## Constitution of the Student Government Association

### ARTICLE I – NAME

The name of this organization shall be the “Student Government Association of the University of South Alabama”.

### ARTICLE II – MEMBERSHIP

**Section 1 –** The membership of this organization shall consist of all enrolled students at the University of South Alabama who have paid the student activity fee.

**Section 2** – All members of this organization shall enjoy all rights and privileges granted to its members.

**Section 3** – All members of this organization shall be subject to the government instituted by this constitution, and to the rules and regulations thereof.

**Section 4** – Neither membership nor the rights and privileges of membership shall be in any way denied or restricted on the basis of course load, field of study, nationality, religion, race, color, sex, or any other

criteria except for such qualifications for office as shall be provided for by this constitution.

**Section 5** – Members may be asked to produce their current student identification card as proof of membership in order to attend social functions and to participate in voting procedures.

### ARTICLE III – PURPOSE

The purpose of the Student Government Association of the University of South Alabama is to provide a harmonious and effective learning process by which individuals may better themselves and their community by social, economic, and cultural advancement, to provide a forum for the expression and advancement of student needs and interests, and to provide services for the students.

### ARTICLE IV – RECOGNITION OF AUTHORITY

It is recognized that the University of South Alabama is a state institution and all powers and authority of the Student Government Association are derived from the Alabama State Legislature through the Board of Trustees of the University of South Alabama.

Therefore, any part or parts of this constitution or any laws passed hereunder which may be in conflict with any law or laws of the State of Alabama, or any rules or regulations, promulgated by the Board of Trustees shall be null and void from the time of its or their enactment.

### ARTICLE V – GOVERNMENT

**Section 1** – The government of the Student Body of the University of South Alabama shall be collectively called the “Student Government Association of the University of South Alabama”.

**Section 2** – The Student Government Association shall be composed of three branches: the Executive Branch, the Legislative Branch, and the Judicial Branch.

**Section 3** – Each of the three branches of government shall exist separately with independent powers. The powers and privileges listed in this constitution shall serve as a check and balance system on the three branches of the Student Government Association of the University of South Alabama. All branches of the Student Government are responsible to and for the Student Body as provided for by this constitution.

**Section 4** – Before entering into the execution of their office, all Student Government Association officials designated by this document shall take the following Oath of Affirmation, which will be administered by the Chief Justice:

“I, , do solemnly swear to uphold the Office of\_\_\_\_\_\_\_\_\_\_to the best of my ability and to recognize and uphold the Constitution of the Student Government Association as the supreme governing law of the Student Body. I do further pledge myself to command the dignity and respect that this office entails and to consider the best interest of all the students in every action taken by myself and the Student Government Association of the University of South Alabama, so help me God”.

**Section 5** – Student Government Association officials not enrolling a semester may carry out the duties of their office providing that they will be enrolled two out of three semesters of their term of office.

### ARTICLE VI – EXECUTIVE

###### Section 1 – The Executive Council

* 1. The Executive Council shall consist of the following: The President, the Vice President, and the Treasurer.
	2. Duties and Powers of the Executive Council:
		1. The Executive Council shall carry out the duties and the powers of their respective offices as provided for by this constitution and other laws passed by the Student Senate.
		2. The Executive Council shall attend weekly meetings of said council and all meetings of the Student Senate except with approved leave of absence by two-thirds vote of the senators at the meeting.
		3. The Executive Council shall formulate the budget each semester and submit it to the Senate at the third meeting of the semester.
		4. The Executive Council shall uphold the constitution and the laws of the Student Government Association office and employ qualified office personnel. The President may terminate any position.

###### Section 2 – The President

* 1. The Chief Executive powers of the Student Government Association shall be vested in a President of the Student Body who shall be elected annually by the majority of the members voting for that office in the Spring Semester elections. The President shall serve a term of one academic year beginning at the start of the summer term. He or she shall take office after being sworn in by the Chief Justice on a date chosen by the incoming or outgoing Executive Council at or near the end of Spring Semester.
	2. Duties and Powers of the President:
		1. The President shall execute all powers designated to him or her in this constitution, and uphold the laws of the Student Body.
		2. The President shall consult with, and direct the activities of the Executive Council.
		3. The President shall have the power to call special sessions of the Student Senate. He or she must give at least 24 hours advance notice before the Senate can convene in special sessions. Special Senate meetings shall conform to the same rules of attendance and procedure as regular meetings for all Senators who are notified by telephone or personally by the President or his

or her delegated representatives. The President must make a reasonable effort to contact all Senators. Senators who do not receive proper notification shall not be counted absent.

* + 1. The President shall have the power to fill all vacancies occurring to all offices before their designated term of office subject to the restrictions of Article VI, Section 7.
		2. The President shall have the power to veto all bills of the Student Senate. If the President does not veto bills of the Student Senate within ten days after passage, such bills will become law without the President’s signature. A veto must be posted for all students, within clear view, within 24 hours of his or her decision.
		3. The President shall have the power to examine all books and records of members of the Executive Council, and all organizations subsidized principally, by the Student Activity Fee.
		4. The President shall have the authority to bring before the Supreme Court, or the proper board of authority, charges against any university approved organization for violation of provisions governing the regulation of such organizations.
		5. The President shall make recommendations for legislation to the Student Senate at the beginning of each meeting and at other times.
		6. The President shall work with the Executive Council to formulate the budget for the Student Government Association portion of the student activity fee each semester and submit it to the Senate at the third meeting of the semester.
		7. The President shall appoint with two-thirds approval of the senators voting at the meeting: Eight associate justices, four appointed no later than, and who serve a one year term from, the first regular Senate session in Spring Semester and four appointed no later than, and who serve a

one year term from the first regular Senate session in Fall Semester. Four defense attorneys who serve a one year term: two appointed no later than, and who serve a one year term from the first regular Senate session in Fall Semester and two appointed no later than, and who serve a one

year term from the first regular Senate session in Spring Semester.

* + 1. The President shall take responsibility for financial matters of the Student Government. Failure to refrain from deficit spending will be grounds for impeachment.
		2. The President shall, from time to time and at the last meeting of the semester, submit to the Student Senate a financial report and a state of the campus address. In the state of the campus address will be outlined his or her recommendations for the upcoming semester, and his or her assessment of the activities of the past semester.
		3. The President shall receive just compensation for his or her services while in office, the amount of which will not be lowered during his or her term.
		4. The President shall serve as an ex-officio member of the Board of Trustees.
		5. The President shall appoint all student members to committees not under SGA control as requested by such committees.
	1. The President can require, when necessary, a written advisory opinion from the Supreme Court on matters concerning interpretation of this constitution and the by-laws passed by the Student Senate; an advisory opinion does not have the effect of law.
	2. The President of SGA will ask a member of the faculty/staff to act as SGA Advisor. If the person accepts, he or she will be appointed as such if approved by two-thirds vote of the Senate. This person may be removed by two-thirds vote of the Senate.

### Section 3 – The Vice President

* 1. The Vice President of the Student Government Association shall be elected by a majority of votes for a period of one academic year beginning at the start of the summer term. He or she shall take office after being sworn in by the Chief Justice.
	2. Duties and Powers of the Vice President:
		1. The Vice President shall preside over all meetings of the Student Senate. He or she shall vote only in case of a tie, and may not vote during a disciplinary trial.
		2. The Vice President shall execute the duties and powers of the President of the Student Body at his or her request.
		3. The Vice President shall have the power to fill, by appointment, all vacant seats occurring in the committee structure. The Vice President may appoint all new committee chairs at the beginning of each semester. He or she may dismiss committee chairs and co-chairs from their positions with a two-thirds approval of Senators at that meeting. He or she shall serve as an ex-officio member of all such committees.
		4. The Vice President shall appoint a clerk to the Student Senate who shall be responsible for keeping minutes of each Senate meeting and records of such minutes and bills passed. The clerk shall be paid a monthly salary.
		5. The Vice President shall receive a just compensation for his or her services while in office, the amount of which will not be lowered during his or her term.

### Section 4 – The Treasurer

* 1. The Treasurer of the Student Government Association shall be elected by a majority of votes for a period of one academic year beginning at the start of the summer term. He or she shall take office after being sworn in by the Chief Justice.
	2. Duties and Powers of the Treasurer
		1. The Treasurer shall carry out the allocation of the Student Government Association’s portion of the student activity fee as approved by the Student Senate.
		2. The Treasurer shall establish and maintain an audit system for all Student Government Association expenditures.
		3. The Treasurer shall establish and maintain an audit system for all university approved student organizations that are subsidized by the Student Government’s portion of the student activity fee.
		4. The Treasurer shall present to the President and the Student Senate written financial reports on all organizations funded through the Student Government Association or appropriations committee. This report shall be made each semester and may be published in the student newspaper.
		5. The Treasurer shall be held responsible for the maintenance of a balanced budget and to prevent deficit spending. He or she shall have the responsibility of co-signing requisitions with the President. Failure to meet either of these responsibilities without a valid reason will be grounds for disciplinary action.
	3. The Treasurer shall receive just compensation for his or her services while in office. The amount of which will not be lowered during his or her term.

### Section 5 – The Attorney General

* 1. The Attorney General of the Student Government Association shall be elected for a term of one academic year beginning at the start of the summer term. He or she shall be elected by a majority of the students voting for that office in the Spring elections. He or she shall begin his or her term after receiving the Oath of Affirmation as in Article V, Section 4, from the Chief Justice.
	2. Duties and Powers of the Attorney General
		1. The Attorney General shall insure that all laws and rules of the Student Government Association are enforced.
		2. The Attorney General shall act as prosecutor of the Student Government Association.
		3. The Attorney General shall have the duty of recording and monitoring the expenditures of allocated funds. This includes standing accounts as well as appropriated funds.
		4. The Attorney General shall have the authority to bring charges against any university approved organization for misuse of allocated funds by that organization.
		5. The Attorney General shall have the authority to conduct a probe into misuse of power by Student Government elected or appointed officials. He or she shall report all findings to the Supreme Court for action.
	3. The Attorney General will be removed from a case involving Student Government if he or she is a witness or defendant. The Executive Council will appoint a temporary replacement who will vacate office immediately after that hearing.
	4. The Attorney General shall receive just compensation for his or her services while in office. The amount of which will not be lowered during his or her term.
	5. The Attorney General shall attend all meetings of the Student Senate except upon approved leave of absence by two-thirds vote of the Student Senate at that meeting.
	6. The Attorney General shall oversee and maintain the Student Government Association’s Safe Ride Program, when such program is available.

### Section 6 – The Defense Attorneys

* 1. The Defense Attorneys shall consist of four students appointed by the President as in Article VI, Section 2.2.10, subject to two-thirds approval of the Senate.
	2. Each defendant in all cases established under the authority of this constitution shall be notified by that court, six working days before the hearing, of the availability and names of all four of the Defense Attorneys.
	3. Each defendant may choose any one of the four Defense Attorneys, or he or she may choose any other person he or she wishes, excluding the Chief Justice, members of the Supreme Court, and the Attorney General, to act as Defense Attorney.
	4. In cases before the Supreme Court, Defense Attorneys will be appointed by the Court on a rotating basis, five working days before the hearing, provided no preference has been indicated by the defendant.
	5. Defense Attorneys will be made available to defendants of other student courts as may be established at this university.

### Section 7 – Vacancies in Office

* 1. If a vacancy occurs in any major office before one half of the designated term of office, the Supreme Court shall call a special election to fill that post. This special election will be held within 15 class days of the time the office was vacated.
	2. If there is no one elected to a particular office, the President may appoint a student to that position, subject to two-thirds approval of the Senate. The appointee will receive all compensation and have all rights and responsibilities as designated for that office in this constitution.
		1. If the office of the President is vacated after one half of the designated term, the Vice President shall take over his or her duties and the President Pro-Tem shall take the Vice President’s office.
		2. If the office of the Vice President is vacated after one-half of the designated term, the President Pro-Tem shall take over his or her office.
		3. If the President Pro-Tem vacates his or her office before its designated term, a new Pro-Tem will be chosen from the Student Senate at the next regular Senate meeting.
		4. If the office of the Treasurer, Chief Justice, or Attorney General is vacated after one half of the designated term of office, the President of the Student Government Association shall fill the vacancy by appointment subject to two-thirds approval of the Student Senate.

7.4 In the event that a senate position is vacated before the designated term of office, the President shall fill the vacancy by appointment subject to a two-thirds approval of the senate.

Appointments made by the SGA President to be approved by the senate are to be announced one week prior to formal consideration by the senate. With a two-thirds vote this procedure may be dispensed with.

* + 1. Vacancies in other offices will be filled as in Section 7.4, Article VI.
		2. No person shall hold more than one of the following offices at any one time:
		President
		Vice President
		Treasurer

Chief Justice of the Supreme Court Attorney General

Senator

Associate Justice of the Supreme Court Student at Large

Senate Clerk or SGA Secretary

Any person holding one of these offices must vacate all rights and responsibilities before taking another office as in succession or appointment to a higher office.

### Section 8 – Leave of Absence

* + 1. If the President takes a leave of absence, the Vice President shall temporarily take over his or her duties. The President Pro-Tem shall take over the Vice President’s duties temporarily, and a temporary Pro-Tem will be chosen from the existing Senate.
		2. The person filling an office as designated in 8.1 or Section 7 must meet all requirements for that office.
		3. If the Treasurer, Chief Justice or Attorney General takes a leave of absence, he or she shall be permitted to designate a temporary replacement with two-thirds Senate approval.
		4. If the President Pro-Tem takes leave of absence, a temporary replacement shall be elected by a majority of senators voting at that meeting.

8.2 Any Student Government official is eligible for only on leave of absence during his or her term of office.

### ARTICLE VII – LEGISLATIVE

**Section 1 – The Student Senate**

* 1. The Legislative power of the Student Government Association shall be granted to the Student Senate, which shall be composed of thirty-three senators from different colleges, divisions and schools in the university. Representation shall depend on the percentage of students enrolled in that college, division, or school. Percentages at or above .5 will be rounded up and percentages below .5 will be rounded down. No college, division, or school shall have less than two Senate seats. In case a college, division, or school has one seat by percentage, an extra seat will be added to the existing thirty-three seats.
		1. The colleges, divisions, and schools that will have representation in the Student Senate will be as follows:
1. College of Arts and Sciences Mitchell College of Business College of Education College of Engineering

Pat Capps Covey College of Allied Health Professions College of Medicine

School of Computing

School of Continuing Education

* + 1. The University of South Alabama official census from the Institutional Research office for the fall semester directly preceding the spring semester elections will be used to determine the proportion of the Student Senate seats in 1.1 and 1.1.1. This proportion will be established on a percentile basis of enrollment by the Elections Rules Committee for that election.
	1. In addition to the thirty-three seats apportioned to the colleges, divisions, and schools of the University, there shall be two senators appointed by the President with a two-thirds vote of the Senate.
		1. One appointed senator shall represent transfer students. They shall have a minimum transfer GPA of 2.0 and must have been at the University for fewer that two semesters in order to be eligible for appointment.
		2. One appointed senator shall represent freshmen students. They shall have a minimum high school GPA of 2.0 and must have been at the University for fewer than two semesters in order to be eligible for appointment.
	2. Senators will serve a term of office of one year from the semester in which they are elected. Appointed Senators shall serve until the end of the Spring semester.
	3. The quorum for Student Senate meetings will be two-thirds of the senators holding office that semester.

### Section 2 – Duties and Powers of the Student Senate

* 1. Senators shall be required to attend all Student Senate meetings. Absence from two Senate meetings within one semester unless otherwise excused by the Rules Committee, will result in the removal of the senator in violation. A senator may not be counted absent more than once during any meeting with the exception of a budget meeting.

2.1.1 A senator missing two roll call votes in a meeting, unless otherwise excused by the Rules Committee, will be counted absent.

* 1. The Student Senate shall have the final authority over all rules proceedings within the Student Senate that are not prescribed in this Constitution or Code-of-Laws.
	2. The Student Senate shall have the final authority in the adoption of the budget of the Student Government Association as proposed by the Executive Council and in all subsequent changes which may occur in the Student Government Association budget after its approval by two-thirds vote of the senators at that meeting.
	3. The Student Senate shall have the power to override the veto of the President of the Student Government Association with a two-thirds vote of the Senate.
	4. The Student Senate shall have the power to enact or revise the Code-of-Laws of the Student Government Association with two-thirds vote of the Senate.
	5. The Student Senate shall have the power to elect, by a majority from within its membership, a President Pro-Tem at the second regular Senate meeting in summer semester. The President Pro- Tem shall serve for the remainder of his or her term of office as a senator. The President Pro-Tem shall serve as the presiding officer of the Student Senate in the absence of the Vice President.
	6. The Student Senate shall comply in full with all duties and powers established in this Constitution and by the Code-of-Laws.
	7. No legislation passed by the Student Senate will constrict or modify any power granted under this Constitution except as specified by Article XIII.
	8. A majority vote of the senators at meeting will be necessary in order to cancel a meeting.
	9. The Student Senate shall have the power to confirm or reject, with a two-thirds approval of the senate, appointments of the President of the Student Government Association.
	10. The Student Senate shall keep a journal of its proceedings and from time to time publish this, and the yeas and nays of the members of the Senate on any financial question. At the request of one- fifth of the senators present, any vote tally, complete with name, shall be entered into the journal. The Senate Clerk shall be responsible for the upkeep and publication of this journal.
	11. Cloture may be invoked by the submission of a written petition to the President of the Senate. The petition shall be signed by at least two-thirds of the senators at that meeting.
	12. The Student Senate shall have the authority to establish lower courts that it deems necessary. The legislative actions establishing these courts shall also establish appellate jurisdictions for these courts.

### ARTICLE VIII – JUDICIAL

**Section 1 – The Supreme Court**

* 1. The judicial powers of the Student Government Association shall be vested in a judicial system composed of the Supreme Court, University Traffic and Parking Committee, and such courts as may be established by the residence halls.
	2. Duties and Powers of the Supreme Court
		1. The presiding officer of the Supreme Court shall be the Chief Justice. He or she shall be elected by a majority of those voting for that office in the Spring elections. He or she shall assume office after being sworn in the Chief Justice of the prior administration, as in Article V, Section 4, after the final senate meeting of that administration. The Chief Justice shall serve a one-year term beginning at the start of the summer term.
		2. The membership of the Supreme Court shall consist of eight Associate Justices. The Associate Justices will be appointed by the President of the Student Government Association as provided by Article VI, Section 2.2.10.
		3. The Chief Justice shall direct the actions of the Court.
		4. The Supreme Court shall hear all cases, and shall be the final authority in all cases, involving questions of interpretation of this Constitution and of all laws passed by the Student Senate. Decisions may only be rendered in cases formally brought before the Court.
		5. The Chief Justice or an Associate Justice may voluntarily choose not to hear a case in which he or she feels that he or she is biased. If the Chief Justice chooses not to hear a case, an ad hoc Chief Justice will be appointed from the existing Court by the President, subject to two-thirds approval of the Senators at that meeting.
		6. The Supreme Court shall have the power to declare null and void any law passed by the Student Senate which is found to be in violation of the Constitution.
		7. The Supreme Court shall hear cases of appeal from courts as may be established by the residence halls and any other campus organizations, as well as student conduct hearings referred by the Dean of Students. These cases may be appealed to the Dean of Students.

1.2.7.1 The Supreme Court may choose to hear cases for which no lower court exists.

* + 1. The Supreme Court shall have the authority to hear all protests against an election and shall have the power to invalidate an election. A new election must be held within 14 days of the invalidation. The Supreme Court will designate the specific date.
		2. The Chief Justice shall see that accurate records are kept of Supreme Court hearings, cases, and decisions.
		3. The Chief Justice shall receive just compensation for his or her work while in office, the amount of which will not be lowered during his or her term.
		4. All Supreme Court Justices will serve as members of the Office of Judicial Affairs’ University Disciplinary Committee (UDC). The UDC is a committee that consists of three to five students who will preside over formal hearings of students charged with violating the Student Code of Conduct. All UDC members must attend a one-day training session once a year.

### Section 2 – University Traffic and Parking Committee

2.1 Student Members of the University Traffic and Parking Committee.

2.1.1 Four student members shall serve on the University Traffic and Parking Committee in addition to the faculty and staff members determined by the University. The student members shall be appointed by the SGA President and shall serve a one year term.

2.1 Duties and Powers of the student members of the University Traffic and Parking Committee

* + 1. Student members of the committee shall have all rights and privileges of all members of that committee.
		2. Student members shall attend all meetings of the committee and shall report to the Student Senate on the activities of that committee at the first regular Senate meeting of each month. Traffic and Parking Committee members missing two consecutive meetings of their committee shall be expelled.
		3. Student members shall always act in the best interests of the students of the University of South Alabama.

### ARTICLE IX – DISCIPLINARY PROCEDURES

**Section 1** – Any official of the Student Government Association shall be subject to disciplinary actions. He or she may be charged by any official of the Student Government Association, except members of the student courts, or by a petition signed by 7% of the student body. Disciplinary proceedings will be initiated when a Student Government Association official is charged with improper conduct, misuse of Student Government funds, failure to fulfill the duties of his or her office, or violation of this Constitution or the Code-of-Laws.

1.1 Charges must be brought up on the Senate floor and seconded by any official of the Student Government Association.

1.1.1 Senate approval is not needed to initiate disciplinary procedures.

### Section 2 – Procedures for Disciplinary Action against an Official of the Student Government Association

* 1. The charges shall be submitted to the Supreme Court and the Attorney General in writing after

verbal charges are made. This should include a summary of the evidence supporting the charges.

* 1. The Chief Justice shall notify the official of the charges against him or her and offer him or her the opportunity to appear before the Supreme Court in a closed preliminary hearing. The official must have at least 10 class days notice before the court hearing.
	2. The Attorney General or his or her designated special prosecutor shall present the charges and a summary of the evidence in the preliminary hearing which cannot be attended by members of the Student Senate unless they are summoned by the prosecution as witnesses. The defendant or his or her counsel shall be allowed an opportunity to question the validity of the evidence supporting the charges. He or she shall not be allowed to present a full defense.
	3. On the basis of the arguments presented to it, the Supreme Court shall decide whether there is sufficient evidenced to support the charges against the official. If the court decides that there is sufficient evidence, the case will be referred to the Student Senate for a trial. If not, the case will be dismissed.
	4. Upon recommendation of the Supreme Court, the Student Senate shall hear the evidence. The Supreme Court shall set the date of the trial, not less than one week and not more that two weeks from the date of the decision.

2.5.1 The Student Senate shall hear the evidence and vote on a verdict. This shall be an open hearing.

* 1. The presiding officer shall be the Vice President, except in cases involving the Vice President. In such cases, the President Pro-Tem shall preside over the trial.
	2. The procedure to be followed during the trial will be the same as any trial before the Supreme Court.
	3. A three-fourths vote will be necessary to declare the officer guilty of the charges.

### Section 3 – Exceptions to Section 2

3.1 In cases involving the Chief Justice or members of the Supreme Court, the Executive Council shall assume the duties of Sections 2.1, 2.2, 2.3, 2.4, and 2.5.

### Section 4 – Disciplinary Council Actions and Implementation of Punishment

* 1. The Disciplinary Council shall consist of the President, Chief Justice and the President Pro-Tem of he Senate. In the event that a member of this council is the defendant, a replacement for him or her shall be elected from among all other Student Government officials by a majority vote of Senators at the trial. All members of the Disciplinary Council must be present during the trial.
	2. Should an official be found guilty by the Student Senate, the case will be referred to the Disciplinary Council for a recommendation of a suitable punishment.
		1. The recommendation of punishment must be presented to the Student Senate within 15 class days of the guilty verdict. Punishment may vary from public censure, suspension of voting rights for a stipulated amount of time, permanent removal from office, or any other disciplinary actions the council may suggest.
		2. All members of the Disciplinary Council must confer in a formal meeting, and two of the three must be in agreement before the punishment can be recommended to the Senate.
	3. Upon receiving the council’s recommendation, the Senate may then accept, reject or modify the punishment. Implementation of punishment requires a majority vote of Senators at the meeting.
	4. If the official is removed from office, that official shall immediately lose all titles, offices and other privileges of the office or position from which he or she has been removed. In such cases the Supreme Court shall call a special election to fill the vacancy, or the vacancy will be filled by appointment according to Section 7, Article VI. An official removed from office shall be ineligible for any office or position in the Student Government Association.

### ARTICLE X – ELECTIONS AND QUALIFICATIONS FOR OFFICERS

**Section 1 – Elections**

* 1. Spring semester elections shall be held during the first week of April. The date will be designated by the Supreme Court and announced one month in advance.
	2. All officers, senators, and other elected students will be elected during the Spring semester elections.

### Section 2 – Academic Qualifications for Running for and Holding Office

* 1. All candidates for office, whether elected or appointed, must HAVE and MAINTAIN a cumulative GPA as stipulate for the office.
	2. Minimum cumulative GPA for offices will be as follows: President 2.5

Vice President 2.5

Treasurer 2.5

Chief Justice 2.5

Attorney General 2.5

Student at Large 2.0

Senate Clerk 2.0

Senators 2.0

* 1. A person holding an office, who falls below the stipulated GPA listed in 2.2 for one semester, will relinquish all powers and privileges of that office.
	2. Should a person holding such an office be placed on academic probation, he or she must relinquish all powers and privileges of that office.

### Section 3 – Class Standing Qualifications for Office

* 1. All candidates for President, Vice President, Treasurer, Chief Justice, Attorney General, or members of the University Traffic and Parking Committee must have successfully completed at least 44 hours at the University of South Alabama and must be a regularly enrolled student.
	2. All candidates for student senate positions must be enrolled in that college.
	3. All candidates for election or appointment to any office under this Constitution must meet any and all qualifications set forth in this Constitution for the office in question.

### ARTICLE XI – INITIATIVE AND REFERENDUM

**Section 1 – Initiative**

The students reserve to themselves the power, by petition signed by seven percent of the student body, to propose laws and, by petition signed by ten percent of the student body, to propose amendments to the constitution. The student body shall enact or reject such laws and amendments at the polls by a majority of those voting.

### Section 2 – Referendum

The students reserve to themselves the power, by a petition signed by seven percent of the student body, to require the measures enacted by the Student Senate be submitted to the members of the student body for their approval or rejection.

### Section 3 – Secret Ballot

Any election, referendum, or other form of voting by the student body under the auspices of the Student Government Association shall be by secret ballot, and poll officials shall take such actions as necessary to insure that secrecy of balloting is maintained.

### ARTICLE XII – BALANCING THE BUDGET

**Section 1** – For all standing accounts, deficit spending in one allocation period will result in the subtraction of that amount overspent from the amount to be funded in the next allocation period.

**Section 2** – If, for standing accounts allocated $500 and above, the amount overspent is in excess of fifteen percent of the original allocated amount, the organization allocation will be suspended during the next

allocation period, thus providing a probationary period.

**Section 3** – During the probationary period, the organization must present a proposed plan to facilitate proper budgeting in order to again receive monies.

**Section 4** – As stated in Article VI, Section 2.2.9, the President, Vice President and the Treasurer shall hold budgeting responsibilities as listed under their respective duties.

### ARTICLE XIII – AMENDMENTS

**Section 1 –** Amendments to this constitution may be proposed by a two-thirds vote of the Student Senate at any two regular senate meetings or by petition of ten percent of the student body as prescribed in Article XI, Section I.

**Section 2** – Amendments presented in such a manner to the Student Senate and agreed upon by two-thirds of the Senate will be submitted to the student body for approval. The amendments will be adopted with a simple majority of votes for passage in the election, be it regular or special. Unless otherwise stipulated in that amendment, all amendments will go into effect immediately upon passage.

### ARTICLE XIV – BOARD OF STUDENT COMMUNICATIONS

**Section 1 – Name**

The name of the organization which shall have the authority to execute the powers described below will be the Board of Student Communications.

### Section 2 – Recognized Publications

The student operated newspaper, the student operated television station and the yearbook, if published, shall operate under the jurisdiction of the Board of Student Communications.

### Section 3 – Duties

* 1. To advertise for, interview, and select the editors and business managers of the student publications listed above, and to remove these officers if the Board deems that action necessary.
	2. To approve the salaries of all student publication personnel.
	3. To approve the budgets of all student publications and to monitor these budgets.
	4. To set forth the general policies to the student publications.
	5. To review the monthly financial statements of the publications.
	6. To support and advise the editors, business managers, and publications in their responsibilities as is necessary.

### Section 4 – Membership

* 1. The membership of the Board of Student Communications will consist of the following with no person filling two positions:

The Dean of Students or his or her designee

The Director of the Office of Public Relations or his or her designee Faculty member in the field of Print Journalism

The departmental chair of the English department or his or her designee A professor of Journalism

A faculty member from the Mitchell College of Business with interest in the business management of the student publications

A faculty member in the field of broadcasting

Editor(s) of the student publication(s) and General Manager of Student Radio Station

The President of the Student Government Association

The President Pro-Tem of the Student Government Association

A student representative from the student operated television station

A student-at-large to be elected during the annual SGA elections as Student Representative to the Board

The President of the Student Activities Board or his or her designee

* 1. The Board of Student Communications shall be chaired by a professor from the Department of Communication. The chair may discuss all issues with the Board, but will vote only in the case of a tie.
	2. Should a student member of the Board be an applicant for the position of Editor or Business Manager of a publication, he or she shall be ineligible to attend the interview other than his or her own, and shall be ineligible to vote for the selection of the position for which he or she is an applicant.
	3. The incoming Editor of The Vanguard an the General Manager of the Student Radio Station, upon his or her selection in the Spring Semester, shall become a voting member of the Board, and shall serve jointly with the outgoing Editor throughout the remainder of his or her term.

### Section 5 – Meetings

* 1. The Board shall meet no less than once each semester.
	2. The editors and business managers shall be elected in the Spring semester of each year and assume responsibility at the end of Spring semester.
	3. The chair shall set the time, date, and place for e ach meeting of the Board of Student Communications and shall have the authority to call additional meetings as is deemed necessary.
	4. Meeting notices must be posted at least one week prior to the meeting.

### Section 6 – Quorum

* 1. Quorum shall be a simple majority of the members of the Board including the chair.
	2. No proxy votes will be permitted.

### Section 7 – Funding

* 1. The funding for the student newspaper shall be from the fee approved by the Board of Trustees on September 9, 1980 and by the sale of advertising.
	2. The funding for the yearbook shall be from the sale of the yearbook, advertising, and funds that may be allocated by the Student Government Association.
	3. Funding for the student radio station shall be from the fee approved by the Board of Trustees in June of 1994 and by sale of patronships.
	4. The funding for Campus Television shall be from the sale of advertisements they televise, and a percentage of the student activity fee.

### Section 8 – First Amendment Freedom

The editors of the student publications shall be free from any type of censorship, and shall be responsible for the form, content, and staff of the publication.

### Section 9 – Legal Liability

The Board of Student Communications operates within the professional perimeters of University employees; thus the members are covered by the same protection afforded University employees in their designated responsibilities.

### ARTICLE XV – STUDENT ACTIVITIES BOARD/JAGUAR PRODUCTIONS

**Section 1 – Name**

The name of the organization, which shall have the authority to execute the powers described below, shall be the Student Activities Board (SAB) known as Jaguar Productions.

### Section 2 – Recognized Committees

The following committees shall make up the Jaguar Productions Board. Any special committee formed will operate as a sub-committee under one of the existing committees. The recognized committees are:

* + 1. Special Events
		2. Talks & Topics
		3. Comedy
		4. Movies
		5. Membership Development
		6. Promotions
		7. Music
		8. Social Media
		9. Technical

### Section 3 – Purpose

The purpose of the Jaguar Productions Board shall be:

1. To provide entertainment and educational programs for the University of South Alabama community.
2. To plan, coordinate, implement, and evaluate all programs presented.
3. To review student interests and develop programming to suit those interests.

### Section 4 – Membership

4.1 The membership of the Jaguar Productions Board will consist of the following: The chairs of the nine standing committees

The President of the Student Government Association or his or her designee

The President of the African-American Students Association or his or her designee Three students-at-large

The President of the Jaguar Productions Board

The Vice President of the Jaguar Productions Board The Financial Director of the Jaguar Productions Board

The Jaguar Productions Board Advisor, Coordinator, and his or her Graduate Assistant shall serve as ex-officio members of the Board, advising on matters of University policy and finances. The Vice President of the Board shall chair the Board, but shall not vote. The President may discuss all issues with the Board, but will only vote in the case of a tie. The Financial Director will not vote.

### Section 5 – Committee Membership

5.1 Membership on the Jaguar Productions Board committees shall be open to all University of South Alabama students with an interest in providing quality programs for the University community. Individual committees may set up additional requirement for membership upon approval of the Board. These additional requirements must be reasonable and program related.

### Section 6 – Meetings

* 1. The Board shall meet weekly during periods of scheduled classes. During class breaks, the Board shall meet as necessary to plan programs.
	2. The President of the Board shall set the time, date, and place for each meeting of the Jaguar Productions Board and shall have the authority to call additional meetings as deemed necessary, with at least 24 hours notice to members of the Board.
	3. Meeting notices for regularly scheduled meetings must be posted at least three days prior to the meeting.

### Section 7 – Quorum

* 1. Quorum shall be a simple majority of the voting members of the Board.
	2. Proxy votes shall be permitted only by the first assistant of the committee whose chair is absent.

### Section 8 – Funding

The funding for the Jaguar Productions Board shall be from the University Programs Office’s budget, sponsors, fundraising, event charges, and funds that may be allocated by the Student Government Association.

### Section 9 – Selection and Qualifications of President, Vice President, and Financial Director

* 1. Candidates for the position of President, Vice President, and Financial Director of the Jaguar Productions Board shall be regularly enrolled students with at least a 2.5 cumulative GPA at the University of South Alabama on record as of the deadline for application. The selection committee shall have the ability to waive this requirement with a unanimous opinion. However, if the selection committee waives the requirement, it must do so for all students participating in the selection process. The candidate must have sufficient Board experience.
	2. A person whose cumulative GPA significantly falls below their GPA for two consecutive grade reports at the time of selection shall relinquish all powers and privileges of that office.
	3. Applications for the position of President, Vice President, and Financial Director will be available in the Activities Office after the fourth week of class Spring semester. Applications must be returned by 5 p.m. on the Friday of the sixth week of classes.
	4. All qualified applicants will be interviewed by a nominating committee consisting of the outgoing President of JP, the outgoing SGA President, one student-at-large, the outgoing Financial Director, and the JP Advisor. JP will decide who the student-at-large will be. If anyone from the nominating committee is applying for any one of these executive offices, that person will be replaced by another student-at-large. A majority vote of the nominating committee is necessary for official nomination.
	5. If any member of the nominating committee resigns or is impeached, a student-at-large from JP will be selected by a majority vote of the JP to fill the vacancy on the nominating committee.
	6. The nomination shall be presented to the SGA Senate before the last meeting of Spring semester for approval. A two-thirds vote is needed for approval.
	7. The term of office of the President, Vice President, and Financial Director of the Jaguar Productions Board shall be one year, starting and ending the first week of April. They shall be sworn in by the SGA Chief Justice before assuming official duties.
	8. The President, Vice President, and Financial Director shall not be allowed a voluntary leave of absence during their term of office. The President, Vice President, and Financial Director shall be granted an emergency leave of absence with two-thirds approval of the Student Activities Board. The term of a leave of absence shall be from the time of its approval until the last day of class for that semester.

### Section 10 – Duties and Responsibilities of the President of JP

* 1. The President of JP shall serve as the chief executive officer of JP and see that all projects and activities are carried out.
	2. The President shall appoint an executive assistant for the Board who shall keep and publish the minutes of each meeting.
	3. The President, Vice President, and Financial Director shall develop and manage the Activities Board budget, taking into account the financial needs of each committee and present this budget

to the Dean of Students or their designee for funding.

* 1. The President shall serve as the official representative of JP at University functions.
	2. The President shall set, post, and keep regular office hours.
	3. The President shall have the power to veto all proposals passed by the SAB. A veto may be overridden by a two-thirds vote of the JP voting membership.

### Section 11 – Duties and Responsibilities of the Vice President of JP

* 1. The Vice President of JP shall work with and support the President of JP to see that all projects and activities are carried out.
	2. The Vice President shall work with the President and Financial Director to develop and manage the Activities Board budget, taking into account the financial needs of each committee.
	3. The Vice President shall set, post, and keep regular office hours.
	4. The Vice President shall chair all Board meetings.
	5. The Vice President shall assume the role of the President in their absence.

### Section 12 – Selection and Qualifications of Committee Chair

* 1. A candidate for the position of committee chair shall be a regularly enrolled student, and shall have at least 2.0 cumulative GPA at the University of South Alabama on record as of the deadline for applications. The selection committee shall have the ability to waive this requirement with a unanimous option. However, if the selection committee waives the requirement, it must do so for all students participating in the selection process. The candidate shall have sufficient experience.
	2. A chair whose cumulative GPA falls significantly below their GPA at the time of their selection

for two or more consecutive grade reports shall relinquish all powers and privileges of their office.

* 1. A candidate for the position of Promotions Chair will be proficient in the current graphic design software.
	2. A candidate for the position of Social Media Chair will be proficient in the current social media platforms.
	3. All qualified applicants will be interviewed by a selection committee consisting of the incoming President of JP, the incoming Vice President of JP, the JP Coordinator, and the JP Advisor.

### Section 13 – Duties and Responsibilities of Committee Chairs

* 1. The committee chairs will train and motivate their committee members.
	2. The committee chairs will work with the committee members in the planning, advertising, implementation, and evaluation of programs assigned to their committees.
	3. The committee chairs are directly responsible for the efficient and effective operation of their committees.
	4. The committee chairs will maintain records of expenditures, keeping within the committee budget allocation.
	5. The committee chairs will chair all meetings of their committees and keep minutes of these meetings, reporting significant activities to JP.
	6. The committee chairs will attend all Jaguar Productions Board Meetings or send a representative. In order for this representative to vote, the representative must be the First Assistant of that committee.
	7. The committee chairs will assist the President of JP in meeting the overall goals and objectives of the Board.
	8. The committee chairs will attend a minimum of two events each semester, in addition to their own committee’s events and Jags After Dark.
	9. A Chair shall be able to take a semester’s leave of absence by notifying the President of JP in writing one week prior to this leave.
	10. The chair shall appoint a first assistant subject to approval by the selection committee described in Section 12.3.

### Section 14 – Vacancies

* 1. Any vacant chair shall be filled by a replacement, either temporary or permanent, within 15 class days, using the same process as in Section 12.
	2. If the position of President, Vice President, or Financial Director of JP becomes vacant before the term of office expires, a temporary replacement will be appointed by the JP Advisor until the nominating committee can select a new permanent re placement. The permanent replacement must be named within 15 class days.
	3. If a vacancy occurs due to a leave of absence and replacement is dictated by procedure, a temporary replacement shall be named by the JP Advisor until the end of the term.

### Section 15 – Impeachment

* 1. The SGA Senate shall have the sole authority in all impeachment proceedings against the President, Vice President, or Financial Director of the Jaguar Productions Board. The procedure will be the same as for any SGA official, stated in Article IX of the Constitution of the Student Government Association of the University of South Alabama.
	2. The Jaguar Productions Board shall have the authority to remove a chair from the Board, based on the recommendation of the JP Vice President. A two-thirds vote of the JP will allow removal from office. The chair being considered for removal will not be allowed to vote on this matter.

### Section 16 – Operating Procedures

The Jaguar Productions Board may establish operating procedures, as it deems appropriate, providing these procedures are presented to the Board in writing and accepted by a two-thirds vote of the members of the Board in attendance at that meeting. These operating procedures shall in no way conflict with the Constitution.

### Student Activities Board Operating Procedures

**TITLE 1. Definitions, Interpretations and Construction of Operating Procedures Chapter 100.** The official codifications for the operating procedures of Jaguar Productions, as approved by the JP (Student Activities Board).

* 1. Each title shall deal with related topics and each shall be composed of numerically designated chapters, as follows:

###### Title I (100-199) Definitions, Interpretations and Construction of Operating Procedures Title II (200-299) Executive Branch

**Title III (300-399) Activities Board**

**Title IV (400-499) Funding**

**Title V (500-599) Door Prize Eligibility**

**Title VI (600-699) Salaries**

* 1. Each chapter may be subdivided by decimal arrangement (i.e. Chapter 100 may be divided into 100.1, 100.2, etc.).

### TITLE II. Executive Branch

**Chapter 200. Composition of the Executive Branch**

* 1. The Executive Branch shall be composed of the:
		1. President of Jaguar Productions
		2. Vice President of Jaguar Productions
		3. Financial Director of Jaguar Productions
		4. Jaguar Productions Coordinator
		5. Jaguar Productions Advisor
		6. Jaguar Productions Graduate Assistant

### Chapter 201. Composition of the Executive Council

* 1. The Executive Council shall be composed of the:
		1. President of Jaguar Productions
		2. Vice President of Jaguar Productions
		3. Financial Director of Jaguar Productions

### Chapter 202. Duties of the Executive Council

* 1. In addition to the duties of their respective offices, the Executive Council shall have the following duties:
		1. The timely formulation of a semester budget for the SAB’s approval.
		2. To uphold the Constitution and Operating Procedures of the SAB.
		3. To designate office space in the SAB.
		4. To attend weekly meetings of the Executive Council.

### Chapter 203. Duties of the President of Jaguar Productions

* 1. In addition to their duties outlined in the Constitution, the President shall have the following duties:
		1. To supervise all JP activities.
		2. To be the official spokesman for the JP.
		3. To accept the resignation of any JP chair or officer.
		4. To assist with the training and education of new Board and committee members.

### Chapter 204. Duties of the Vice President of Jaguar Productions

* 1. In addition to their duties outlined in the Constitution, the Vice President shall have the following duties:
		1. To assist the President in monitoring all JP activities.
		2. To assist the President with the training and education of new Board and committee members.
		3. To chair the Board meetings using proper Parliamentary Procedure.

### Chapter 205. Duties of the Jaguar Productions Advisor and Coordinator

205.1 To advise and assist the JP in its daily operations and the formulation of events.

### Chapter 206. Duties of the Financial Director of Jaguar Productions

* 1. The Financial Director shall have the following duties:
		1. To approve all direct pays, purchase orders, and payment from JP funds.
		2. To set up and operate a cash box at JP events/activities. (Said box should be requested two weeks prior to the event activity).
		3. To keep an up-to-date journal of account balances and file all direct pays and purchase orders with their supporting documents.
		4. To pay all bills as promptly as possible.
		5. To be held responsible for the maintenance of a balanced budget and for preventing deficit spending.

### Chapter 207. Eligibility Requirements for Executive Branch

* 1. Waiving of GPA requirements will only be considered for applicants with GPA’s from 2.0 through 2.49.
	2. In the event that members of the executive branch are placed on academic probation, they must relinquish all powers and privileges of that office.

### TITLE III. Activities Board

**Chapter 300. Parliamentary Procedure**

300.1 The SAB shall operate under Roberts Rules of Order (Revised Edition) except when in conflict with either Constitution or Operating Procedures.

### Chapter 301. Procedure for Passing a Proposal

* 1. For a proposal to be brought before the SAB, it must meet the following conditions:
		1. All proposals must be typed on standard proposal forms.
		2. All proposals must be sponsored by a voting member of the SAB.
		3. All proposals must be submitted to both the President of Jaguar Productions and the Financial Director by noon on the class day before the board meeting. In a critical situation, this requirement may be waived by the President.
		4. All proposals must be previewed by the President and Financial Director of Jaguar Productions.
		5. The President of the JP shall have the power to refer all proposals to the appropriate committee. The SAB may pull a proposal out of committee by a majority vote.
		6. All events or activities that require the University to enter into binding contracts shall be first voted on and passed by a majority vote in advance of the confirmation of the contract.
		7. If, for reasons deemed necessary by the SAB, the Constitution needs a change, deletion, or ] addition, the 301.2 Use of telephone votes shall be allowed only when the SAB has voted to do so on a specific proposal.

### Chapter 302. Attendance Rules

* 1. All members of the SAB shall attend all SAB meetings or send a representative. In order to vote, this representative must be the first assistant of the respective committee.
	2. Only two unexcused absences will be allowed to SAB members per semester. After the second unexcused absence, the member will be excused from the Board.
	3. The Executive Council will decide whether an absence is excused.
	4. Leave of absence requests must be submitted in writing to the Vice President of the SAB.

### Chapter 303. Duties of Chairs

* 1. In addition to the duties outlined in the Constitution, the committee chairs shall have the following duties:
		1. To be responsible for assisting the promotions committee in promoting events sponsored by the SAB.
		2. To assign a committee member as a representative to the Membership Development committee and the Promotions committee.
		3. To turn in all necessary paperwork (proposals, event evaluations, committee reports, etc.) by deadline dates set by the Executive Council.
		4. To be directly responsible for the efficient and effective operation of their committee’s events.

### TITLE IV. Funding

**Chapter 400. Budget Formulation**

* 1. All budget requests shall be submitted to the Financial Director by the deadline set each semester by the Financial Director.
	2. The budget shall be formulated by the Executive Council subject to approval by the AB by a two- thirds vote.
	3. The SAB President, Vice President, and Financial Director shall be responsible for executing the budget set forth by the SAB.

### TITLE V. Door Prize Eligibility

**Chapter 500.** All Jaguar Productions Board members shall be ineligible for door prizes given away by Jaguar Productions.

### TITLE VI. Salaries

**Chapter 600. Salary Stipulations**

* 1. Salaries for chairs shall be based upon office hours and not time spent during activities or events. Salaries for officers will be a combination of office hours and time spent during activities or events determined by the SAB Advisor.
	2. Board members are required to set regular office hours and be present in the Jaguar Productions office at those times in order to be paid.
	3. Board members are required to sign in and out on the departmental time sheet so that proper office time may be credited to them.

### Chapter 601. Salary Scales

* 1. Salaries will be based upon a prescribed number of hours for each position paid at minimum wage.
	2. The SAB members will be paid in the following manner:
		1. President – 20 hours at minimum wage
		2. Vice President – 15 hours at minimum wage
		3. Financial Director – 10 hours at minimum wage
		4. All committee chairs except Promotions – 3 hours at minimum wage
		5. Promotions Chair – 6 hours at minimum wage
		6. Technical Chair – 3 hours at minimum wage plus hours worked at events
	3. In the event that the Financial Director is also the Graduate Assistant, that person will not be paid the Financial Director’s salary.