Business
 - v. Undergraduate- College of Public Service
 - vi. Graduate- College of Public Service
 - vii. Undergraduate- College of Science and Technology
 - viii. Graduate- College of Science and Technology
- c. **The Election Commission-** The Election Commission shall consist of one (1) commissioner and four (4) Election Clerks (if appointed). The Election Commission may not have been University of Houston- Downtown Student Government Association members for at least one (1) full academic year (Fall and Spring Semester). The Election Commission will be selected by the SGA President and declared eligible no later than the second week of February for Spring elections or September for Fall elections for a term of one academic year (or long semester for Spring elections).
 - i. Election Commission members must have a minimum cumulative GPA of 2.50.

(b) Applications: Electronic applications shall be developed by a University owned data collection software (i.e., Qualtrics) and distributed to the student body. The application will be open no longer than one (1) week. Qualifications for the applicant are as follows:

- a. Minimum 2.50 cumulative GPA
- b. Good academic standing
- c. No open or previous disciplinary/conduct findings
- d. No academic honesty violations
- e. Good financial standing (No past due balances owed to the UH System)

(c) Application Confirmation: SGA applications will be confirmed by the Dean of Students Office. Review of the applicants should occur within one (1) week of the application closure.

(d) Meet with the Candidates: Once the applicant's eligibility is confirmed, the applicant will now be addressed as the candidate. Candidates will have one (1) week to

- a. Address the rules of the campaign
- b. Take UHD approved photos

(e) The Campaign-Candidates will plan and campaign over a period of two (2) weeks to solicit votes from currently enrolled UHD students.

- a. If using a campaign flyer to post around campus, it has to be pre-approved by the Office of Student Activities before posting per UHD policy
- b. Video and social media campaigns must be pre-approved by the Election Commission

(f) Electronic Ballad (One week)

- a. Electronic ballads will be distributed to the student body through UHD owned communication methods including, but not limited to Campus Groups, Gator

Blast, social media, posters, and television monitors for no more than one (1) week.

(g) Review results

- a. Once ballots are distributed and results are collected, the Election Commission will tally the results. Any proved actions of fraud or obstruction made by the Election Commission will be investigated by the Assistant Dean of Students or designee.

(h) Release the Results

- a. The winner of the election will be announced to the UHD community by UHD owned communication methods and events.

SECTION V. Compensation for Officers and Senators

SGA Scholarships will be rendered based on the services performed by officers and senators while serving the Student Government Association.

- (a) Two (2) equal payments will be disbursed to members once per semester. Payment 1 (one) will be disbursed on or around January 1 for the pay period June 1- December 31. Payment two (2) will be disbursed on or around June 1 for the pay period January 1- May 31.
- (b) If members resign from their position at any point during their term, a payment will be issued to the member in the amount equal to the time served in their role/position. For example: If the member resigns from or is removed from their position in October, the member will be paid from the pay period of June 1- October 31. If the member starts a position in November, the member will be paid from November 1 through December 31 and will receive payment for this time period on or around January 1.

Stipends	Received
President	\$2,500.00
Vice-President	\$2,500.00
Secretary	\$2,500.00
Treasurer	\$2,500.00
Student Engagement Chair	\$1,000.00
Public Relations and Marketing Chair	\$1,000.00
Community Outreach Chair	\$1,000.00
Nominations and Elections Chair	\$500.00
Senators (8 x \$500)	\$4,000.00

SECTION VI. Office hours

All Officers of the SGA are required to maintain office hours in the SGA Office. The President, Vice President, and all Cabinet Level Officers shall respectively maintain a minimum of ten (10) office hours in the SGA Office each week during the respective Officer's term. All Senators shall respectively maintain a minimum of five (5) office hours in the SGA Office each week during the respective Officer's term.

- (a) Office hours should include day, evening, and online hours, and shall be posted on the SGA Office and SGA webpage, and maintained regularly.

SECTION VII. Social Media and Password Protection

Social media passwords must be updated each term year to maintain security of each platform.

- (a) Password must be changed at the end of the term and a new password established and distributed at the start of a new administration.
- (b) All social media passwords should be maintained through the general UHDSGA@uhd.edu
- (c) Changes in password before the end of the current administration's term must be approved by the SGA Advisor and maintained through UHDSGA@uhd.edu.

SECTION VIII. Access and Property Management Post Term Expiration

In each administration, SGA members are granted exclusive access to the SGA email, office space, computers and more. At the end of the administration member's access to such entities will be revoked.

- (a) Physical Keys (If provided) will be returned to SGA advisor at the end of each term.
- (b) Electronic Proximity Key Cards will be returned to SGA advisor. If the keys are not returned, or lost, the card will be deactivated immediately.
- (c) SGA Email account access will be removed and re-established at the start of the next administration
- (d) Any other property that belongs to UHD and or SGA will be returned, otherwise a financial hold will be placed on the members' student account comparable to the estimated value of the items in question.

SECTION IX. Marketing Committee

The objective of the Marketing Committee (MC) will be to help promote the SGA through appropriate use of social media, bulletin boards, flyers, and related. as necessary to effectively communicate with the student body and UHD community about current activities and events.

- (a) The MC may work in conjunction with other committees to assist with relevant marketing projects.
- (b) The MC may be chaired by officers of the Student Government Association.
- (c) The MC Chair will delegate responsibilities to committee members. These responsibilities include, but are not limited to the following:

- a. Update the website frequently to appropriately reflect minutes from the most recent meetings, current objectives, and members of the SGA.
- b. Update the SGA Facebook page, Twitter, and Instagram at least once per week, more often as necessary. These updates include, but are not limited to the following: meeting reminders, upcoming activities and event reminders, project updates, sharing links to university news, highlighting SGA members, create fliers to be approved by SGA officers and University Marketing at least three (3) weeks in advance of activities and events.
- (d) Members of the MC shall attend all events hosted and attended by SGA for the purpose of taking pictures/video.
- (e) Shall update the website (uhd.edu) as suggested by the SGA officers.
- (f) Shall keep records of media that mention SGA including UHD News, UHD social media, and other professional media
- (g) Shall coordinate all campus wide programming sponsored by SGA.

SECTION X. Maintaining Electronic Files and Records

The SGA Secretary shall maintain all electronic records and files of the Student Government Association.

- (a) The Secretary shall record the minutes of all Officer Board Meetings, General Assemblies and Senate Meetings, and update the minutes to the UHD website within three (3) business days after a meeting.
- (b) The Secretary shall make copies of the respective minutes available to all interested parties.
- (c) The Secretary shall record the attendance of all meetings and events including General Assemblies by way of electronic sign-in.

SECTION XI. Frequency of Regular Meetings

The SGA will meet regularly amongst themselves and General Assemblies

- (a) The SGA officers shall meet at least once a week for the duration of their term and must be open to all Officers of the Student Government Association.
- (b) The SGA officer meetings shall be called and presided over by the President of the Student Government Association. The President shall notify the officers forty-eight (48) hours in advance with the subject, time, and location of the meeting. The President shall provide an agenda for the meeting twenty-four (24) hours in advance. The President has the power to appoint any individual to fulfill his or her duties, though responsibility for their fulfillment ultimately rests upon the President.

- (c) An excused absence shall be granted only on the grounds of conflicting class schedules or shared governance meetings.

All previous bylaws of the SGA constitution are null and void.