SHAW UNIVERSITY

STUDENT GOVERNMENT ASSOCIATION

CONSTITUTION

MODIFIED BY:

R. Brandon Moyer

S.G.A PRESIDENT

03/24/14

**STATEMENT OF CONFIDENTIALITY**

THE DOCUMENT ACCOMPANING THIS COVER CONTAINS CONFIDENTIAL INFORMATION BELONGING TO THE DEPARTMENT OF STUDENT ACTIVITES AND STUDENT GOVERNMENT ASSOCIATION OF SHAW UNIVERSITY. THE INFORMATION IS INTENDED ONLY FOR THE USE OF MEMBERS OF THE ORGANIZATION. IF YOU ARE NOT A CURRENT MEMBER OR ASSISTANT TO STUDENT GOVERNMENT ASSOCIATION, YOU ARE HEREBY NOTIFIED THAT ANY DISCLOSURE, COPYING, DISTRIBUTION, OR TAKING OF ANY ACTION IN RELIANCE ON THE CONTENTS OF THIS CONSITUTION INFORMATIONAL IS STRICTLY PROHIBITED. IF YOU HAVE RECEIVED THIS DOCUMENT IN ERROR PLEASE CONTACT DEPARTMENT OF STUDENT ACTIVITIES AT (919)546-6322.
SHAW UNIVERSITY

Student Government Association

CONSTITUTION & BYLAWS

PREAMBLE

We, the students of Shaw University, in order to promote the highest ideals of college life, to encourage student initiative, self-control, leadership, to promote the highest degree of scholarship, secure the greatest advantage of extra-curricular activities for ourselves and those that might follow in the acknowledgement that religion and learning must go hand and hand, that character grows with knowledge and that excellence prevails, do hereby adopt and ordain this Constitution.

The Shaw University Student Government Association Promise:

We, the Student Government Association (SGA) of Shaw University, believe that all members should have a strong set of moral values and goals to abide by for our university as well as our organization. We strive to engender leadership among our members, to promote good will and unity among our university, and to make our voice heard in our campus community, communities at-large, our state, and our nation. We strive to reach out to all of our students through various on and off-campus activates. In addition to campus activities, we are also very involved strongly in the community through service. We do this primarily by advocating for the needs and desires of the students. The purpose of the association is to promote leadership development; to encourage responsibility, self-discipline and good citizenship; to always conduct ourselves and advocate to others the purpose of conducting ourselves as young adults; to
stimulate the desire to render service; to foster unity in realizing the ideals of education and democracy; to promote the importance of higher education; to unify the C.A.P.E sites with our university in order to best attend to the appropriate concerns of the students of the Shaw University system. As a member of this organization we all promise to embrace, uplift, and promote the Shaw University Student Government Association Promise.

**ARTICLE I- NAME**

**SECTION 1** This organization shall be known as the Student Government Association (SGA) of Shaw University. The Student Government Association, from herein, shall be called the SGA.

**SECTION 2** The SGA shall be the official representative of the campus in all matters related to the common welfare and the general interest of the students enrolled in the University, with such provisions as herein stated

**SECTION 3** The SGA shall be composed of three branches: The Executive Branch, The Legislative Branch, and The Judicial Branch

**ARTICLE II- THE EXECUTIVE BRANCH**

**SECTION 1** The Executive Branch shall consist of the President, Vice President of Internal Affairs, Vice President of External Affairs, Executive Administrative Assistant, Business Manager, Executive Parliamentarian, Miss Shaw University, and The Election Committee, all special assistants, and all appointed positions).
The purpose of the Executive Branch is to enforce all approved bills and policies of the SGA. The Executive Branch should also examine problems or possible projects for the student body and make proposals to the Legislative Branch (Student Senate) for their approval. The role of the Executive Branch is as follows:

1. The Executive Branch must approve or veto all actions of the Legislative Branch before such actions will have the force of law.

2. Should the Executive Branch fail to act upon a proposal from the Legislative Branch, of which it has been notified, the proposal will have the force of law after the 14th day from the date of notification.

3. The Executive Branch may submit proposals for the Legislative Branch’s approval

**ARTICLE III - THE EXECUTIVE BOARD**

**SECTION 1** The Executive Board shall consist of the President, Vice President of the Internal Affairs, Vice Chair of Internal Affairs, Vice President of External Affairs, Executive Administrative Assistant, and Business Manager.

**SECTION 2** The duties and powers of the Executive Board shall be:

1. To have the power to override all decisions made in the SGA

2. To approve everyone who is appointed to any position and committee
ARTICLE IV - THE SGA PRESIDENT

SECTION 1  

The qualifications for the President are as follows:

1. Must be a full time student who reside on campus (unless approved by the VP of Student Affairs)

2. Must have ninety (90) credit hours, (sixty (60) credit hours must be accumulated at Shaw University)

3. Must be in good social standing with the university

4. Must not have a disciplinary record under the Student Conduct Code

5. Must not have a criminal record

6. Must have a minimum grade point average of 2.75 on a 4.0 scale at the time of candidacy

7. Must have self-respect and carry self in a manner that will bring respect to the student body, the community, and the university

8. Must not be a candidate for another SGA position

9. Must have completed Cultural Academic and Spiritual Enrichment Seminar (C.A.S.E.S.)

10. Must serve for one year (two (2) full semesters)

SECTION 2  

The duties and powers of the SGA President shall be:

1. To serve as the Chairman of the Executive Branch

2. Serve as student body representative of the Shaw University Board of Trustees and shall be entitled to all powers and privileges to that office for the tenure of the office.

3. To call and preside over all Executive Board and student body meetings

4. To vote only in the case of a tie
5. To serve on all university committees that requires such representation

6. To provide the student body with information concerning general university issues and activities each month

7. To be responsible for the attendance of cabinet members to all student body meetings, Founder’s Day, and convocation

8. To appoint students to represent the university at intercollegiate and national activities; will advise the Legislative Branch of such appointments

9. To execute bills passed in the Legislative Branch and approved by the Executive Branch

10. To co-chair the House of Representatives

11. To be bounded by the oath to provide leadership for the student body

12. To have veto power of all legislation passed by the Legislative Branch within fourteen (14) school days

13. To appoint committees to non-policy posts, without the approval of the Legislative Branch

14. To create new offices as they are needed

15. To appoint people to any elected office in the event that no one seeks candidacy for that perspective office

16. To appoint a successor, with the approval of the existing Legislative Branch, in the event that no one runs for President of SGA
18. To declare a state of emergency, if necessary, and to use such powers as deemed necessary until the next scheduled Legislative Branch meeting

19. To act in the best interest of the student body and SGA at all times.

20. To support and represent the student body

21. To co-sign all drafts for funds from the SGA budget

22. To maintain regular office hours, which states where and when he/she may be reached by students for consultation, counsel, or to give students information that is pertinent to campus life and student welfare

23. To make recommendations to the Legislative Branch on any issue concerning student life

24. To delegate responsibilities to Executive Board members as necessary for the proper functioning of the SGA

25. To appoint three (3) student representatives to the university disciplinary committee and one (1) Attorney General. Appointees must be from the student body at large, must have a 2.5 GPA on a 4.0 scale, and must not be members of the SGA or the Student Senate. Officers must be appointed by August 15th unless directed otherwise by Department of Student Affairs.

26. To train their successor

27. To fine or suspend any class or committee for tardiness, absence, or disorderly conduct during a SGA meeting. If fines are not paid within thirty (30) days, then the organization will lose all seed money and may be removed from office. The fines are as follows:
Tardiness = $1.00        Absence = $3.00        Disrespect = $10.00

All fines and suspensions may be appealed to the Office of Student Activities

ARTICLE V - THE VICE PRESIDENT OF INTERNAL AFFAIRS

SECTION 1 The qualifications for the Vice President of Internal Affairs are as follows:

1. Must be in good social standing with the university
2. Must not have a disciplinary record under the Student Conduct Code
3. Must not have a criminal record
4. Must have a minimum grade point average of 2.5 on a 4.0 scale at the time of candidacy
5. Must have at least (30) credit hours
6. Must have self-respect and carry self in a manner that will bring respect to the student body, the community, and the university
7. Must not be a candidate for another SGA position
8. Must have completed Cultural Academic and Spiritual Enrichment Seminar (C.A.S.E.S.)
9. Must serve for one year (two (2) full semesters)

SECTION 2 The duties and powers of the Vice President of Internal Affairs shall be:

1. To serve a dual role by acting as co-chair of the Executive Branch and Chair of the Student Senate
2. To act on behalf of the President in his/her absence
3. To fill the office of the President if the position becomes vacant for any reason (i.e. resignation, impeachment, etc)

4. To Chair the Election Committee

5. To appoint Election Committee members

6. To manage problems that originate from an individual or organization that is directly related to the university

7. To provide a consistent schedule of meetings for the Student Senate by the second Student Senate meeting

8. To co-chair the Miss Shaw University pageant

9. To keep the Student Senate abreast of communications received by the SGA

10. To delegate responsibility to Student Senate members as necessary for the proper functioning of the Student Senate

11. To act in the best interest of the student body and the SGA at all times.

12. To train their successor

13. To appoint his/her Special Assistant

14. To fine or suspend any organization for tardiness, absence, or disorderly conduct during a Student Senate meeting. If fines are not paid within thirty (30) days then the organization will lose all seed money and the organization will lose their charter. The fines are as follows and parties fined may be removed from office. The fines are as follows:

   **Tardiness** = $1.00

   **Absence** = $3.00

   **Disrespect** = $10.00
ARTICLE VI - THE SPECIAL ASSISTANT TO THE VICE PRESIDENT OF INTERNAL AFFAIRS

SECTION 1 The qualifications for the Special Assistant to the Vice President of Internal Affairs are as follows:

1. Must be in good social standing with the university
2. Must not have a disciplinary record under the Student Conduct Code
3. Must not have a criminal record
4. Must have a minimum grade point average of 2.5 on a 4.0 scale at the time of candidacy
5. Must have at least thirty (30) credit hours
6. Must have self-respect and carry self in a manner that will bring respect to the student body, the community, and the university
7. Must not be a candidate for another SGA position
8. Must have completed Cultural Academic and Spiritual Enrichment Seminar (C.A.S.E.S.)
9. Must serve for one year (two (2) full semesters)
10. Must be appointed by the Vice President of Internal Affairs

SECTION 2 The duties and powers of the Special Assistant to the Vice President of Internal Affairs shall be:
1. To act on behalf of the Vice President of Internal Affairs in his/her absence

2. To fill the office of the Vice President of Internal Affairs if the position becomes vacant for any reason (i.e. resignation, impeachment, etc)

3. To assist the Vice President of Internal Affairs in any area that he/she is needed

4. To train their successor

ARTICLE VII - THE VICE PRESIDENT OF EXTERNAL AFFAIRS

SECTION 1 The qualifications for the Vice President of External Affairs are as follows:

1. Must be in good social standing with the university

2. Must not have a disciplinary record under the Student Conduct Code.

3. Must not have a criminal record.

4. Must have a minimum grade point average of 2.5 on a 4.0 scale at the time of candidacy

5. Must have at least thirty (30) credit hours

6. Must have self-respect and carry self in a manner that will bring respect to the student body, the community, and the university

7. Must not be a candidate for another SGA position

8. Must have completed the Cultural Academic and Spiritual Enrichment Seminar (C.A.S.E.S.)

9. Must serve for one year (two (2) full semesters)
SECTION 2 The **duties and powers** of the Vice President of External Affairs shall be:

1. To manage those problems that originate from an individual or organization that may not be directly related to the university, but involves student participation
2. To assist the SGA President with all business related to the North Carolina Association of Black Student Governments
3. To act as the liaison between the SGA President and other Student Government officers at other universities
4. To co-chair the student Homecoming committee
5. To be a member of the Election Committee
6. To train their successor

**ARTICLE VIII - THE BUSINESS MANAGER**

SECTION 1 The **qualifications** for the **Business Manager** are as follows:

1. Must be in good social standing with the university
2. Must not have a disciplinary record under the Student Conduct Code
3. Must not have a criminal record
4. Must have a minimum grade point average of 2.5 on a 4.0 scale at the time of candidacy
5. Must have at least thirty (30) credit hours
6. Must have self-respect and carry self in a manner that will bring respect to the student body, the community, and the university

7. Must not be a candidate for another SGA position

8. Must have completed Cultural Academic and Spiritual Enrichment Seminar (C.A.S.E.S.)

9. Must serve for one year (two (2) full semesters)

SECTION 2  The **duties and powers** of the Business Manager shall be:

1. To be responsible for all financial records and matters concerning the SGA

2. To assist the SGA President in preparing a yearly budget for the SGA

3. To collect all receipts and pay all the debts (after the SGA President and SGA advisor has been notified and agrees) of the SGA

4. To collaborate with the President and submit all budget transactions to the Director of Student Activities for verification of funding and approval

5. To meet with the Director of Student Activities for the purpose of being knowledgeable of the university's budget process and reconciliation of budget records.

6. To give a full financial report to the President of the SGA and the Director of Student Activities on a bi-weekly basis

7. To be responsible for all expenditure and travel requisitions
8. To present a monthly financial report to the Executive Branch complete with receipts and requests for approval at the beginning of the meeting

9. To re-deposit all unused funds into the SGA account

10. To be responsible for all deposits and withdrawal slips (to be recorded and maintained in a formal ledger.)

11. To make sure that all withdrawals, deposits, and checks have the signatures of the SGA President and the Business Manager

12. To issue a written weekly update to the Director of Student Activities of all money that has been spent, raised, etc. (to have if requested) A total balance must also be included in this document.

13. To submit a yearly budget at the 2\textsuperscript{nd} to last meeting for the upcoming year

14. To train their successor

**ARTICLE IX - THE EXECUTIVE ADMINISTRATIVE ASSISTANT**

**SECTION 1** The qualifications for the Executive Administrative Assistant are as follows:

1. Must be in good social standing with the university

2. Must not have a disciplinary record under the Student Conduct Code

3. Must not have a criminal record

4. Must have a minimum grade point average of 2.5 on a 4.0 scale at the time of candidacy

5. Must have at least thirty (30) credit hours
6. Must have self-respect and carry self in a manner that will bring respect to the student body, the community, and the university

7. Must not be a candidate for any other SGA position

8. Must have completed Cultural Academic and Spiritual Enrichment Seminar (C.A.S.E.S.)

9. Must serve for one year (two (2) full semesters)

SECTION 2 The duties and powers of the Executive Administrative Assistant shall be:

1. To record all minutes of the student body, Student Senate, and Executive Board meetings. All minutes must be typed and given to the SGA President and the Vice President of Internal Affairs three (3) working days after a meeting

2. To make sure that the SGA President has all information documented and received by the Executive Administrative Assistant

3. To maintain and prepare all files and documents pertaining to the SGA

4. To maintain and prepare the roll and a register of the members of the SGA

5. To notify the members of SGA and the Student Senate about scheduled meetings

6. To work with the President in preparing an agenda for each meeting

7. To be responsible for having an Executive Board directory ready by the second Executive Board meeting

8. To be responsible for turning in a completed charter form for SGA and the Student Senate
9. To collect minutes from class Administrative Assistants so that the Executive Board will be aware of what is taking place in class meetings.

10. To be responsible for filing facility requisitions.

11. To read the minutes from the meetings.

12. To notify SGA members of new officers.

13. To perform duties as assigned by the President of the SGA.

14. To train their successor.

The Executive Board will receive a stipend of $500.00 a person; with the exception of the SGA President who will receive a stipend of $1,000; SGA President shall receive room and board provided by the university.

**ARTICLE X - THE CLASS OFFICERS**

**SECTION 1  Qualifications** for all class officers and Queens are as follows:

1. Must be in good social standing with the university.

2. Must not have a disciplinary record under the Student Conduct Code.

3. Must not have a criminal record.

4. Must have a minimum grade point average of 2.5 on a 4.0 scale at the time of candidacy.

5. Must have self-respect and carry self in a manner that will bring respect to the student body, the community, and the university.

6. Must not be a candidate for another SGA position.

7. Must have completed Cultural Academic and Spiritual Enrichment Seminar (C.A.S.E.S.)
8. Must serve for one year (two (2) full semesters)

SECTION 2  The **duties and powers** of the Class President shall be:

1. To serve as the liaison between their respective classes and the Executive Board
2. To inform their constituents of the Executive Board’s actions
3. To inform the Executive Board of class actions
4. To submit proposals to the Executive Board for their approval
5. To carry out duties and directives as assigned by the President of the SGA
6. To have the cabinet conduct at least **five** activities a semester (For every party there must be two educational activities)
7. To attend all Student Senate or Executive Branch meetings (may send a delegate from the cabinet if they cannot attend.)
8. To meet with their respective class once a month
9. To plan a weekly meeting with all class officers
10. To submit a monthly report, to the Executive Board, about all activities from the previous month
11. To be responsible for the attendance of cabinet members to all student body meetings, Founder’s Day, and convocation
12. To train their successor
SECTION 3  The **duties and powers** of the **Vice President** shall be:

1. To act on behalf of the President in his/her absence
2. To fill the office of the President if the position becomes vacant for any reason (i.e. resignation, impeachment, etc)
3. To assist the President in any area that he/she is needed
4. To train their successor

SECTION 4  The **duties and powers** of the **Treasurer** shall be:

1. To be responsible for all financial records and matters concerning the class
2. To collect all receipts and pay all debts accumulated by the class with the President’s approval.
3. To be responsible for all expenditures and travel requisitions for the class
4. To present a monthly financial report to the President, all class officers, and the Business Manager
5. To ensure that financial reports include all receipts
6. To request funds at the beginning of all SGA meetings
7. To deposit all unused funds into the class account within (3) working days
8. To issue a written weekly update, to the class advisor, of all money that has been spent, raised, etc. A total balance must also be included in this document
9. To train their successor
SECTION 5 The duties and powers of the class Administrative Assistant shall be:

1. To help class President prepare the agenda for class meetings
2. To read the minutes from the meetings
3. To perform duties as assigned by the class President
4. To type all minutes and give them to the Executive Administrative Assistant, and all class officers within three (3) working days after a meeting
5. To maintain all files pertaining to their class
6. To keep the roll and a register of all class members
7. To notify class officers about scheduled meetings
8. To assist the President with preparing an agenda for each class meeting
9. To be responsible for having a directory of all class officers by the second class meeting
10. To be responsible for filing facility requisitions
11. To train their successor
12. To be responsible for issuing a completed class charter form

SECTION 6 The duties and powers of the Class Kings shall be as follows:

1. To be present at ALL class and student body meetings
2. To meet and perform the requirements of the title or they shall be removed from office
3. To participate in all Class events
4. To have self-respect and must carry himself in a manner that will bring respect to the student body, the university, and the community

5. To assist Miss Shaw University with local recruitment for Shaw University

6. To assist with Freshman Orientation

7. Collaborate with their respective class Queen to complete their Community service project.

8. A King must do one of the following during his term:

- A Shaw service project that is conducted the entire year, A Shaw service project that is conducted once a month
- Four (4) Shaw service projects (2 per semester)

**Stipulations**

Service projects are not to be in correlation with any other class, organization, and or campus event or project unless approved by SGA President. The service projects cannot consist of any a party or social dance (i.e. Halloween party, Valentine’s Day, etc.)

**SECTION 7 The duties and powers** of the class **Queens** shall be as follows:

1. To be present at class and student body meetings

2. To meet and perform the requirements of the title or they shall be removed from office

3. To train their successor

4. To assist Miss Shaw University with local recruitment for Shaw University

5. To assist with freshman orientation
6. To maintain a professional and respectable image

7. To conduct a Shaw service project and a community service project. These projects shall be designed to enhance the Shaw University community and the community at large. Each project is to be documented and reported to the Executive Board. Should the campus Queens fail to meet or perform the requirements of the title, the crown shall be removed.

A Queen must do one of the following during her term:

- A Shaw service and/or community service project that is conducted the entire year
- A Shaw service and/or community service project that is conducted once a month
- Four (4) Shaw service and/or community service projects (2 per semester)
- One (1) Shaw service and One (1) community service project per semester

Stipulations

Service projects are not to be in correlation with any other class, organization and or campus event or project unless approved by SGA President. The service projects cannot consist of any a party or social dance (i.e. Halloween party, Valentine’s Day, etc.)
ARTICLE XI - MISS SHAW UNIVERSITY

SECTION 1  The qualifications and criteria for candidacy for Miss Shaw University are as follows:

1. Must have ninety (90) credit hours (sixty (60) must have been accumulated at Shaw University)

2. Must be a female.

3. Must be a full time student who reside on campus (unless approved by VP of Student Affairs)

4. Must be in good social standing with the university

5. Must not have a disciplinary record under the Student Conduct Code

6. Must not have a criminal record

7. Must not be pregnant

8. Must have a minimum grade point average of 2.75 on a 4.0 scale at the time of candidacy

9. Must have self-respect and she must carry herself in a manner that will bring respect to the student body, the university, and the community

10. Must not be a candidate for another SGA position

11. Must serve the entire academic year

12. Must have completed Cultural Academic and Spiritual Enrichment Seminar (C.A.S.E.S.)

13. Must apply for candidacy no later than the first week in April

14. Must participate in an interview session with the Miss Shaw University committee
15. Throughout the year Miss Shaw University’s management, grooming, preparation for special appearances, speech sessions, future pageants, and activities, etc. are managed and directed by Shaw University and Miss Shaw University’s advisor

SECTION 2  The **duties and powers** of Miss Shaw University shall be:

1. To serve as the official Queen of the university
2. To be the official representative of the student body at various university events
3. To serve one year (two full semesters)
4. To meet with her advisor weekly
5. To participate in local high school recruitment efforts as needed
6. To participate in college and university coronations
7. To attend all coronation committee meetings
8. To attend all Homecoming committee meetings (including student sub-committee meetings.)
9. To attend all student body meetings
10. To attend all SGA and Executive Board meetings
11. To conduct a Shaw service project and a community service project. These projects shall be designed to *enhance* the Shaw University community and the community at large. Each project is to be documented and reported to her advisor, and the SGA President.
If Miss Shaw University fails to meet or perform the requirements of her title, the crown shall be removed.

SECTION 3 A committee shall review Miss Shaw University’s title with the possibility of removal, if the following occurs:

1. Violation of the Student Code of Conduct
2. Suspension or dismissal from the university
3. The conviction of a criminal offense other than a traffic violation
4. Fraud, forgery, and the misuse of university funds
5. Failure to execute duties and responsibilities
6. Grade point average falls below the 2.5 requirement
7. Behavior is deemed inappropriate or offensive to the student body, the university, or herself
8. Becomes pregnant

ARTICLE XII- MISTER SHAW UNIVERSITY

SECTION 1 The qualifications and criteria for candidacy for Mister Shaw University are as follows:

1. Must have ninety (90) credit hours (sixty (60) must have been accumulated at Shaw University)
2. Must be a male.
3. Must be a full time student who reside on campus (unless approved by VP of Student Affairs)
4. Must be in good social standing with the university
5. Must not have a disciplinary record under the Student Conduct Code
6. Must not have a criminal record
7. Must have a minimum grade point average of 2.75 on a 4.0 scale at the time of candidacy

8. Must have self-respect and he must carry himself in a manner that will bring respect to the student body, the university, and the community

9. Must not be a candidate for another SGA position

10. Must serve the entire academic year

11. Must have completed Cultural Academic and Spiritual Enrichment Seminar (C.A.S.E.S.)

12. Must apply for candidacy no later than the first week in April

13. Must participate in an interview session with the Mister Shaw University committee

14. Throughout the year Mister Shaw University’s management, grooming, preparation for special appearances, speech sessions, future pageants, and activities, etc. are managed and directed by Shaw University and Mister Shaw University’s advisor

SECTION 2 The duties and powers of Mister Shaw University shall be:

1. To serve as the official King of the university

2. To be the official representative of the student body at various university events

3. To serve one year (two full semesters)

4. To meet with his advisor weekly

5. To participate in local high school recruitment efforts as needed

6. To participate in college and university coronations

7. To attend all coronation committee meetings

8. To attend all Homecoming committee meetings (including student sub-committee meetings.)

9. To attend all student body meetings
10. To attend all SGA and Executive Board meetings

11. To conduct a Shaw service project and a community service project.

12. These projects shall be designed to enhance the Shaw University community and the community at large. Each project is to be documented and reported to her advisor, and the SGA President. If Mister Shaw University fails to meet or perform the requirements of his title, the crown shall be removed.

SECTION 3  A committee shall review Mister Shaw University’s title with the possibility of removal, if the following occurs:

1. Violation of the Student Code of Conduct
   2. Suspension or dismissal from the university
   3. The conviction of a criminal offense other than a traffic violation
   4. Fraud, forgery, and the misuse of university funds
   5. Failure to execute duties and responsibilities
   6. Grade point average falls below the 2.5 requirement
   7. Behavior is deemed inappropriate or offensive to the student body, the university, or herself

ARTICLE XIII - MISS HOMECOMING

SECTION 1  The qualifications for Miss Homecoming are as follows:

1. Must be a male

2. Must have ninety (90) credit hours (sixty (60) must have been accumulated at Shaw University)
3. Must be in good social standing with the university

4. Must have a minimum grade point average of 2.5 on a 4.0 scale at the time of candidacy

5. Must not have a disciplinary record under the Student Conduct Code

6. Must not be a candidate for another SGA position

7. Must have completed the Cultural Academic and Spiritual Enrichment Seminar (C.A.S.E.S.)

8. Must not have a criminal record

9. Must not hold a position associated with Student Government Association at time of running.

10. Must serve during the week of Homecoming

11. Must attend all Homecoming events

12. Must be a full time student

SECTION 2 The duties and powers for Miss Homecoming shall be:

1. To attend all student body meetings

2. Must participate in all Homecoming events

3. Must serve during the week(s) of Homecoming

4. To have self-respect and must carry herself in a manner that will bring respect to the student body, the university, and the community

5. To attend all student Homecoming committee meetings

6. Must conduct or participate in a project that honors Shaw University during Homecoming week
ARTICLE XIV – MR. HOMECOMING

SECTION 1 The qualifications for Mr. Homecoming are as follows:

1. Must be a male.

2. Must have ninety (90) credit hours (sixty (60) must have been accumulated at Shaw University)

3. Must be in good social standing with the university

4. Must have a minimum grade point average of 2.5 on a 4.0 scale at the time of candidacy

5. Must not have a disciplinary record under the Student Conduct Code

6. Must not be a candidate for another SGA position

7. Must have completed the Cultural Academic and Spiritual Enrichment Seminar (C.A.S.E.S.)

8. Must not hold a position associated with Student Government Association at time of running.

9. Must not have a criminal record

10. Must be a full time student

SECTION 2 The duties and powers for Mr. Homecoming shall be:

1. To attend all student body meetings

2. To participate in all Homecoming events

3. To serve during the week(s) of Homecoming
4. To have self-respect and must carry himself in a manner that will bring respect to the student body, the university, and the community

5. To attend all student Homecoming committee meetings

6. To conduct or participate in a project that honors Shaw University during Homecoming week

ARTICLE XV – REQUIRED OF ALL CANDIDATES AND OFFICERS

SECTION 1 The SGA President, Mister and Miss Shaw University shall attend all University functions for free with sash and crown

SECTION 2 All officers must attend all student body meetings, Convocation, and Founder’s Day

SECTION 3 All members of the SGA must inform their respective advisors of all events that they are planning and make sure that the advisor is present. If the class advisor is not at the event then the event may be cancelled

SECTION 4 All officers and candidates shall be enrolled as a full time student at Shaw University

SECTION 5 All officers and candidates must serve one year (two (2) full semesters)

SECTION 6 Candidates for all SGA offices must have at least thirty (30) semester hours and a cumulative grade point average of a 2.5 or better.

Exceptions will be made for incoming freshmen.
**SECTION 7** Individuals are allowed to run for one position (serve one office) at a time

**SECTION 8** Class Presidents must have all of their officers in cabinet by the third day of fall classes

**SECTION 9** All SGA officers will assume and maintain full responsibility of office from the day after graduation until the day of the next graduation (ex: May 13, 2007 – May 12, 2008)

**SECTION 10** Each class member must serve at least (10) hours a week in the SGA office

**SECTION 11** Office hours must be posted by September 1st.

**SECTION 12** Mr. Homecoming and Miss Homecoming shall attend all Homecoming functions for free with sash and crown

**ARTICLE XVI – ADVISORS**

**SECTION 1** The qualifications for Advisors are as follows

1. Must be a faculty or staff member
2. Must be approved by the Executive Board and the Director of Student Activities
3. Must have general knowledge of the SGA Constitution, bylaws, and general operations

**SECTION 2** The duties and powers of Advisors shall be:
1. To serve as the official class advisor for one year (two (2) full semesters)

2. To assist officers in the development of their plans and duties

3. To maintain copies of the Constitution, bylaws, calendar of events, and a current officer roster

4. To recommend other faculty or staff as alternate advisors for their class

5. To review chapter finances with the Director of Student Activities and Business Manager on a monthly basis (Advisors do not have the right to tell an organization what they can and cannot spend. Advisors are allowed to advise their class not to spend a certain amount, but they do not have the final decision.)

6. To attend SGA meetings and events

7. To sign all reservation request, proving their knowledge of an event

8. To ensure that the members are aware of all university policies related to them

9. To be aware of everything that the class is doing

10. To attend all monthly Advisor meetings with the Director of Student Activities

**SECTION 3 The rules and regulations** for all class Advisors are:

1. All class advisors must first report to the Executive Board about all class issues, if the issue is are not handled within (48) hours the advisors has all rights to report to the Vice President of Student Affairs.

2. Direct reports about the SGA to the Vice President of Student Affairs must come directly from the SGA President
3. Advisors cannot make a decision for a class without the participation of all class officers.

4. Advisors are not allowed to hold or touch any funds from their class, unless permitted by the president of his/her class. All finances will be handled by the Treasurer of each class. (Treasurers must issue a written weekly update, to the class advisor, of all money that has been spent, raised, etc. A total balance must also be included in this document.

**ARTICLE XVII - THE HOUSE OF REPRESENTATIVES**

**SECTION 1** The House of Representatives shall consist of the SGA President from each College of Adult and Professional Education (C.A.P.E.) site, the President of the SGA on main campus, and the SGA President for the Divinity School.

**SECTION 2** All members of the House of Representatives must use their Shaw bears e-mail Account (NAME@bears.shawu.edu).

**SECTION 3** The House of Representatives must meet at least once month. Meetings will be conducted to make sure that all officers are informed and operating by the same policies and procedures. This will allow all Presidents the opportunity to plan events together and share information.

**SECTION 4** The House of Representatives will do at least two events a year (One (1) a Semester)
ARTICLE XVIII- THE LEGISLATIVE BRANCH

SECTION 1 The Legislative Branch consists of the Student Senate and is chaired by the Vice President of Internal Affairs. Each class and all campus organizations must have a Student Senate representative. The Student Senate must meet once a month.

SECTION 2 The purpose of the Student Senate shall be:

1. To serve as the liaison between all student organizations and the SGA
2. To ensure that complaints and questions from all chartered student organizations are heard and addressed
3. To bring unity amongst all chartered campus organizations
4. To review university policies and suggest changes to the Vice President of Student Affairs through the SGA President

SECTION 3 The duties and powers of the Student Senate shall be:

1. To delegate authority to the council and to create committees to govern all activities that are not covered by the Executive Branch
2. To initiate investigative proceedings through the SGA President and the Director of Student Activities against all members and officers of the SGA upon proof of serious misconduct, and negligence of duties. Any member of the student body, faculty, or staff may bring a complaint to the Student Senate
3. To initiate (when evidence warrants) impeachment proceedings through the Executive Board. The accused has a right to appeal to the Vice President of Student Affairs.

4. To review and give consideration to all codes, statues, and by-laws deemed mandatory or expedient for the life, welfare, development, and security of the student body.

5. To receive and act on all petitions from the members of the student body through the Executive Board.

SECTION 4 Student Senate meetings:

1. Student Senate shall have its first deliberation no later than three (3) weeks following the final date of registration. If an organization has failed to designate a representative to the Senate by this date, the organization shall be notified of its negligence in writing. If there is no response within two (2) weeks from the date of notification the organization or class, will lose its representation for that academic year.

2. Attendance at a Student Senate meeting is mandatory and punishable by maximum suspension of activities for up to one academic year by the Director of Student Activities.
SECTION 5 The Student Senate Representative:

1. The Student Senate Representative, from hereafter, shall be called a Senator.

2. Each organization will elect their representative. One Resident Advisor (R.A.), per Residence Hall, is required to serve as a representative (Senator) for their building.

3. Each Senator will have one vote in the Student Senate.

4. Each Senator will keep all constituents informed of SGA legislation, administrative action, and other issues pertaining to the student body.

5. Senators must be aware of SGA programs and projects to keep all constituents informed.

6. Senators should be aware of student needs and propose programs to address those needs.

7. Each Senator performs duties as assigned by the Chairman. Failure to comply with such a request will result in the suspension of that organization from the Student Senate, a fine, and/or the freezing of its funds for a period of one (1) month. At the end of that period, the organization will be readmitted to the SGA after the fine has been paid.

8. The Senator shall remind each class and organization that they must submit a monthly report to the Executive Board. Monthly reports should be submitted the first Friday of each month that school is in regular session. The report should include all actions taken and all activities that were sponsored. The report
should indicate whether a member or officer has resigned, been impeached, or become inactive. Each report should include the names and telephone numbers of all officers and members.

ARTICLE XIX - JUDICIAL BRANCH

SECTION 1 Purpose

The purpose of the Judicial Branch is to ensure that there is adequate student representation in the judicial processes of the university. The Attorney General will be the student representative of this branch.

SECTION 2 The qualifications for the Attorney General shall be:

1. Must be enrolled as a full time student who resides on campus
2. Must have ninety (90) semester hours, (sixty semester hours must be accumulated at Shaw University)
3. Must be in good social standing with the university
4. Must sign a confidentiality agreement
5. Must not have a disciplinary record under the Student Conduct Code
6. Must not have a criminal record
7. Must have a minimum grade point average of 2.5 on a 4.0 scale at the time of appointment
8. Must have self-respect and carry self in a manner that will bring respect to the student body, the community, and the university
9. Must not be a candidate for another SGA position

10. Must have completed Cultural Academic and Spiritual Enrichment Seminar (C.A.S.E.S.)

11. Must serve for one year (two (2) full semesters)

12. Must be from the student body at large, cannot be a member of the SGA

SECTION 3

The duties and powers of the Attorney General shall be:

1. To be a student representative on the Disciplinary Committee

2. To work on behalf of the SGA

3. To receive all information pertaining to alleged infractions of dormitory and general campus rules from the Office of Judicial Affairs

4. To be familiar with the student handbook and addendum

5. To conduct a preliminary conference with the accused and/or the accuser forty eight (48) hours before the case is to be tried. In the conference the Attorney General can inform the student of the purpose of the Disciplinary Committee and the possible verdict that can be made at the preliminary conference. The accused student should be informed of the charges against him/her
ARTICLE XX - APPOINTED POSITIONS

SECTION 1 The Attorney General, *Parliamentarian (2011-2012), Director of Public Relations, Special Assistants, and all other appointees shall be appointed by the SGA President.

SECTION 2 The duties and powers of the Public Relations Director shall include, but is not limited to:

1. Publishing and promoting all SGA activities to the media, the campus radio station, the Public affairs office on campus, and the rest of the Shaw community
2. Maintaining a good relationship with the university
3. Finishing all tasks assigned by the SGA President pertaining to Public Relations

SECTION 3 The duties and powers of the Parliamentarian shall include, but is not limited to:

1. Maintaining the SGA's Constitution
2. Reviewing campus organizations' constitutions
3. Approving student group constitutions
4. Enforcing parliamentary rules during SGA meetings
5. Maintaining a good relationship with university
ARTICLE XXI- ELECTIONS

SECTION 1    Election Policies and Procedures

1. If a person or organization is acting as an agent of a candidate or a ticket they shall fall under the same regulations applicable to candidate(s). An individual or an organization will be considered an agent of a candidate or a ticket in any case where the person or organization has publicly endorsed a candidate or ticket. This also applies when a majority of the Election Committee has sufficient reason to rule that a person or an organization is acting as an agent of a candidate or ticket.

2. No campaigning shall be allowed in any classroom while class is in session.

3. Campaigning shall be defined as any written, printed, or spoken plea or statement supporting any candidate or ticket issued by the candidate or their agent.

4. All campaign literature, flyers, posters, etc. must be approved by the Director of Student Activities.

5. There shall be no campaigning or campaign literature within 50 feet of the polling site on Election Day.
7. No slanderous or libelous statements shall be made by any candidate or agent of a candidate. No destruction of property shall be permitted.

No behavior unbecoming of a candidate for office shall be permitted.

8. SGA office supplies or money will not be used to facilitate a campaign.

9. In addition to the candidate forums sponsored by the Election Committee, any other organization may sponsor such an event, provided that they are impartially conducted and a member of the Election Committee is present.

10. Any complaint from a candidate(s) must be presented in written form and submitted to the Election Committee Chairman, not the Director of Student Activities or the Office of Student Affairs. If the Election Committee deems the complaint legitimate, appropriate action will be taken within forty-eight (48) hours of the initial complaint.

11. In the event that the Election Committee is not active and no one runs for a position, the Executive Board of SGA will deal with this issue at their discretion.
SECTION 2 The Election Committee

1. The Election Committee is responsible for overseeing the election process and enforcing the election policies and procedures.

2. The Election Committee shall set up a mandatory meeting with all candidates.

3. All members of the committee shall be in good standing with the university.

4. No person holding any elected office under SGA may be a member of the committee except the Vice President of Internal Affairs and the Special Assistant to the Vice President of Internal Affairs.

5. The Election Committee shall organize two (2) candidate forums.

6. The Election Committee shall establish, coordinate, and govern all campus elections that involve students.

7. The Election Committee is responsible for maintaining the entire election process (voting, speeches, debates, etc.).

8. The Election Committee has the authority to approve or disapprove recounts or run-offs.

9. The Election Committee shall decide all issues related to the election, except those covered by this document on the basis of its own discretion.

10. The Election Committee shall organize and distribute a calendar of election events to the candidates and the student body.

11. The Election Committee shall meet at least once a month.
12. The Election Committee has jurisdiction over all elections and programs associated with the election process.

SECTION 3 Election Administrations

1. Applications for spring elections shall be available in the SGA office and the Bear’s Den in the 1<sup>st</sup> week of January. They are due by the second week of February.

2. Spring elections and speeches shall be held on April 26<sup>th</sup>. (If this date falls on the weekend then it may be altered)

3. Applications for fall elections shall be available in the SGA office and the Bear’s Den from August 16<sup>th</sup> to September 8<sup>th</sup>. (If dates fall on the weekend then they may be altered)

4. Fall elections and speeches shall be held before September 1<sup>st</sup> (freshmen)

5. All information on the application shall be verified by the Director of Student Activities.

6. Any false information on the petition will automatically disqualify the potential candidate from running.

7. All applicants will receive a copy of this policy and a list of the Election Committee members and telephone numbers.

8. A candidate shall not use ignorance or misunderstanding of the provisions as an excuse for violations of the policy.

9. The Election Committee shall conduct at least one mandatory meeting with all candidates to inform them of their rights and responsibilities.
10. All candidates must be present at this meeting. If the date and time of the meeting pose a conflict, the candidates must submit a written notice to the Election Committee Chairman at least **48 hours** prior to the scheduled meeting.

11. The date and time of the meeting shall be published in the Election Committee’s calendar of events.

12. There shall be absolutely no write-ins or petitioners.

13. The polls shall be open on Election Day from **9:00 a.m. to 5:00 p.m.**

14. Names of candidates will appear on the ballot exactly as they appear on the candidates’ application.

15. The candidate’s names shall appear in alphabetical order on the ballot.

16. Within 24 hours, after the voting has taken place, the candidates shall be notified promptly by the Election Committee of their position.

17. Candidates for all offices are subject to the same application, election regulations, and election procedures.

18. Candidates will gain approval to run for a class office only if they have completed the Cultural Academic and Spiritual Enrichment Seminar (C.A.S.E.S) and have met the credit hour requirements.

19. In order to vote, voters must show a valid Shaw University ID for the semester of which the voting is taking place.

**SECTION 4** Violations of any of the following shall result in immediate **disqualification of the candidate’s application** for office.
1. Failure to notify the Election Committee of inability to attend a mandatory meeting within at least forty-eight (48) hours of the meeting date.

2. Failure to attend mandatory meeting

3. Failure to respond to an inquiry of the Election Committee within forty-eight (48) hours

4. Failure to adhere to any other election regulations outlined in this Constitution

SECTION 5 The responsibilities of the Chairman of the Election Committee shall be:

2. To oversee the work of the committee

3. To represent the committee before SGA and the administration

4. To act on behalf of the committee

5. To communicate with all candidates for SGA positions

Any candidate who has a grievance with the SGA Election process should submit the complaint in writing to the Chairman. The Election Committee will have 48 hours to respond, in writing, to grievances.

ARTICLE XXII - IMPEACHMENT PROCEDURE
SECTION 1 All actions for impeachment shall originate in the Student Senate. After an investigation, a resolution for impeachment must be concurred upon by at least 2/3 vote of the members present.

SECTION 2 If the Student Senate votes to impeach an individual, they must refer the case to the Director of Student Activities for further action.

SECTION 3 The said resolution shall be transmitted to the student body at large.

SECTION 4 Any individual subject to impeachment shall have the right to due process.

SECTION 5 Any individual subject to impeachment will receive a subpoena from the S.G.A President and be issued a date to go in front of the Judicial Court.

ARTICLE XXIII - IMPEACHABLE OFFENSES

SECTION 1 The following shall be impeachable offenses:

1. The conviction of a criminal offense other than a traffic violation
2. Fraud, forgery, and misuse of SGA funds
3. Failure on the part of the officer to execute his/her duties
4. Failure to maintain the required grade point average
5. Failure to perform any other duties prescribed by this document
6. Bring shame upon the institution: Shaw University

ARTICLE XXIV - AMENDMENT PROCEDURE
SECTION 1 It is hereby stated that an amendment to this Constitution and the by-laws can be made whenever deemed necessary by at least 2/3 majority vote of the Student Senate. The Executive Board of the SGA and the university must then approve this amendment. In the case that the Student Senate is not present the chair of the Student Senate may vote in their place.

SECTION 2 If the President vetoes an amendment, the Student Senate can override the veto with a 2/3 majority vote of the voting members who are present.

SECTION 3 If the President fails to act on an amendment within two weeks, then amendment shall become law.

ARTICLE XXV - COLLEGE OF ADULT AND PROFESSIONAL EDUCATION (C.A.P.E.)

SECTION 1 The College of Adult and Professional Education (C.A.P.E.) shall have a SGA that consists of officers that have been elected by their student body and advised by the center Director. C.A.P.E. SGA must comply with the articles of this Constitution and collectively may have a representation in the Student Senate.

SECTION 2 All C.A.P.E. SGA units will function and operate under the general guidelines of the Raleigh day regulations with specific rules and guidelines determined by the university’s administrative body or cabinet.

ARTICLE XXVI - STUDENTS RIGHTS

While enrolled here at Shaw University, each student has a right to:
SECTION 1 Know the requirements necessary for granting of the degree he/she seeks.

SECTION 2 Accept or refuse additions or alterations in the requirements for his/her degree

SECTION 3 Have his/her degree transcript sent to the place desired promptly and accurately upon request, providing that the student has met all obligations to the university

SECTION 4 Students should have top priority of receiving corrected and/or updated transcripts upon request (The first request free)

SECTION 5 A student hand book should be presented to the student each year

SECTION 6 Have his/her transcript processed within three weeks after enrolling as a transfer student

SECTION 7 Enjoy all other rights set forth in the body of this document, which is officially recognized by Shaw University

SECTION 8 Adequate and decent housing

SECTION 9 Face their accuser(s) within the judicial system of the disciplinary committee or any other area of the university when being accused of an infraction

SECTION 10 Have a written copy stating the penalty or penalties for each violation

SECTION 11 Students do not pay for security for an event that is for SHAW STUDENTS ONLY.

ARTICLE XXVII - CONSTITUION GUIDELINES
**SECTION 1** Under no circumstance shall the Constitution of any campus student organization conflict with the provisions of this Constitution

**SECTION 2** The provisions of this Constitution shall be effective immediately upon ratification

**SECTION 3** This Constitution shall go in effect and be deemed ratified immediately after having been approved by 2/3 majority vote or the Vice President of Student Affairs