

# **Eastern Student Government Association Constitution and Bylaws**

## **Student Government Association:**

The legislative function of the student body is vested in the Eastern Student Government Association (ESGA). Student activities are coordinated by committees that have been created by the ESGA for this purpose.

The philosophy of the organization is based upon the cooperation and mutual concern for the welfare of the entire campus community. Through the ESGA, students can make known their opinions, elect officers to represent them, and lay groundwork for present and future citizenship. Meetings of the ESGA are open to all interested students and the public.

## **Student Government Association Constitution of Eastern Oklahoma State College** (Currently effective; subject to revision by the Eastern Student Government Association.)

### **Preamble:**

We, the students of Eastern Oklahoma State College, acting within the authority granted in the "Statement of Policies for Administration of Student Organizations," do hereby establish this Constitution which shall provide the framework for the organization, membership, and function of the student government.

## **Article I-Organization and Purpose**

**Section 1:** The purpose of the ESGA shall be an organization of students duly elected in accordance with the provision of this Constitution.

**Section 2:** The purpose of the ESGA shall be to function as the representative body for all students to:

1. Make recommendations concerning student welfare to those persons responsible for the administration of college policies.
2. Provide leadership for all meetings of the student body.
3. Direct and coordinate student activities.
4. Perform service functions as follows:
  - a. Promote positive college public relations.
  - b. Encourage desirable student leadership.
  - c. Develop institutional morals and attitudes.
  - d. Encourage cooperation between students, faculty, and administration.
  - e. When desirable, make studies of student life and recommend methods of improvement.

## **Article II-Membership**

**Section 1:** The membership of the ESGA shall consist of the elected officers to be elected by the student body in a general election during the spring semester, and elected representatives of the major student groups which compose the student body to be elected as set forth in the Constitution.

**Section 2:** Those student organizations which fulfill the qualifications set forth by the ESGA shall be represented by one student representative to be elected by the members of the organization.

**Clause 1:** Organizations having thirty (30) members shall be represented by two student representatives and for every twenty (20) members there above shall constitute one extra student representative.

0-29 equals 1 Student Representative  
30-49 equals 2 Student Representatives  
50-69 equals 3 Student Representatives  
70-89 equals 4 Student Representatives  
90-109 equals 5 Student Representatives  
110-129 equals 6 Student Representatives

**Section 3:** Each club sponsor must notify the ESGA secretary of the club's official representative(s). Clubs qualifying for more than one representative must submit a list of membership.

**Section 4:** The representatives of the ESGA shall be elected during the first month of the semester in which their term of office occurs.

**Section 5:** The term of each student representative shall be one (1) academic year (two semesters) with the provision that any organization desiring to select a different student representative may do so in case of their representative's absence or withdrawal.

**Section 6:** A majority of the total membership of the ESGA shall constitute a quorum.

**Section 7:** A person may represent only one club.

### **Article III-Elections and Qualifications of Officers**

**Section 1:** To be eligible for the office of the President, Vice-President, Secretary, Treasurer, or Reporter, a candidate must be currently enrolled with a minimum of twelve (12) credit hours with a cumulative grade point average of a 2.0 or better, up to and including mid-term of the current semester in which the election is held. Anyone on Academic Probation or Disciplinary Probation is not eligible for any of the elected offices. During their terms in office all officers and representatives must maintain a cumulative grade point average of a 2.0 or better.

#### **Section 2:**

- A. All students filing to run for an ESGA office must submit an application by the deadline specified.
- B. Any student on Academic or Disciplinary Probation is NOT ELIGIBLE to file for any ESGA office.

**Section 3:** Representatives and officers must attend ESGA meetings regularly with not more than two (2) unexcused absences per semester. The Secretary shall have authority to keep a record of attendance and the President shall have the authority to

grant the excuse. A representative from your club must be present for an excused absence to be granted. More than two (2) unexcused absences creates cause for removal.

**Section 4:** Upon verification of a representative's two (2) unexcused absences during the semester, the Secretary must notify the representative's club or organization of the representative's absence. The club may then replace the representative or insure his/her attendance at the next regularly called ESGA meeting, without any penalty. If, after club notification, the representative misses one (1) more regularly called ESGA meeting without excuse, then the representative shall be automatically removed from the ESGA for the remainder of that semester.

**Section 5:** Any officer or representative may be impeached for cause by a two-third (2/3) vote of the ESGA membership. Any officer or member so impeached is entitled to trial before the Executive Committee of the ESGA. The Dean of Students shall serve as trial judge. If convicted, the accused shall be removed from the ESGA.

**Clause 1:** The cause for impeachment shall be defined as violations by the officers and/or senators of their duties as designated in Article IV.

**Section 6:** A student with less than thirty (30) credit hours shall be considered a freshman. A student with thirty (30) more credit hours shall be considered a sophomore.

**Section 7:** The election of officers shall be held during the month of April. The election shall be conducted by an election committee appointed by the ESGA President. There will be no soliciting of votes within 100 feet of the polls on Election Day.

**Section 8:** The officers shall assume their duties in May of the year in which they are elected.

**Section 9:** If the Office of the President becomes vacant, the Vice President shall take his/her place for the remainder of his/her term. Any vacancy in the Office of the Vice President, Secretary, Treasurer, or Reporter shall be filled by an appointee agreed upon by the remaining ESGA officers.

#### **Article IV – Duties of Officers and ESGA**

**Section 1:** The duties and powers of the President of the ESGA shall be:

1. To preside at all meetings of the ESGA and student body.
2. To call special meetings of the ESGA and student body.
3. To appoint the membership of all ESGA committees.
4. To vote on any question from the ESGA in case of a tie.
5. To require written reports of all officers and committees.
6. To represent the ESGA before any official faculty group when requested.
7. To serve as an ex-officio member of all ESGA committees.

8. To provide leadership in executing any service function of the ESGA.
9. To represent all students before the ESGA to the best interest of the students and the college.
10. To make appointments to any position created by the ESGA subject to ESGA confirmation.
11. To make recommendations for legislation to the ESGA. This shall occur at the beginning of each academic session and at any other time deemed necessary by the President.

**Section 2:** The duties and powers of the Vice President of the ESGA shall be:

1. To perform all duties of the President in his absence.
2. To represent all students before the ESGA to the best interest of the students and College at all times.
3. To serve as a member of the Executive Committee.
4. To be Executive Coordinator of all committees.
5. To vote on any measure before the ESGA as a delegated power of the Constitution.
6. To be responsible for relaying to the President all information pertinent to Higher Education and the student body of Eastern Oklahoma State College.
7. The Vice President shall be a consultant between the OSGA and the ESGA and shall be responsible for corresponding events between the two. (i.e. Spring & Fall Congresses)
8. The Vice President shall perform any additional duties as assigned by the President.

**Section 3:** The duties and powers of the Secretary of the ESGA shall be:

1. To keep a record of all ESGA proceedings and attendance.
2. To notify organizations whose representatives are delinquent in attendance.
3. To serve as a member of the Executive Committee.
4. To vote on measures before the ESGA as a delegated power of the constitution. A cumulative roll call and voting record for each representative per semester shall be kept by the Secretary.
5. The Secretary is responsible for maintaining a current directory of all ESGA members.
6. To be responsible for taking roll at every meeting of the ESGA.

7. To make available to each club a list of clubs in "good standing," and to assist the Treasurer in knowing that clubs that are not in "good standing" are not part of the ESGA and will not receive funding.
8. The Secretary shall perform any additional duties as assigned by the President.

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

1. To receive and properly care for in accordance with College policy, all monies or other property of the ESGA.
2. To maintain accurate records of all receipts and expenditures.
3. To issue and sign all disbursement orders for expenditures of ESGA monies.
4. To submit a record of expenditures to the ESGA body at least once per month.
5. To represent all students before the ESGA to the best interest of the students and the College.
6. The Treasurer must send any expenditure proposal to a vote of ESGA members, which then must be approved by a majority vote of the ESGA. ESGA officers have the authority to approve administrative expenditures without a vote of ESGA members.
7. The Treasurer shall have the authority to appoint a committee to assist in the execution of Treasurer duties.
8. The Treasurer shall perform any additional duties as assigned by the President.
9. To vote on measures before the ESGA as a delegated power of the constitution.

**Section 5:** The duties and powers of the Reporter of the ESGA shall be:

1. To report each new piece of legislation and activity of the ESGA to the appropriate newspaper or media source.
2. To create and maintain the Student Senate website.
3. To inform the entire student body of each ESGA meeting and activity.
4. To keep the ESGA informed on the activities of all campus clubs and organizations.
5. The Reporter shall have the authority to appoint a committee to help with all Reporter duties including but not limited to a website committee.

6. The Reporter shall perform any additional duties as assigned by the President.
7. To vote on measures before the ESGA as a delegated power of the constitution.

#### **Article V – Authority to Finance Student Social Activities**

The Student Government Association of Eastern Oklahoma State College hereby grants to its representative body, the ESGA, the power to enact legislation necessary to finance a social and recreational program for the students using the designated club funds. Such funds will be held in a custodial account by the Business Office.

#### **Article VI – Student Organization**

**Section 1:** The term “Student Organization” shall apply to all organized groups which conform to the qualifications of the ESGA and meet the approval of the Dean of Students.

**Section 2:** Only those organizations that increase and stimulate the student’s knowledge and interest in his/her curricular field, promote a feeling of fellowship among students with similar interests, sponsor educational and recreational activities, and instill in the minds of the student body a feeling of unity and loyalty toward the college shall be recognized. In addition, any organization so recognized must meet the following requirements:

1. Select a faculty member or college administrator sponsor.
2. Hold a minimum of one (1) monthly meeting.
3. Submit a monthly report of the organization’s activities to the Reporter of the ESGA.
4. Participate in college projects upon invitation of the ESGA.
5. Curricular clubs must be approved by the Vice President for Academic Affairs.
6. All student clubs must be approved by the Dean of Students.

**Section 3:** A student organization shall file a petition for membership to the ESGA for approval accompanied by a copy of the organization’s Constitution. The ESGA shall act on the petition within seven (7) days after receipt. Once approved, the organization retains this approval unless revoked.

**Section 4:** The ESGA shall reserve the right to revoke approval of any organization which fails to maintain the qualifications herein listed.

#### **Article VII-Ratification and Amendment**

**Section 1:** This Constitution shall become effective when ratified by a majority vote of the ESGA membership and approved by the Dean of Students. A majority vote shall be construed as a majority of the votes cast.

**Section 2:** When effective, this Constitution shall supersede all other constitutions of the Student Government Association of Eastern Oklahoma State College.

**Section 3:** This constitution may be amended by the following procedure:

1. A written statement of the proposed amendment bearing the signatures of the authors for revisions to the ESGA constitution and policies shall be submitted to the ESGA for approval.
2. The proposed amendment must be ratified by a two-thirds vote of the ESGA and approved by the ESGA advisor.

**Section 4:** As necessary, at least every two (2) years the President of the ESGA shall have the Constitution and Policy committee propose revisions to the Constitution. Acceptance of revisions will be by a two-thirds (2/3) vote of the ESGA.

#### **Article VIII-Parliamentary Authority**

**Section 1:** The rules contained in Robert's Revised Rules of Order shall control the ESGA in all cases in which they are applicable and in which they are inconsistent with the Constitution and Bylaws of the ESGA