CONSTITUTION

of the

Bush School Student Government Association

Texas A&M University
College Station, Texas
ARTICLE I

Name

The name of this organization shall be The George Bush School Student Government Association (SGA).

ARTICLE II

Purposes

The purposes of the organization shall be to:

1. Provide a formal process through which student interests may be promoted and concerns may be resolved.
2. Establish and maintain a representative voice for the student body.
3. Cultivate relationships and facilitate information flow among the student body, faculty, and administration.
4. Oversee functions of student committees.
5. Facilitate ongoing communication with former Bush School students.

ARTICLE III

Membership

Section 1 – General Membership
All current students enrolled in the Bush School MPSA (Master of Public Service and Administration) and MPIA (Master of International Affairs) programs shall be members of the SGA. Enrollment in these programs constitutes meeting the minimum eligibility requirements of membership.

Section 2 – Special Circumstances
The Executive Board shall determine special circumstances concerning membership qualification.

Section 3 – Discipline and Removal of Members
1. Any student who is expelled or leaves the MPSA and MPIA program will no longer be a member of the SGA.
2. Notice must be given to members who fail to meet minimum eligibility requirements in writing by the SGA president as soon as the matter is brought to the president’s attention.

3. Members may appeal their removal in writing to the SGA president, and must also be given an opportunity at the next SGA meeting to appeal their case to the Executive Board.

4. Former members who are readmitted into either the MPSA or MPIA program shall automatically be granted member status.

Section 4 – Executive Board
1. The voting members of the Executive Board shall consist of the twelve (12) class representatives, including the vice president.

2. The non-voting members of the Executive Board shall consist of the academic affairs liaisons, treasurer, secretary, graduate student council representatives, election commissioner, and the chief of staff.

3. The president is a non-voting member of the Executive Board, except in the case of ties, in which case the president shall also submit one (1) vote.

ARTICLE IV

Officers

Section 1 – Elected Officer Positions
1. General
The elected officers of the SGA shall be: the president, elected at-large; twelve (12) class representatives, three (3) elected from and by each class; the vice-president, elected from among the class representatives; and two (2) academic affairs Liaisons, one (1) elected from and by the students of each respective program.

2. Duties and Powers
   A. President
      i. Serve as a member of the Executive Board.
      ii. Ensure that the organization is actively pursuing its purposes.
      iii. Preside over general meetings.
      iv. Cast tie-breaking votes in general meetings.
      v. Convene general and committee meetings as needed.
      vi. Appoint and charge ad hoc committees as needed.
      vii. Oversee actions of SGA committees.
      viii. Serve as principal spokesperson of the SGA internally and externally, or appoint persons to serve as spokespersons as needed.
ix. Oversee basic operations of the SGA with concurrence of the Executive Committee.

B. Vice-President
   i. Serve as a voting member of the Executive Board.
   ii. Assume the responsibilities of the president in any absence of the president.

C. Class Representatives
   i. Represent the interests of the student body.
   ii. Serve as voting members of the Executive Board.

D. Academic Affairs Liaisons
   i. One (1) academic affairs liaison shall be chosen from the MPIA program and one (1) from the MPSA program.
   ii. Oversee SGA efforts to facilitate communication and to maintain a positive relationship among Bush School administration, faculty, and students.

Section 2 – Appointed Officers

1. General
   The appointed officers of SGA shall be: treasurer, secretary, graduate student council representatives, election commissioner, and chief of staff. Each of these positions may be held by otherwise eligible members of the student body, with the exception of the president or as otherwise stated. The president has the right to appoint other officers as deemed necessary.

2. Job Descriptions

   A. Secretary
      i. Submit meeting minutes for each general meeting to the SGA.
      ii. Compile yearly SGA report.
      iii. Maintain all official SGA records.

   B. Treasurer
      i. Manage funds of the SGA.
      ii. Oversee budget process for the SGA.
      iii. Oversee fundraising efforts of the SGA.
      iv. Maintain treasury, including submitting official financial reports each semester to the SGA.

   C. Graduate Student Council Representatives
      i. One (1) graduate student council representative shall be selected from among the MPSA students, and one (1) shall be selected from among the MPIA students.
      ii. The graduate student council representatives shall represent the interests of the general membership as members of the Graduate Student Council.

   D. Election Commissioner
i. The Election Commissioner oversees the election process and resolves election related complaints.

ii. The Election Commissioner will form an Election Commission consisting of an odd number of people.

iii. Serve as parliamentarian for general meetings.

E. Chief of Staff

   i. The chief of staff aides the SGA president with coordination and management of the executive board.

Section 3 – Eligibility Requirements

1. Candidates for officer positions must qualify for general membership in the SGA (Article III, Section 1).

2. The officers of this organization must meet the following requirements:
   A. Have a minimum grade point ratio (GPR) as stated below and meet that minimum GPR in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office.
   B. For graduate level students the minimum GPR is a 3.00. In order for this provision to be met, at least four (4) hours (half-time credits) must have been taken for the semester under consideration. In one (1) limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a GPR prior to election/appointment, at least four (4) credit hours must have been taken during the course of either the full or two (2) summer session(s) unless fewer credits are required as they complete the final stages of their degree.
   C. Be in good standing with the university and enrolled at least half time (four (4) or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
   D. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (A) and (B).

Section 4 – Disqualification and Succession

1. Officers who, during their term of office, fail to maintain their membership or fail to maintain eligibility requirements shall be immediately removed from office, as outlined in the SGA Bylaws.

2. Notice must be given to officers who fail to meet minimum eligibility requirements in writing by the SGA president as soon as the matter is brought to the president’s (or vice president, if the disqualified officer is the president) attention.
3. Officers may appeal their removal in writing to the SGA Executive Board, and must also be given an opportunity at the next SGA meeting to appeal their case to the Executive Board.

4. If a vacancy occurs in the office of the president between the conclusion of fall elections and before the first day of the spring semester, a special election shall be held within the first two weeks of the spring semester as outlined in the SGA Bylaws.

5. The vice president shall assume the duties, responsibilities and powers of president until the swearing in of a new president elect.

Section 5 – Terms of Office
1. The president shall be elected in December and serve for a period beginning on the first day of the spring semester and ending on the first day of the spring semester the following year.

2. The class representatives shall be elected during the third week of September and shall serve for a period of one year until the conclusion of elections the following September, except for second year students whose term will conclude upon graduation.

3. The treasurer and secretary shall serve for a period beginning on the first day of the spring semester and ending on the first day of the spring semester the following year.

4. The academic affairs liaisons shall serve a term beginning on the first day of the spring semester and ending on the first day of the spring semester the following year.

5. The graduate student council representatives shall serve a term according to university guidelines.

6. The election commissioner shall serve for a period beginning on the first day of the spring semester and ending on the first day of the spring semester the following year. The election commissioner must not seek an elected position during his or her term of office.

Section 6 – Election Procedures
1. An election commissioner shall be appointed to supervise and coordinate all activities of the Election Commission.

2. The Election Commission shall be responsible for organizing and overseeing the elections for all elected officer positions according to the SGA Bylaws.

3. The Election Commission will oversee the general rules of the election.

4. The Election Commission is responsible for verifying through the advisor that all candidates meet minimum eligibility requirements for holding office.
5. No member of the Election Commission, including the commissioner, may hold an elected position within the SGA.

6. Vice-President Selection- The vice president shall be elected through an internal election of the class representatives at the first general meeting after the September election. The term of office shall be one (1) year. The office of vice president shall go to a representative opposite the degree program of the president. In the event that no representative of the opposite degree program desires/is qualified to hold the position, the office of vice president shall be open to any and all representatives who are qualified.

7. Campaigning- Campaigning shall be in accordance with the SGA Bylaws or any subsequent document of this association.

8. Determination of Election Winners
   A. All class representative elections will be based on a plurality system.
   B. Plurality shall be defined as a situation in which one (1) person receives more votes that the other candidates. Majority shall be defined as a situation in which one person receives over fifty (50) percent of the votes.
   C. For the office of president the candidate receiving a majority of the votes cast shall be declared winner.
   D. For the offices of class representative the top three (3) candidates receiving a plurality of the votes cast shall be declared winners.
   E. Election winners shall not be announced until verification has been made that each individual meets all minimum requirements, and the results are certified.
   F. In the event that an election winner does not meet minimum requirements, the next runner-up shall be considered the winner. In the absence of a runner-up, a special election will be held in accordance with SGA Bylaws.

9. Run-off Election Procedures
   A. In the event no candidate receives the necessary amount of votes or in the event of a tie, the Election Commission shall hold a run-off election between the appropriate candidates.
   B. In the case of an election requiring a majority of the vote, the appropriate candidates shall be the top two (2) vote recipients.
   C. The appropriate candidates shall be those involved in the tie that resulted in the need for a run-off election.

Section 7 – Appointment Procedures
The treasurer, secretary and election commissioner and any other position deemed necessary shall be appointed by the president and approved by a two-thirds (2/3) vote of the class representatives.
Section 8 – Vacated Positions
1. In the event of a vacancy of the president position, the vice-president shall assume all duties of the president and shall serve the remainder of the unexpired term. If the vice president is unable to serve the full term, a new election for president will be held within three (3) weeks of the vacancy.

2. In the event of a vacancy of the vice president position, the existing board membership shall hold a special internal election to select a member to serve the remainder of the unexpired term.

3. In the event of a vacancy of the treasurer or secretary positions, a class representative will assume all duties of the position until a new general member can be appointed following the appointment procedures. This class representative shall retain all rights and responsibilities otherwise belonging to their office.

Section 9 – Removal from Office
1. Elected Officers of the SGA shall be removed from office when a motion to remove is approved by a two-thirds (2/3) majority vote of the Executive Board. Motions to remove an Elected Officer must be accompanied by a petition with signatures of one-tenth (1/10) of the student body must be submitted as well as a detailed list of grievances against the accused office holder. The petition will become sealed and those who sign the petition will remain anonymous once submitted to an academic liaison and verified by the SGA faculty advisor. The motion may not be tabled and must be resolved by a vote at the meeting in which the motion is made.

2. Appointed officers of the SGA shall be removed from office when a motion to remove is approved by a two-thirds (2/3) majority vote of the class representatives. Motions to remove an appointed officer must be accompanied by a petition with signatures of one-tenth (1/10) of the student body must be submitted as well as a detailed list of grievances against the accused office holder. The petition will become sealed and those who sign the petition will remain anonymous once submitted to an academic liaison and verified by the SGA faculty advisor. The motion may not be tabled and must be resolved by a vote by secret ballot at the meeting in which the motion is made.

3. Both elected and appointed Officers shall be removed from office in accordance with SGA Bylaws, including a hearing in front of the representative body where the elected and appointed officer to be removed may petition his or her removal. The Executive Board will hold a vote of removal after the hearing, with the accused ineligible to vote.
   A. The Academic Liaison to whom the petition was brought will be responsible for presenting the grievances to the executive board. Once the list has been read to the Executive Board and any SGA members present, the parliamentarian will control the proceedings.
B. Following the reading of grievances, the accused will have the opportunity to respond to each item and ask for further clarification.

C. Should the liaison, acting on behalf or at the request of the petitioners, wish to rebut or clarify any point made in the previous proceedings, they may do so following the accused statements.

D. The accused may respond to any statements made by the liaison.

E. Following the rebuttal by the accused, any SGA member may make a statement for or against the accused officer.

F. The Executive Board will then vote by open ballot on the motion to remove the accused officer from office. There must be a two-thirds (2/3) majority for the accused individual to be removed from office.

G. The motion takes effect immediately, should it pass.

**ARTICLE V**

**Committees**

**Section 1 – General**
Committees shall serve to advise the executive board, and the executive board must approve all official opinions of the SGA.

**Section 2 - Committee Creation**
Ad-hoc committees shall be created on majority approval of a motion of the class representatives or by presidential pronouncement. The committee chair shall be nominated and approved by a majority vote of the class representatives following the creation of a committee.

**Section 3 – Executive Committee**
1. The Executive Committee shall consist of the president, vice president, secretary, treasurer, academic affairs liaisons, election commissioner, and chief of staff.
2. It is the mission of the SGA to provide a formal and representative voice for the interests of the student body in order to advance educational, leadership, and public service initiatives in accordance with Bush School core values.
3. The Executive Committee is responsible for upholding the SGA Constitution in the following ways.
   A. Overseeing all financial matters related to the SGA.
   B. Overseeing all SGA elections, referendums, and member-wide votes.
   C. Interacting with the faculty and staff of the Bush School.
   D. Ensuring the SGA Constitution and Bylaws are followed during official meetings and events.
ARTICLE VI

Meetings

Section 1 – Quorum
1. A quorum for general meetings shall be two-thirds (2/3) Class Representatives present.

2. No official business may be conducted without the presence of a quorum.

3. The minutes of SGA meetings that take place without a quorum shall still be recorded.

Section 2 – General Meetings
Meetings shall be held at least two (2) times a month on a date to be determined by the Executive Board.

Section 3 – Presiding Officer
The President shall act as the presiding officer except where otherwise stated.

ARTICLE VII

Finances

All monies belonging to the SGA shall be deposited and disbursed through a bank account established for the SGA at the Student Organization Finance Center. All funds must be deposited within twenty-four (24) hours after collection. The advisor to the SGA must approve and sign each expenditure before payment.

ARTICLE VIII

Amendment Procedure

Section 1 – Proposals for Amendment
The President shall receive proposals for amendment(s) to this Constitution from any member of the SGA. A petition must accompany the proposal with a number of signatures equivalent to one-tenth (1/10) of the general membership.

Section 2 – Publication of Proposals for Amendment
The president and class representatives shall take reasonable measures to notify the membership of the content of the proposed amendment.

Section 3 – Acting upon Proposals for Amendment
The president shall present the Proposal(s) for Amendment to the membership at the meeting following its submittal. Action on the proposal must be taken on a date not to be sooner than two (2) weeks after the initial presentation. Any proposal that is not acted upon within four (4) weeks after the initial presentation shall be considered withdrawn. Ratification requires two-thirds (2/3) majority vote of the class representatives.

Section 4 – Annual Review
The SGA Constitution shall be reviewed annually by the Executive Board, and is subject to the approval of the Texas A&M Department of Student Activities.

ARTICLE IX

Advisor

Section 1 – Expectations
The advisor of the SGA shall be an employee of Texas A&M University as defined by the Human Resources Department. The advisor will be willing to obtain an appropriate level of experience, resource information and knowledge related to the mission, purpose and activities of the SGA. The advisor will regularly attend executive and general meetings. He/she will be available for consultation outside of these meetings. The advisor will assist the organization with the development of goals and objectives for the academic year. The advisor will also assist the organization with event planning and facilitation. When necessary, the advisor will be willing to attend events as identified through the planning process. The advisor will be aware of the University Student Rules and will assist the SGA with adherence to these expectations.

Section 2 – Replacement
If for any reason the advisor is no longer willing and/or able to fulfill the responsibilities, he/she will formally communicate this to the SGA and the Department of Student Activities in writing. The SGA will then determine the appropriate course of action for replacing the advisor, as outlined in the SGA Bylaws.
Adopted on November 23, 1999
Amended on October 31, 2001
Amended on April 10, 2002
Amended on November 20, 2003
Amended on November 17, 2010
Amended on November 17, 2010
Amended on April 17, 2012
Amended on November 17, 2010
Amended on April 24, 2012

This copy of the constitution shall serve as the official governing document of the George Bush School Student Government Association as of April 24, 2012, until amended.

This copy is certified by:

____________________________________  ________________________
Carly Hilley                          Jim Olson
President                             Advisor