



*The Constitution for the Student Government
Association of Heritage University*

Constitution for the Student Government Association of Heritage University

Article I- Preamble

With the creation of a unified student government, we the student leaders promise to:

- Support the communication between Student, Faculty, and Staff
- Provide extra-curricular activities that will enhance students' educational and professional goals
- Represent the student body interest in working with university administration
- Encourage and create student enthusiasm in school activities that will promote campus unity and leadership development
- Respect the individuality and diversity of the student body and our local community

Article II- Name

The name of this organization shall be the Student Government Association (SGA) of Heritage University. It shall be overseen by the SGA Student Senate.

Article III- Student Government Association Student Senate

Section I- The SGA Student Senate shall be composed of the following:

- A) Executive Board:
 - President
 - Vice-President
 - Secretary
 - Finance and Budget Director
 - Director of Public Relations
 - Projects and Special Events Coordinator
 - Director of Social Media
 - Chair of the Leadership Committee
- B) One (1) Senator from each student club/organization that is recognized by Heritage University.

Section II- Duties and term of the Student Senate Executive Board shall be as follows:

A) President:

- 1) Presides and facilitates over all Student Senate meetings.
- 2) Voices SGA concerns to Heritage University administration.
- 3) Represents the SGA at Heritage University functions.
- 4) Solicits support for the SGA of Heritage University.

Term of office will last for one year from June 1 to May 30 and may be re-elected to the same office for a total of no more than two terms.

B) Vice-President:

- 1) In the absence of the SGA president, assumes presidential duties.
- 2) Assists the SGA president in elected duties.
- 3) Maintains order utilizing Roberts' Rules of Order during Student Senate meetings.
- 4) Serves as the chair of the Election Committee.

Term of office will last for one year from June 1 to May 30 and the vice-president may serve only one term in this office.

C) Secretary:

- 1) Record and maintain typed minutes of all Student Senate meetings.
- 2) Distributes minutes of all general Student Senate meetings to the HU Community.
- 3) Post copy of all general Student Senate meeting minutes on the SGA bulletin board.
- 4) Distributes minutes of all Executive Board meetings to all Student Senate Executive Board officers.

Term of office will last for one year from June 1 to May 30 and the secretary may serve only one term in this office.

D) Finance and Budget Director:

- 1) Record and maintain all financial records, including budget requests, and prepare reports (oral and written) for Student Senate.
- 2) Financial record information shall be made available at all Student Senate meetings.
- 3) Monitor budget oversight.

Term of office will last for one year from June 1 to May 30 and the finance and budget director may serve only one term in this office.

E) Director of Public Relations:

- 1) Record, maintain, and archive all pertinent media information associated with Student Senate sponsored functions.
- 2) Develop and maintain the Student Senate public board.
- 3) Distribute accurate information relevant to the functions of the Student Senate through all available forms of communication on a regular basis.

Term of office will last for one year from June 1 to May 30 and the director of public relations may serve only one term in this office.

F) Projects and Special Events Coordinator:

- 1) Develop and coordinates all Student Senate sponsored functions.
- 2) Process all necessary paperwork for all Student Senate sponsored functions.
- 3) Provides a detailed diagram for set up of all events.
- 4) Assist student club/organization with logistical information related to club sponsored functions.
- 5) Informs the university's communications officer in advance of all major events.

Term of office will last for one year from June 1 to May 30 and the Projects and Special Events coordinator may serve only one term in this office.

G) Director of Social Media

- 1) Responsible for the continual maintenance of all SGA related social media site(s) and update all activities that are student related.
- 2) Sends out SGA updates via social media site(s).
- 3) Updates must consist of important issues, special events, and recognize past events.
- 4) Will advertise on social media site(s) important information that pertain to the HU Student Body and support other club activities.

Term of office will last for one year from June 1 to May 30 and the director of the e-newsletter may serve only one term in this office.

H) Chair of the Leadership Committee:

- 1) Responsible for the development and coordination of leadership development workshops that will be open to all students.
- 2) Maintains record of all students who participate in the leadership committee.

- 3) Coordinates with the projects and special events coordinator to find an adequate number of volunteers for all Student Senate sponsored functions.

Term of office will last for one year from June 1 to May 30 and the Chair of the Leadership Committee may serve only one term in this office.

Section III- Standards of a Student Senate Executive Board Officers:

- A) While in office, all Student Senate Executive Board officers must maintain a minimum 3.0 semester grade point average. Grades will be checked at the end of each semester by the SGA advisor.
- B) Failing to maintain a 3.0 grade point average will result in loss of the position as outlined in article four, section I, subset E.
- C) While in office, all Student Senate Executive Board officers may hold office in any of the recognized clubs/organizations of Heritage University, so long as they inform all SGA officers, the SGA Advisor, outline how they will best manage their roles and responsibilities, and also agree that if the position conflicts in anyway, the priority will be their role for SGA.
- D) All Student Senate Executive Board officers are required to work one hour of service to the SGA office weekly, performing individual duties as outlined in Article III, Section II. Student Senate meetings and SGA sponsored functions may not be used as part of the one hour of service.
- E) Upon signing the Oath of Office on June 1, all officers will be under the mentorship of the outgoing Student Senate Executive Board officers for the period of one month.
- F) All Student Senate Executive Board officers are required to coordinate two community service projects per year for the student body.
- G) While in office, all Student Senate Executive Board officers must maintain a high standard of professionalism (i.e. no name calling of students, fighting, ect.). Failing to do so will result in dereliction of duties as stated in Article X, section I-III.
- H) All Student Senate Executive Board officers will be evaluated at the end of each semester. They will be evaluated by the SGA advisor and the fellow Student Senate Executive Board officers anonymously.

Section IV- Duties and term of the Senators:

- A) Voices the concerns of their delegated portion of the student body to the Student Senate Executive Board.
- B) Supports SGA and senate functions/activities as required.
- C) Encourage their delegated portion of the student body to attend and participate in SGA functions.
- D) In charge of coordinating the Student Forum as specified in Article VII, section III.

- E) Attend all Student Senate meetings unless otherwise excused by the SGA president or SGA advisor.

Term of office will last for one year, from June 1 to May 30 and a senator may serve only one term in this office.

Section V- Standards of a Senator:

- A) While in office, student senators must maintain a minimum 2.8 grade point average. Failing to do so will result in loss of position. Grades will be checked at the end of each semester by the SGA advisor.
- B) While in office, all student senators must maintain a high standard of professionalism (i.e. no name calling of students, fighting, ect.). Failing to do so will result in a dereliction of duties as stated in Article X, section I-III.
- C) Senators will relay information from their associated clubs to the Student Senate Executive Board Officers.

Section VI- Powers and Rights:

- A) Executive Board:
All legislative and decision making powers shall be invested among the Executive Board officers of the Student Senate on an equal basis.
- B) Senators:
 - 1) Call the Executive Board into a meeting to voice their concerns.
 - 2) Oversee the rules and regulations contained within the student handbook.
 - 3) Present club proposals to the SGA Executive Board.
 - 4) Attend all student senate meetings.
 - 5) Must attend the yearly club retreat workshop.
 - 6) All student senators shall share powers and rights on an equal basis amongst themselves.

Section VII- Meetings

- A) The Student Senate shall have at least two general meetings per month.
- B) The Student Senate Executive Board meets in closed door work sessions as needed.

Section VIII- SGA Student Senate Voting Rights

- A) Each member of the Student Senate shall have ONE (1) vote, with the exception of the SGA president.

- B) The Student Senate Executive Board president shall cast a vote only to break a tie.
- C) In order for a vote to take place, a quorum must be met. A quorum will consist of 2/3 of the eligible voting body.

Article IV- Elections

Section I- Executive Board Elections

- A) In order to qualify as a candidate, a student must meet the following criteria:
 - 1) Be a currently registered student on the Toppenish campus who has paid their student activity fee.
 - 2) Completed a petition for nomination form and has submitted it to the chair of the Election Committee and submit an unofficial transcript.
 - 3) Candidates must have a minimum 3.0 grade point average and must be in good standing.

- B) Election Rules:
 - 1) Every candidate must have his/her petition approved by the SGA Advisor.
 - 2) Upon approval, candidates may start campaigning.
 - 3) Candidates must follow the university's flyer posting policy and after election week, must remove all campaign material on campus.
 - 4) All candidates must run individual campaigns.
 - 5) Candidates are not allowed to assist with the voting process in any form.
 - 6) During the election process, all candidates must behave with the upmost professionalism and follow the Heritage University code of conduct.

Failing to comply with the election rules will result in disqualification of the electoral race.

- C) Election Process:
 - 1) Student Senate Executive Board elections will be held during the second to the last week of April.
 - 2) Candidate petition forms will be available the week after the March election workshop in the Student Senate Executive Board Office or with the SGA Advisor.
 - 3) Once all petition forms are completed, there will be a Presidential and Vice-President Debate.

- 4) The debate will be held in parts, the first part will be a Vice-President and President Debate. The second part of the debate will be a presentation during which the remaining SGA Executive Board officer candidates have the opportunity to communicate with students their intended goals, if elected into office.
- 5) During the debate, candidates are expected to behave with the upmost professionalism. Any personal attacks during the debate will result in instant disqualification of the electoral race.
- 6) Voting will be done by secret ballot, through either an electronic voting machine or ballot box.
- 7) The voting process will be monitored by the SGA advisor.
- 8) In the event that a ballot box is used, the counting will be done by the SGA advisor and the chair of the Election Committee and will be witnessed by a member of the present Student Senate Executive Board, excluding any individual(s) running for office.
- 9) Those receiving the simple majority of the vote will be considered elected into their position.
- 10) In case of a tie, a runoff election will be held, and will follow the same process as general elections.
- 11) The election process may be changed at any moment with the approval of the SGA advisor.

D) Election Recall:

- 1) The signature of seventy percent (70%) of the number of constituents voting at the last regular election shall be sufficient to place the recall of any elected or appointed officer before the student constituency to whom said official is accountable.
- 2) Upon a majority vote of the constituents that favor the recall of any official, the official in question shall be removed from office and proceedings shall begin to fill the positions formerly held by said official.

E) Vacated Executive Board Positions:

- 1) If any of the Student Senate Executive Board positions are vacated (excluding the president), the SGA advisor and Student Senate Executive Board officers may call a special selection meeting to appoint a replacement representative into office for the duration of the term.
- 2) If the Student Senate Executive Board president must vacate the position for any reason, the Student Senate vice-president will assume the position of the president and all of the Student Senate Executive Board officers will have the option of assuming the position of vice-president.

F) Installation of Executive Board Officers:

- 1) The oath of office shall be administered on May 1.
- 2) The oath of office shall be signed by the elected officer, the president of Heritage University, the dean of students, and the SGA advisor.

Section II- Election of Senators:

A) Qualifications:

- 1) To be a registered student of Heritage University.
- 2) To be a student senator, student must have a minimum 2.8 grade point average.

B) Selection Process:

- 1) Each Heritage University club will select their Senator representatives.
- 2) After the elections have been made, each club will notify the SGA Advisor of their Senator representative.
- 3) The selected senators will be informed the last Friday in May and on June 1 the selected Senators will sign their oath of office.

C) Vacated Position:

- 1) If any of the Senator positions are vacated, the SGA advisor and Student Senate Executive Board officers will contact the respective club they represented and ask that they hold an additional selection process.

D) Installation:

- 1) The oath of office shall be administered on June 1.
- 2) The oath of office shall be signed by elected senator, the president of Heritage University, the dean of students, and the SGA advisor.

Article V- SGA Committees

Section I- Elections Committee

- A) The Elections Committee shall be responsible for all general Student Senate Executive board elections.
- B) It shall be chaired by the acting Student Senate Executive Board Vice-President and will also consist of two more Student Senate Representatives.
- C) In the event that the Student Senate Executive Board Vice-President decides to run for office, he/she shall step down as chair of the

elections committee and the responsibility will be passed to another member of the SGA Executive Board who is NOT running for office.

Section II- Leadership Committee

- A) The purpose of the Leadership Committee is to help students develop their leadership potential by providing workshops and activities to all registered students of Heritage University.
- B) Applications must be filled out and turned into the chair of the Leadership Committee to best assess the students' needs and willingness to participate.

Article VI- Expenditures

Section I- Club/Organization Proposals

- A) Consideration of proposals for funding will be limited to qualified student clubs/organizations that have been approved by Student Life and hold representation on the Student Senate.
- B) Only student groups are able to submit a request for funds form for funding.
- C) A SGA Request for funds form must be presented at the time of the request during the general Student Senate meeting in accordance with the club/organization proposal form.
- D) Proposals must be requested a month before funds are required.
- E) A club/organization can request up to \$1,000 at a time. The Student Senate reserves the right to deny or award less than what is requested based on the club/organization's proposal breakdown. Requests for funds may not be used for clubs/organizations that will charge students to experience the event/activity.

Section II- Student Senate Executive Board

- A) The Student Senate Executive Board officers cannot spend more than five percent (5%) of the SGA budget towards team building activities, SGA gear, and other SGA resources.
- B) The five percent (5%) may not be used for the personal use of any of the Student Senate Executive Board officers or the SGA advisor.
- C) The five percent does not include the expenditures needed for the Student Senate retreat(s).

Article VII- Special Events

Section I- Student Senate Retreat:

- A) The Student Senate retreat will serve as a time for the newly elected Student Senate Executive Board officers to plan the activities calendar, allocate the budget, and to plan the team building activities for the year.

Section II- Club Retreat:

- A) The club retreat will be provided by the Student Senate Executive Board and advisor. During the club retreat, clubs will be informed of how the Student Senate allocates its budget, how to request funds from Student Senate, the fundraising process of the university, and how to properly fill out their paperwork (i.e. deposit forms and club minutes).

Section III- Student Forum:

- A) A questionnaire will be created on a yearly basis by the Student Senate.
- B) Questionnaires will be handed out to students three weeks before the end of the fall semester.
- C) During the winter break, the Student Senate Executive Board and student senators will compile a list of student questions and concerns to be present to the administration of Heritage University.
- D) The presentation of student questions and concerns will be done by the Student Senate Executive Board officers to the administration during a closed-door meeting. In attendance should be the university president, vice-presidents, and the college deans.
- E) After the meeting, the Student Senate officers will present the results of the meeting to the student body.
- F) The process of the Student Forum can be changed by the current Student Senate Executive Board without amending the constitution based on student need, with the approval of the SGA advisor.
- G) In addition, there will be a Spring Student Forum that is open to all Heritage University students to attend. Students will have the ability to submit questions to Student Senate Executive board officers to then be presented to the Heritage University Administration.

Article VIII- Heritage University Students' Rights and Responsibilities

Section I- Students have the following rights:

- A) To attend all Student Senate meetings.
- B) To voice their opinions during the Student Senate meetings.
- C) To participate in all SGA sponsored functions.
- D) To contact any and all SGA Executive Board officers and their delegated senator about any issue either verbally or in written form.
- E) To cast a voting ballot in the Student Senate Executive Board election.

Section II- All students have the following responsibilities:

- A) To know their elected officials.
- B) To contact their elected officials regarding any SGA matter or issue.
- C) Be aware of how student activity's fees are being allocated.

Article IX- Legalities

Section I- Debts and Engagements

- A) All debts contracted and engagements entered into before the adoption of this constitution, shall be as valid against the Student Government Association, as under the previous constitution.

Section II- Student Senate Executive board Limitations

- A) The Student Senate Executive Board shall make no laws prohibiting the free exercise of student speech, press, peaceable assembly, or the right to petition the officers for grievances.

Article X- Dereliction of Duties

Section I- Compliancy

- A) An elected Student Senate Executive Board officer and his/her student senator will be derelict if said official does not comply with their duties and responsibilities of office or if he/she knowingly violate he/she oath of office.

Section II- Warning and Offenses

- A) First Offense:
 - 1) The first offense will result in a documented oral warning from the SGA advisor.
- B) Second Offense:
 - 1) The second offense will result in a written warning issued and signed by the SGA Advisor.
 - 2) A copy of this warning will be given to the officer and he/she will be asked to sign the document acknowledging the receipt of the

warning. It will be forwarded to the SGA files, and sent to the Dean of Students.

- 3) If said officer refuses to sign the issued warning, the officer will be found to be in violation of his/her third offense.

C) Third Offense:

- 1) Third offense will result in impeachment of the officer as specified in Article X, Section III.

Section III- Impeachment:

- A) The removal of any elected Student Senate Executive Board officer shall be limited solely to the formalized process of impeachment.
- B) An elected SGA official may be impeached if said official is found to be in extreme dereliction of duties, as set forth in description of office, or knowingly violates his/her Oath of Office.
- C) The impeachment hearing shall be presided over by the Student Senate Executive Board officers, three randomly chosen members of the Club Senators, the SGA advisor or a representative in their stead.
 - 1) All evidence will be presented regarding the offence(s).
 - 2) The officer will be given the opportunity to dispute, defend, and/or explain his/her actions.
 - 3) The hearing body will vote. The impeached officer will be immediately relieved from office if 2/3 vote approving the removal.
 - 4) Following a resulting vote of less than four votes to remove the impeached officer from office, said officer will be absolved of accusations and all documents pertaining to incident will be removed from the record.

Article XI- Amendments

Section I- Amendment to this constitution shall be accepted as follows:

- 1) All petitions for the amendment of the constitution must be made starting January 1. Voting on the proposed amendments will be done the week of elections and must be written on the candidate ballot.
- 2) Once these requirements are met, any eligible member of the Student Government Association may propose an amendment to the SGA Constitution, with a qualified petition containing signatures from ten percent (10%) of the student body.
- 3) Upon completion of the petition, the individual may then present his/her proposed amendment to the SGA Advisor.

- 4) Once approved by the Student Senate Executive Board, the proposed amendment shall be posted for public viewing for no less than one (1) month before a vote by the student populace.
- 5) Upon approval by the student body the proposed amendment or new constitution will be submitted to the Dean of Students for approval.
- 6) Following the approval by the Dean of Students, the constitution will be appropriately amended.
- 7) If the university president veto's the proposed amendment, it will be presented to the Heritage University Cabinet for review.
- 8) Following the Cabinet's approval the proposed amendment will be enacted into the SGA Constitution.
- 9) In case of a Heritage University Cabinet's veto, the proposed amendment process ends and no further validation continues.

Article XII- Date and Effect of Constitution

This Constitution of the Student Government Association of Heritage University shall take effect on April, 2017 and will become the standing constitution. Thus, it shall supersede any and all previous Constitution(s).