



NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY STUDENT GOVERNMENT ASSOCIATION

Administrative Grant of Power to the Student Government Association

The Authorities of North Carolina Agricultural and Technical State University, having confidence in the ability, character and judgment of the students and believing that participation by them in the affairs of the University Community will be mutually helpful and valuable, have given authority to them to organize the Student Government Association and to adopt the Constitution and By-Laws. Through the structures provided by the University and subject to policies established by the responsible boards and officials of the University, students assist the faculty and administrative officers in the development of programs and policies in matters affecting academic question, student discipline and the general welfare of the A&T Community.

The Purpose of the Student Government Association

The aims of higher education are to aid an individual in realizing his/her potential, and in becoming an effective member of society. The means to this end are independence of thought, active awareness and participation in various academic pursuits. The individual is the center of learning. Therefore, these aims have meaning only insofar as, they relate to the individual. Whatever is done in the educational community must be evaluated in terms of the effect on the student and his/her learning process. The Student Government Association, as the representative of the student community, must be committed to these goals of higher education in order to justify its existence.

To assume the attainment of this purpose, the Student Government Association must assume the following responsibilities:

1. Create an atmosphere of freedom - allowing the student to move beyond the limits of traditional interests; allowing the student to be a creative and contributing individual.
2. Aid in a meaningful interpretation of the concept of the "University Community". Effective communication between members of the University Community is vital to the understanding of this concept.
3. Provide opportunities for each student to participate in activities that develop and realize potentialities.
4. Create awareness of national and international affairs and of their significance for the individual.

Brief Historical Overview for the Constitution of the Student Government Association

The present Student Government Association is an outgrowth of the Student Council of North Carolina Agricultural and Technical State College, which was restructured on September 30, 1935 from an earlier organization by the same name.

The stated purpose of the earlier Constitution was to develop among the students a spirit of cooperation to afford development through self-expression, self-control and leadership, to create a high degree of cooperation between the faculty and students in matters of constructive welfare. The Constitution of the Student Government Association was restructured and approved by the Board of Trustees in 1968, 1988, 1996, and 2008.

CONSTITUTION

PREAMBLE

We, the students of the North Carolina Agricultural and Technical State University, in order to promote the general welfare and interest of students and to encourage responsibility in all fields of human endeavor, do establish the following constitution.

ARTICLE I

Name

The name of this organization shall be the Student Government Association of the North Carolina Agricultural and Technical State University; also referred to as SGA.

ARTICLE II

PURPOSE

The Student Government Association shall:

- a) Be the official student organization to act in the common interest of the student body.
- b) Promote unity, political interest, awareness, and school spirit within the University family.
- c) Provide opportunity for student participation in the University's decision-making process.
- d) Aid in the development of self-direction for students.
- e) Serve as a liaison between the University Administration and the student body.

ARTICLE III

MEMBERSHIP

All students, without regard to gender, race, religion, sexuality, or nationality, by virtue of their registration at North Carolina Agricultural and Technical State University are members of the Student Government Association and shall be subject to this constitution.

ARTICLE IV

FINANCE

SECTION 1. STUDENT ACTIVITY FEES

The Student Government Association shall have as its source for operational costs, the allocation of a portion of student activity fees designated by the University Student Allocation Fee Committee composed of faculty, staff and students and appointed by the Chancellor of the University.

SECTION 2. SGA BUDGET

With the exception of specified stipends for the SGA Executive Board, the components of the budget will be developed by the members of the Executive Board contingent upon approval by the Student Senate and the Vice Chancellor for Student Affairs. These funds come from the allocation made to the SGA by the University Student Allocation Fee Committee.

SECTION 3. STIPENDS AND STIPULATIONS

A stipend of \$550.00 per month will be paid to the SGA President for the period of May 1 of the year of the election through the following April.. A stipend of \$400 per month will be paid to Mister A&T and Miss A&T for the period of May 1 of the year of the election through the following April. A stipend of \$300.00 will be made to the other Executive Board members of SGA for the period of September 1 through the following April. In addition to these stipends, the SGA President, Mister A&T and Miss A&T will be provided free room and board for the Summer, Fall and Spring Semesters and are required to live on campus.

SECTION 4. CORONATION EXPENSES

The budget for University Coronation will have prior approval from the SGA Executive Board and Vice Chancellor of Student Affairs.

SECTION 5. SUMMER SESSION

Tuition for both Summer Sessions will be the responsibility of the President, Mister A&T, and Miss A&T, except that on-campus housing will be made available to these officers if they are required to be on campus during the Summer for planning purposes. Summer stipends will only be paid if these officers are on campus during the summer months.

SECTION 6. ELECTION EXPENSES

Candidates for student government offices shall adhere to the following campaign finance limitations:

SGA President - \$850

Miss A&T - \$850

Mister A&T - \$850

All Other SGA Offices - \$350 (This includes Executive, Legislative and Judicial Branch Offices)

Run-off elections - 25% of primary campaign maximum.

Each candidate for any SGA Position must keep accurate records of all campaign receipts and expenditures.

Failure to file accurate financial disclosure statements by the deadlines listed in this section, or falsification of financial statements, shall disqualify the candidate.

Receipts must be provided for all campaign expenditures. All expenses in excess of one dollar shall be included in the candidate disclosure statements.

Contributions to a candidate by individuals or organizations are allowed, but all contributions must be documented in a financial disclosure statement. Student organizations receiving student fee allotments may not contribute funds or in-kind donations to any candidate or campaign.

Each candidate's financial records must list identifying information (name, item, etc.) and amounts of each contribution and expenditure.

Contributions and expenditures of non-monetary assets or in-kind efforts must be listed and valued at their fair market value, as determined by the Elections Committee.

Each financial disclosure statement must have all expenditure receipts attached. All expenses must be included in the financial disclosure report.

Campaign materials promoting more than one candidate must be accounted for and divided equally among the financial disclosures of each candidate mentioned by name in the materials.

All campaign materials distributed by and/or paid for by an endorser of a candidate must be included in the candidate's campaign expenditures.

The Elections Committee shall provide standardized Campaign Financial Disclosure Statements. Each candidate's financial records shall be available for public inspection within twenty-four hours after Disclosure Statements are submitted.

Financial Disclosure statements shall be filed with the Elections Committee in the Student Development Office, or another locations designated by the Elections Committee, by the following times:

1. 4:30 p.m. on the first day of campaigning.
2. 4:30 p.m. on the Friday preceding student government elections
3. 4:30 p.m. on the last day of any general, run-off, or special student government election.

ARTICLE V EXECUTIVE BRANCH

SECTION 1. EXECUTIVE OFFICERS

The officers of the Student Government Association shall consist of the President, Vice President of Internal Affairs, Vice President of External Affairs, Secretary, Attorney General, Treasurer, Miss A& T, and Mister A&T. These officers constitute the Executive Branch.

SECTION 2. PURPOSE

The Executive Branch is empowered to enforce all approved bills and policies of the Student Government Association.

SECTION 3. EXECUTIVE RESPONSIBILITIES

The Executive Branch of the Student Government Association shall constitute a temporary quorum during the period the Senate is not in session.

SECTION 4. ELECTIONS.

The President, Vice-President of Internal Affairs, Vice-President of External Affairs, Secretary, Attorney General, Treasurer, Miss A&T and Mister A&T shall be elected by a popular vote using secret ballots.

SECTION 5. GENERAL ELECTIONS

The SGA general elections shall be held during the spring semester on the fourth Wednesday in March or on another date designated by the Vice Chancellor of Student Affairs. The candidates for the Student Government Association President, Vice President of Internal Affairs, the Vice President of External Affairs, Secretary, Attorney General, Treasurer, Miss A&T, Mister A&T, Senators, Sophomore Class Officers, Junior Class Officers, Senior Class Officers, Student Judiciary Council as well as proposed referenda to this Constitution shall take place on the secret Ballot at that time. At the time of spring election application approval, if there is one or less eligible individual running for SGA President, the Elections Committee shall reopen that position application to gain more interest. If there is no interest in the time designated by the Vice Chancellor of Student Affairs, then the application shall close and elections shall continue.

Election to student government office requires a popular vote cast for any elected office. The candidate with the most votes at the end of the general election will be declared as the winner. In the event that the difference between the top candidates are 50 votes or less, a special election (run-off) between the two (2) candidates receiving the highest number of votes during the general election for that office shall be held by secret ballot within one (1) week of the general election at a time and in a manner prescribed by the Vice Chancellor of Student Affairs. The SGA President, Mister A&T and Miss A&T shall be elected by a majority vote of (50% + 1). If the stated majority vote is not achieved, a special election (run-off) between the two (2) candidates receiving the highest number of votes during the general election for that office shall be held by secret ballot within one (1) week of the general election at a time and in a manner prescribed by the Vice Chancellor of Student Affairs.

SECTION 6. FALL ELECTIONS.

A special election shall be held during the second week of the fall semester to fill vacancies of the SGA left from the general elections held in the spring. The candidates for the Student Government Association vacancies as well as Freshman Class Officers and the placement of proposed referenda are to be held on the secret ballot at that time.

SECTION 7. ELECTIONS COMMITTEE

The Student Body in the regular spring semester elections shall elect an Elections Committee. The Chairperson shall be that person elected by the newly elected election committee members a minimum of 3 days after the run-off election. If there are still seats in Elections Committee vacant after Fall elections, Election Committee will recommend individuals to the Student Senate for appointment. All appointed members must meet the same requirements as elected Elections Committee members. Membership on the elections committee shall prevent a student from being a candidate for a Student Government Association Office.

SECTION 8. REQUIREMENTS FOR MEMBERSHIP OF THE ELECTIONS

COMMITTEE Every student that is an Elections Committee member during the fall and spring semesters of his/her term shall be in good academic and judicial standing at the University and

shall have a cumulative grade point average of 2.75 or above.

SECTION 9. DUTIES OF THE ELECTIONS COMMITTEE

The duties of the Elections Committee will consist of the following:

- a. Distributing and accepting the nominating applications for all candidates, annualizing senator membership formula using the enrollment formula from Article IX Section 3 from the previous Fall semester enrollment figures.
- b. Securing academic eligibility for all candidates through the Office of the Vice Chancellor for Student Affairs.
- c. Monitoring the Campaign Financial Disclosure Policy pursuant to Article IV, Section 6. The Elections Committee shall consist of **eight (8)** members who shall administer all Student Government Elections.
- d. The Elections Committee shall staff the polling places.
- e. No election officers shall be in any manner affiliated with the campaign of any candidate participating in the election.
- f. The Elections Committee shall update the student population formula (Article IX, Section 3) during the fall semester of the term.
- g. The Elections Committee shall be responsible for advertising the availability of Student Government Association applications and Student Government Association elections.
- h. The Elections Committee shall be responsible for planning, organizing, and implementing a forum for individuals interested in running for a Student Government Association position.
- i. The Elections Committee shall establish and maintain protocol and procedure guidelines in order to conduct Election Committee business.

SECTION 10. VOTING IMPLEMENTATION

Electronic voting devices shall be used in conducting all campus elections.

- a. There shall be separate voting booths in which each voter may cast his/her vote in secret.
- b. Each voter, upon presentation of proper identification shall be permitted to vote by electronic methods.
- c. Only election officials and voters shall be allowed at the polling places.
- d. The boundaries of each polling place shall be designated and clearly marked.
- e. The results of the election shall be given to the Chairperson of the Elections Committee who shall reveal them only at the designated time.

SECTION 11. TERM OF OFFICE

All officers shall serve for one academic year, beginning and ending at midnight on the Student Government Association Inaugural date.

SECTION 12. UNEXPIRED TERM - PRESIDENT

In case of an unexpired term of the Student Government Association President after Fall elections, the Vice-President of Internal Affairs shall fill the vacancy. The Student Senate shall provide for the filling of the Office of President should a President who has succeeded to that office from the Vice-Presidency of Internal Affairs also vacate the office.

SECTION 13. UNEXPIRED TERM – OTHER EXECUTIVE OFFICERS

In case of an unexpired term of Vice President of Internal Affairs, the Vice President of External Affairs, the Secretary, the Treasurer, or the Attorney General, the Fall Special Election shall fill the vacancy. After the Fall Special Elections, the Student Senate shall determine the filling of any of these vacate seats.

SECTION 14. UNEXPIRED TERM – APPOINTED EXECUTIVE BOARD POSITIONS

In case of an unexpired term of the Appointed Executive Board Positions, the vacancy shall be filled by appointment by the Student Government Association President whom the Appointed Executive Board Members assist.

SECTION 15. EXECUTIVE BOARD MEMBER PRIVILEGES

All members of the Executive Branch of the Student Government Association may attend, without charge, all Student Government Association functions upon presentation of a non-transferable authorization pass. The Office of the Vice Chancellor of Student Affairs shall authorize the pass for Student Government.

SECTION 16. SGA INAUGURATION

The Inauguration of all Student Government members shall take place after the run-off election, before the last Board of Trustee's meeting and no later than the last day of classes.

ARTICLE VI

QUALIFICATIONS FOR OFFICERS OF STUDENT GOVERNMENT ASSOCIATION

SECTION 1. QUALIFICATIONS FOR SGA EXECUTIVE BRANCH

- a. To be a candidate for any office of the Student Government Association Executive Branch, a student must, at the end of the spring semester, have completed sixty (60) semester hours, forty-eight (48) of which must have been completed at North Carolina A&T State University.
- b. An officer of the Student Government Association at the time of his/her election must have a cumulative grade point average of 2.75 and maintain this average while in office. Failure to maintain this average will result in his/her removal from office.
- c. He/she must not have been convicted of any major violations of University regulations and must not be on disciplinary probation.
- d. He/she must be enrolled as a full time student.
- e. He/she may serve a maximum of two (2) terms by special permission of the Vice Chancellor for Student Affairs.
- f. **Office of President** - At the time of his/her election he/she must have served twenty (20) academic weeks, in good standing, in an elected office as defined by the constitution as part of the Legislative, Executive, or Judicial Branch of the Student Government Association at North Carolina Agricultural and Technical State University, or secure the signatures of one-third (1/3) of the University Fall Student Headcount who are considered Student Government Association members as defined by the constitution.
- g. **Office of Vice President of Internal Affairs** - At the time of his/her election he/she must have served twenty (20) academic weeks, in good standing, in an elected office as defined by the constitution as part of the Legislative, or Executive Branch of the Student Government Association at North Carolina Agricultural and Technical State University, or secure the signatures of one-third (1/3) of the University Fall Student Headcount who are considered Student Government Association members as defined by the constitution.
- h. **Office of Attorney General** - at the time of his/her election he/she must have served twenty (20) academic weeks, in good standing, in an elected office as defined by the constitution as part of the Judicial Branch of the Student Government Association at North Carolina Agricultural and Technical State University, or secure the signatures of one-third (1/3) of the University Fall

Student Headcount who are considered Student Government Association members as defined by the constitution.

i. **Office of Miss A&T** – Office of Miss A&T at the time of her election she must be a rising senior having completed at least 90 semester hours at the end of the Spring semester, be enrolled as a full time student, maintained a cumulative grade point average of 2.75 and completed 80% of her attempted coursework. During her reign, she must reside on campus, remain a full time undergraduate student, and maintain a cumulative grade point average of 2.75. Failure to maintain any listed item will result in her removal from office. She must not have been convicted of any major violations of university regulations, and must not be on disciplinary probation. She may serve a maximum of one (1) term. The forum for Miss and Mister A&T will now become a pageant. The pageant for Miss and Mister A&T shall be held before elections. Contestants will compete in Interview, Oratorical Speech, Talent, Evening Wear, and Onstage Question. A panel of well-qualified judges from an array of different backgrounds will judge each contestant. Miss A&T will be selected based on the following criteria:

Interview	30%
Oratorical Speech	30%
Talent	20%
Evening Wear	10%
Onstage Question	10%

100%

**Please refer to the pageant procedures and operations packet.*

The top three females vying for the title of Miss A&T with the highest score from the pageant will then be placed on the ballot for the student body to vote. The female with the majority vote (50% + 1) after general election results will be crowned the next Miss A&T.

Contingences to Miss A&T are as follows:

The minimum of two contestants must vie for the position of Miss A&T. If there are not two contestants, the elections committee must reopen to get more interest. If more than six contestants vie for the position of Miss A&T, a preliminary interview and talent presentation will identify the top six contestants to advance to the pageant. Please refer to the pageant procedure and operations packet for more information. If Miss A&T is unable to perform her duties due to academics or disciplinary actions, the candidate who received the 2nd highest number of votes at the end of the spring election period will fulfill the rest of the term.

j. **Office of Mister A&T** - Office of Mister A&T at the time of his election he must be a rising senior having completed at least 90 semester hours at the end of the Spring semester, be enrolled as a full time student , maintained a cumulative grade point average of 2.75 and completed 80% of his attempted coursework. During his reign, he must reside on campus, remain a full time undergraduate student, and maintain a cumulative grade point average of 2.75. Failure to maintain any listed item will result in his removal from office. He must not have been convicted of any major violations of university regulations, and must not be on disciplinary probation. He may serve a maximum of one (1) term. The forum for Miss and Mister A&T will be a pageant. The pageant for Miss and Mister A&T shall be held before elections. Contestants will compete in Interview, Talent, Evening Wear, and Onstage Question. A panel of well-qualified judges from an array of different backgrounds will judge each contestant.

Mister A&T will be selected based on the following criteria:

Oratorical Speech	45%
Talent	35%
Evening Wear	10%
Onstage Question	10%

100%

**Please refer to pageant procedures and operations packet.*

The top three males vying for the title of Mister A&T with the highest score from the pageant will then be placed on the ballot for the student body to vote. The male with the majority vote (50% + 1) after general election results will be crowned the next Mister A&T.

Contingences to Mister A&T are as followed:

The minimum of two contestants must vie for the position of Mister A&T. If there are not two contestants, the elections committee must reopen to get more interest. If more than six contestants vie for the position of Mister A&T, a preliminary interview and talent presentation will identify the top six contestants to advance to the pageant. Please refer to the pageant procedure and operations packet for more information. If Mister A&T is unable to perform his duties due to academics or disciplinary actions, the contestants who received candidate who received the 2nd highest number of votes at the end of the spring election period will fulfill the rest of the term.

SECTION 2. QUALIFICATIONS FOR A&T REGISTER EDITOR-IN-CHIEF

- a. **Office of Editor-in-Chief** at the time of his/her election must be a rising junior with a 2.75 grade point average and must maintain a 2.75 grade point average during their tenure. Must have at least one year of service with the A&T Register, and possess demonstrable skills in editing and layout or design. The Newspaper Advisory Committee will select a qualified student and present that student to the Legislative Branch of SGA. The Legislative Branch will then vote to approve the selected **Editor-in-Chief in their first senate meeting in the Fall.**

- b. **The Newspaper Advisory Committee shall consist of:**

1. A designated member of the journalism faculty.
2. An Alumnus/ae of the Department of Journalism and Mass Communication and/or the student media.
3. An Administrative/professional member of the Student Affairs Division, selected by the Vice Chancellor of Student Affairs.
4. The Student Newspaper Adviser
5. A designated member of the business faculty.
6. A designated member of the University Relation staff.
7. A student-at-large selected by the Newspaper Advisory Board, sophomore standing or higher.
8. A student representative selected by the Student Government Association, sophomore standing or higher.
9. Two student representatives selected by the Vice Chancellor of Student Affairs: one undergraduate of sophomore standing or higher and one graduate student.

10. A student member from the Register (who is not the Editor-in Chief).

SECTION 3. DUTIES AND RESPONSIBILITIES FOR SGA OFFICERS

SPECIFIC OFFICERS, EXECUTIVE POWER VESTED IN THE PRESIDENT. Executive power shall be vested in the President of the Student Government Association, who shall have the assistance of the Vice President of Internal Affairs, Vice President of External Affairs, Secretary, Treasurer, Attorney General, Mister and Miss A&T. These executive officers of the Student Government Association shall be elected by and from the student body at large.

PRESIDENT - DUTIES AND RESPONSIBILITIES.

The Student Government Association President shall:

- a. Be the official representative of the student body of North Carolina Agricultural and Technical State University, in dealings with the students of other universities, in dealing with the faculty and administration, and other matters regarding student representation.
- b. Appoint the Parliamentarian, whose purpose shall be to assist the President in the Interpretation of the newly Revised Edition of Robert's Rules of Order. The Parliamentarian shall be an ex-officio member of the Executive Branch.
- c. Preside at all meetings of the Executive Branch.
- d. Except as otherwise provided by these by-laws, recommend to the Legislature the appointment of the Chairpersons and members of committees.
- e. Be empowered to establish such bodies subsidiary to him/her as he/she shall deem necessary and proper to aid him/her in the performance of his/her duties; issue orders to the Standing Committees and to require written reports from them; to call and preside at meetings of the student body; to sign purchase requests and travel forms; to develop a budget for transmission to the Finance Committee; to make periodic State-of-the-Campus addresses to the student body; to address the Student Senate and attend Student Senate meetings regularly, provided he/she notify the Speaker of the Senate of his/her intention in advance; to make recommendations to the Student Senate, to enforce/administer laws enacted by the Student Senate. Be an ex-officio member of all committees except the Elections Committee. The Student Government President shall present a State-of-the-Campus address to the Senate at its first session each semester.
- f. Be a member of the Board of Trustees (ex-officio), and other university-wide committees to which he/she is appointed.
- g. Be Chairperson and member of the Executive Branch.
- h. Maintain established office hours, attend key home sporting events and classics, be available upon request for special events as coordinated by the advisor, be available to speak to campus and community groups when the request arises, and must familiarize themselves with basic university policies and procedures and be knowledgeable of the history of the university including the Alma Mater.
- i. Help in the implementation of programs and activities: African-American History Month, Homecoming, Spring Activities, etc.
- j. Hold a student full body meeting each month during the school year except during the last week of both semesters.
- k. Appoint a Chief-of-Staff and Parliamentarian to the Executive Board with approval from Senate at their first senate session.

VICE PRESIDENT OF INTERNAL AFFAIRS-DUTIES AND RESPONSIBILITIES.

The Student Government Association Vice President of Internal Affairs shall:

- a. Assist the President and shall be elected by and from the student body at large.
- b. Perform the duties of the President in the event of his/her absence or incapacity. He/she shall succeed to the Presidency should the office become vacant, in which event the Vice-Presidency shall remain vacant pending an election. The Student Senate shall provide for filling of the Office of President should a president who has succeeded to that office from the Vice Presidency also vacate the office of President.
- c. Be speaker of the Student Senate and shall serve as a non-voting, ex-officio member of all Senatorial Committees, except the Nominating and Elections Committee, shall administer the oath of office of the Senators, and shall receive resignations of Senators no longer able to meet requirements.
- d. Direct these officers, as necessary, to carry out the duties and responsibilities of their offices.
- e. Forward all legislative acts to the President of the Student Government Association within three (3) days of their passage.
- f. Be a member of the Executive Branch, maintain established office hours, attend key home sporting events and classics, be available upon request for special events as coordinated by the advisor, be available to speak to campus and community groups when the request arises, and must familiarize themselves with basic university policies and procedures and be knowledgeable of the history of the university including the Alma Mater.
- g. Assist during campus programs and activities such as University Observances, African-American History Month, Homecoming, Spring Activities, February One Commemorations, etc. when requested.

VICE PRESIDENT OF EXTERNAL AFFAIRS - DUTIES AND RESPONSIBILITIES.

The Student Government Association Vice President of External Affairs shall:

- a. Assist the President and shall be elected by and from the student body at large.
- b. Be responsible for public relations of the Student Government Association.
- c. Work with campus and community organizations in an effort to get the students involved in community affairs.
- d. Be responsible for directing and/or assisting in all research projects initiated by the Student Government Association.
- e. Be responsible for corresponding with all national, state and local organizations in which the Student Government Association has membership.
- f. Be a member of the executive branch. Maintain established office hours, attend key home sporting events and classics, be available upon request for special events as coordinated by the advisor, be available to speak to campus and community groups when the request arises, and must familiarize themselves with basic university policies and procedures and be knowledgeable of the history of the university including the Alma Mater.
- g. Help in the planning and implementation of programs and activities such as African-American History Month, Homecoming, Spring Activities, and be of assistance during University Observances, February One Commemorations, etc. when requested.

SECRETARY - DUTIES AND RESPONSIBILITIES.

The Student Government Association Secretary shall:

- a. Be responsible for clerical duties and general office management. Shall take minutes at all Student Government meetings and disseminate it to interested individuals forty-eight (48) hours after each meeting.
- b. Be a member of the Executive Branch and be responsible for all room reservation request submitted for each branch (Executive, Legislative, and Judicial) of Student Government Associations events, meetings, etc.
- c. Assist during campus programs and activities such as University Observances, African-American History Month, Homecoming, Spring Activities, February One Commemorations, etc. when requested.
- d. Maintain established office hours, attend key home sporting events and classics, be available upon request for special events as coordinated by the advisor, be available to speak to campus and community groups when the request arises, and must familiarize themselves with basic university policies and procedures and be knowledgeable of the history of the university including the Alma Mater.

TREASURER - DUTIES AND RESPONSIBILITIES.

The Student Government Association Treasurer shall:

- a. Be a member of the executive branch in conjunction with the Student Government Association President and distribute all monies appropriated to the Student Government Association.
- b. Must sit on the University Fee Allocation Committee.
- c. Maintain up-to-date and accurate accounting of monies, which should be available for review upon request of the Finance Committee.
- d. Sign all purchase requisitions, travel forms and other documents pertaining to finance.
- e. Assist during campus programs and activities such as University Observances, African-American History Month, Homecoming, Spring Activities, February One Commemorations, etc. when requested.
- f. Serve as an ex-officio member of the Student Senate Finance Committee and must attend all scheduled Finance Committee meetings.
- g. Make monthly written reports to the Student Government Association on the financial transactions of his/her office, showing the amount expended and the amount on hand with supporting evidence of Student Government Association authorization.
- h. Maintain established office hours, attend key home sporting events and classics, be available upon request for special events as coordinated by the advisor, be available to speak to campus and community groups when the request arises, and must familiarize themselves with basic university policies and procedures and be knowledgeable of the history of the university including the Alma Mater.

ATTORNEY GENERAL - DUTIES AND RESPONSIBILITIES.

The Student Government Association Attorney General shall:

- a. Be a member of the executive branch assisting the President in the performance of his/her duties as defined by the President. He/she also reviews evidence against any offender of the Student Government Constitution of North Carolina Agricultural and Technical State University. Offenders include individuals, groups, or organizations under the auspices of the Student Government Constitution.
- b. Preside over alleged incidents that are designated by the Dean of Students Office and shall receive said information from the Dean of Students.
- c. Receive charges against an accused student at every level of the student court system; preside over all cases before Student Judiciary Council.
- d. Upon receipt of information pertaining to alleged infractions, the Office of the Dean of Students initiates formal charges against the accused student and issues a charge letter to the accused student within thirty (30) days of a reported violation and will conduct additional investigation, if necessary. The Attorney General will convene the hearing once it is referred to the Student Judiciary Council by the Dean of Students office.
- e. Notification of pending cases to be heard by the Student Judiciary Council shall be made to the Attorney General by the Office of the Vice Chancellor for Student Affairs or Dean of Students office. Written notification of the decision on the case shall be given to the Director of Student Conduct in the Dean of Students office upon termination of a case. The Attorney General will convene the hearing.
- f. Upon his/her discretion and consent of accused students, may hear simultaneous cases involving two (2) or more students.
- g. The Attorney General must hold a session to educate students of the judicial process and their rights and responsibilities.
- h. Maintain established office hours, attend key home sporting events and classics, be available upon request for special events as coordinated by the advisor, be available to speak to campus and community groups, and at Dean of Students office Townhall meetings, when the request arises, and must familiarize themselves with basic university policies and procedures and be knowledgeable of the history of the university including the Alma Mater.
- i. Assist during campus programs and activities such as University Observances, African-American History Month, Homecoming, Spring Activities, February One Commemorations, etc. when requested
- j. Perform a Health and Safety Conference no later than the third week of February or another date approved by the Vice Chancellor of Student Affairs.
- k. Be the Chairperson of the Judicial Council.

MISS A&T - DUTIES AND RESPONSIBILITIES

Miss North Carolina Agricultural and Technical State University shall:

- a. Be a member of the executive branch and serve as the official female representative of the student body.
- b. Must familiarize herself with basic University policies, procedures, and be knowledgeable of the history of the University including the Alma Mater and be familiar with the history of Miss A&T.

- c. Must be flexible to speak to campus and community groups when the request arises.
- d. Must make preparation for speeches and pageant competitions available in advance for advisor review.
- e. Maintain established office hours and must attend key home sporting events and classics.
- f. Mister A&T, Miss A&T, the Student Government Association Advisor and the AD HOC coronation committee reserves the right to conduct coronation planning in accordance with budgetary guidelines of the Homecoming Committee.
- g. Miss A&T, Mister A&T and their advisory council reserve the right to conduct the Coronation planning and execution as deemed necessary. Must communicate Coronation plans and budget progress to the Executive Board of the Student Government Association at all Executive Board Meetings leading up to Coronation.
- h. Must provide a written and accurate itemized report of expenses i.e. receipts and/or travel reimbursement reports for Coronation, pageants, classics, and other mandated University events, which are funded by the Student Government Association.
- i. Must be available upon request for special events as coordinated by the advisor
- j. Should delegate to Class Queens, who are elected by the Student Body, to serve as meeting representatives in Miss A&T's absence.
- k. Must be accessible to participate in the following University events that include but are not limited to Founder's Day, Lyceum, University Observance, Honor's Convocation and Homecoming Activities.
- l. Assist during campus programs and activities such as University Observances, African-American History Month, Homecoming, Spring Activities, February One Commemorations, etc. when requested
- m. Initiate and carry out at least two community service programs each semester.

MISTER A&T – DUTIES AND RESPONSIBILITIES

Mister North Carolina Agricultural and Technical State University shall:

- a. Be a member of the executive branch and serve as the official male representative of the student body.
- b. Must familiarize himself with basic University policies, procedures, and be knowledgeable of the history of the University including the Alma Mater and be familiar with the history of Mister A&T.
- c. Must be flexible to speak to campus and community groups when the request arises.
- d. Must make preparation for speeches and pageant competitions available in advance for advisor review.
- e. Maintain established office hours and must attend key home sporting events and classics.
- f. Mister A&T, Miss A&T, the Student Government Association Advisor and the AD HOC coronation committee reserves the right to conduct coronation planning in accordance with budgetary guidelines of the Homecoming Committee.
- g. Miss A&T, Mister A&T and their advisory council reserve the right to conduct the Coronation planning and execution as deemed necessary. Must communicate Coronation plans and budget progress to the Executive Board of the Student Government Association at all Executive Board Meetings leading up to Coronation.
- h. Must provide a written and accurate itemized report of expenses i.e. receipts and/or travel reimbursement reports for Coronation, pageants, classics, and other mandated University events, which are funded by the Student Government Association.
- i. Must be available upon request for special events as coordinated by the advisor
- j. Should delegate to Class Kings, who are elected by the Student Body, to serve as meeting

representatives in Mister A&T's absence.

k. Must be accessible to participate in the following University events that include but are not limited to the Founder's Day, Lyceum, University Observance, Honor's Convocation and Homecoming Activities.

l. Assist during campus programs and activities such as University Observances, African-American History Month, Homecoming, Spring Activities, February One Commemorations, etc. when requested

m. Initiate and carry out at least two community service programs each semester.

SECTION 4. CLASS OFFICERS - QUALIFICATIONS

A student, to be eligible for an office of the **Freshman Class** (President, Vice President, Miss Freshman, Mister Freshman, Secretary, and Treasurer) a student must be classified as a freshman before and during his/her term, must be duly registered at North Carolina Agricultural & Technical State University and must not have been convicted of any major violations of University regulations and must not be on disciplinary probation. He/She shall serve for one year beginning at midnight on Student Government Association inaugural dates. If the candidate earned college credits prior to graduation from high school (Advance Placement (AP), International Baccalaureate (IB), Dual Enrollment and/or Early/Middle College) the student can request that those hours be excluded from their classification.

A student, to be eligible for an office of the **Sophomore Class** (President, Vice President, Miss Sophomore, Mister Sophomore Secretary, Treasurer), must have completed thirty (30) semester hours at the end of the Spring Semester, have a cumulative scholastic average of 2.75 or better, completed 80% of his/her attempted coursework and must not have been convicted of any major violations of University regulations and must not be on disciplinary probation. He/She shall serve for one year beginning at midnight on Student Government Association inaugural dates. If the candidate earned college credits prior to graduation from high school (Advance Placement (AP), International Baccalaureate (IB), Dual Enrollment and/or Early/Middle College) the student can request that those hours be excluded from their classification.

A student, to be eligible for an office of the **Junior Class** (President, Vice President, Miss Junior, Mister Junior, Secretary, Treasurer), must have completed sixty (60) semester hours at the end of the Spring Semester, have a cumulative scholastic average of 2.75 or better, completed 80% of his/her attempted coursework and must not have been convicted of any major violations of University regulations and must not be on disciplinary probation. He/She shall serve for one year beginning at midnight on Student Government Association inaugural dates. If the candidate earned college credits prior to graduation from high school (Advance Placement (AP), International Baccalaureate (IB), Dual Enrollment and/or Early/Middle College) the student can request that those hours be excluded from their classification.

A student, to be eligible for an office of the **Senior Class** (President, Vice President, Miss Senior, Mister Senior, Secretary, Treasurer), must have completed ninety (90) semester hours at the end of the Spring Semester, have a cumulative scholastic average of 2.75 or better, completed 80% of his/her attempted coursework and must not have been convicted of any major violations of University regulations and must not be on disciplinary probation. He/She shall serve for one year beginning at midnight on Student Government Association inaugural dates. If the candidate earned college credits prior to graduation from high school (Advance Placement (AP), International Baccalaureate (IB), Dual Enrollment and/or Early/Middle College) the student can request that those hours be excluded from their classification.

SECTION 5. CLASS OFFICERS - DUTIES AND RESPONSIBILITIES

CLASS PRESIDENT (Senior, Junior, Sophomore, and Freshman)

The Class President shall:

- a. Be elected by the student body of his/her Class.
- b. Preside at all meetings of the Class and Class Officers.
- c. Be the official representative of the Class in dealings with the faculty, administration, and other matters regarding class representation.
- d. Implement programs and activities of interest to the Class and shall submit a schedule of events to Class Advisor no later than the third week of each semester, except the Freshman Class who shall not conduct any programs and activities during the fall semester. The Freshman class shall submit a schedule of events to Class Advisor no later than the first week of December.
- e. Must hold at least one meeting per month for Class and give at least seventy-two hours notice.
- f. Must be a member of the Class Officers Association (Senior Class President must serve as Chairperson of the Class Officers Association)
- g. Must serve as ex-officio member of the SGA Executive Branch.
- h. Must attend meetings of the Class Officers Association.
- i. May attend, without charge, all Student Government Association Class functions, programs and events upon presentation of a non-transferable authorization pass. The Office of the Vice Chancellor of Student Affairs shall authorize the pass for Student Government.

CLASS VICE PRESIDENT (Senior, Junior, Sophomore, and Freshman)

The Class Vice President shall:

- a. Assist the Class President and shall be elected by the student body of his/her Class.
- b. Perform the duties of the Class President in the event of his/her absence or incapacity. He/She shall succeed to the Class President in the event of his/her absence or incapacity. He/She shall succeed to the Class Presidency should the office become vacant, in which event, the Class Vice-Presidency shall remain vacant pending an election.
- c. Help in the implementation of programs and activities.
- d. Must be a member of the Class Officers Association.

CLASS SECRETARY (Senior, Junior, Sophomore, and Freshman)

The Class Secretary shall:

- a. Assist the Class President and shall be elected by the student body of his/her Class.
- b. Be responsible for clerical duties of the class and shall take minutes at all of Class and Class Officers Association Meetings.
- c. Submit all minutes of meeting to Class Advisors within forty-eight(48) hours.
- d. Help in the implementation of programs and activities.
- e. Must be a member of the Class Officers Association.
- f. Must attend meetings of the Class Officers Association.
- g. Secretary of Class Officers Association shall be appointed by the Class Officers Association Chairperson.

CLASS TREASURER (Senior, Junior, Sophomore, and Freshman)

The Class Treasurer shall:

- a. Assist the Class President and be elected by the student body of his/her Class.
- b. Maintain up-to-date and accurate accounting of monies, which should be available for review upon request.
- c. Be responsible for the implementation of all fundraising activities as approved by the University.
- d. Make monthly written reports to the Class on the financial transactions of his/her office showing the amount expended and the amount on hand with supporting evidence of Class authorization.
- e. Submit financial report to SGA Treasurer or Financial Committee.
- f. Help in the implementation of programs and activities.
- g. Must be a member of the Class Officers Association.
- h. Must attend meetings of the Class Officers Association.

CLASS QUEEN (Senior, Junior, Sophomore, and Freshman)

The Class Queen shall:

- a. Be the official female representative of the Class.
- b. Assist the Class President and be elected by the student body of her Class.
- c. Be responsible for the implementation of Class community service projects.
- d. Help in the implementation of programs and activities.
- e. Participate in all activities and special events in which Miss A&T or the Class deems necessary.
- f. Be available upon request to serve as meeting representative in the absence of Miss A&T.
- g. Must be a member of the Class Officers Association.
- h. Must attend meetings of the Class Officers Association.

CLASS KING (Senior, Junior, Sophomore, and Freshman)

The Class King shall:

- a. Be the official male representative of the Class.
- b. Assist the Class President and be elected by the student body of his Class.
- c. Be responsible for the implementation of Class community service projects.
- d. Help in the implementation of programs and activities.
- e. Participate in all activities and special events in which Mister A&T or the Class deems necessary.
- f. Be available upon request to serve as meeting representative in the absence of Mister A&T
- g. Must be a member of the Class Officers Association.
- h. Must attend meetings of the Class Officers Association.

SECTION 6. CLASS OFFICERS ASSOCIATION (COA)

Membership in the Class Officers Association shall be all student elected Class Officers of the Freshman, Sophomore, Junior, and Senior Class and shall be subject to the Student Government Association Constitution.

The Class Officers Association (COA) shall:

- a. Serve as the governing body of Senior, Junior, Sophomore, and Freshman Class Officers.
- b. Be the official council to act in the common interest of the Class Officers.
- c. Promote unity, political interest, awareness, and school spirit within the Classes.
- d. Provide opportunity for student participation in the decisions, which affect the Classes.
- e. Aid in the development of self-direction for students.
- f. Serve as a liaison between the Student Government and the Class body.
- g. Hold meetings of the Class Officers Association at least once per month.
- h. Note that unseating of Class Officers Association Chairperson shall require a 3/4 vote of the Class Officers Association membership.
- i. Note the Class Officers Association Chairperson shall succeed to the Junior Class President and to the other class president's respectively.

SECTION 7. FACULTY ADVISOR - DUTIES AND RESPONSIBILITIES.

a. The Faculty advisor(s), primary and financial, who shall be appointed by the Vice Chancellor for Student Affairs, shall serve in an advisory capacity to the Student Government Association. The primary advisor shall consider for approval all recommendations from the Student Government Association to the Vice Chancellor for Student Affairs. The financial advisor shall be responsible for all monies handled by the Student Government Association including receipts and travel advances. The Primary Advisor shall advise the three branches of the Student Government Association and the Class Officers.

ARTICLE VII MEETINGS

SECTION 1. MEETING SCHEDULE

The Student Government Executive Branch shall hold a minimum of one scheduled meeting every two weeks beginning with the first week of September and such other meetings as deemed necessary. At least twenty-four (24) hours' notification shall be given for all meetings. Copies of minutes of all meetings and all actions taken by major bodies or committees shall be forwarded to the Student Government Association Advisor no later than forty-eight(48) hours after the meeting or action occurs.

SECTION 2. QUORUM.

A quorum of the Executive Committee shall consist of at least half of the Board.

SECTION 3. VOTING.

Unless otherwise designated in the Constitution or ordered by the association, a favorable vote shall be a plurality.

**ARTICLE VIII
IMPEACHMENT OF OFFICERS AND OTHERS**

SECTION 1. IMPEACHMENT AND RESTORATION OF PRIVILEGES.

Any member of the Executive, Legislative or Judicial Branch who is found guilty of violating the Constitution of the Student Government Association or the University Standard of Conduct or established procedures or is guilty of constantly neglecting or failing to discharge his/her duties may be removed from office by $\frac{3}{4}$'s Senate vote after findings have been presented by a committee composed of three members of the Senate and none from any other branches. The Senate shall appoint the committee.

**ARTICLE IX
LEGISLATIVE BRANCH
THE STUDENT SENATE**

SECTION 1. PURPOSE.

The Student Senate shall be the legislative branch of the Student Government Association and shall be the law-making body of representatives elected by the student body.

SECTION 2. OFFICERS.

The officers of the Student Senate shall be the Speaker Pro Tempore, the Clerk, Sergeant-at-Arms, Historian and Parliamentarian . The Speaker Pro Tempore, the Clerk and Sergeant-at-Arms shall be elected by the Senate from among its members for a one-year term with eligibility to run for re-election for a second term. The Speaker shall appoint the Historian and Parliamentarian from among the Senate members. All officers of the Senate shall be elected by a majority vote of the Senate at the first regular session; they shall serve until their successors shall have been elected.

a. The **Student Government Association Vice President for Internal Affairs** shall be Speaker of the Student Senate and shall preside at Senate sessions and have general supervision of the Senate. The speaker shall not be considered a member of the Senate, shall proceed with the business of the Senate according to the rules adopted, shall announce the results of all votes taken and shall refer all bills to the proper Senate committee before sending them to the President for his/her signatures. He/she shall appoint the members of all Senate standing committees and the Chairperson and members of all special Senate committees unless otherwise provided, and shall serve as a non- voting ex-officio member of all senatorial committees; he/she may order roll attendance; may call upon any Senator to perform the duties of the chair for single session or less and may require written reports from the officers of the Senate and from committee chairpersons.

b. The **Speaker Pro-tempore** shall perform the duties of the Speaker in the event of the Speaker's absence or incapacity.

c. The **Clerk** shall record all Senate proceedings including roll call and be responsible for the records and correspondence of the Senate, keep track of all legislation, minutes, attendance records, committee reports, revisions of the Student Government Association Budgets and any documentation presented or created from the student senate.

d. The **Sergeant-at-Arms shall** assist the Speaker in preserving appropriate order during Senate sessions.

e. The **Historian shall** take pictures of all senate meetings, special sessions and events. The historian will be able to transition all documentation to the next student senate including legislation, minutes, attendance records, committee reports, revisions of the Student Government Association Budgets and any documentation presented or created from the student senate.

f. The **Parliamentarian upon request by the Speaker shall** assist the Speaker in the interpretation of the Student Government Association Constitution and ROBERT'S RULES OF ORDER, NEWLY REVISED. The senate Parliamentarian shall be an ex-officio member of the Rules Committee.

SECTION 3. MEMBERSHIP.

The Student Senate shall be elected at the General Elections held in the spring semester of the school year on the fourth Wednesday in March or a time designated by the Vice Chancellor of Student Affairs. The members of the Student Senate shall be apportioned upon membership in their respective college; each district (College) shall have a minimum of three (3) Senators and thereafter, additional Senators will be based on the percent in each district respective to the student population. The formula is $3 + (\% (24))$. The percentage is derived by dividing the number of students in each district (College) by the total student population.

Sample Calculations (This formula originated in 2003)

College of Arts and Humanities Arts and Humanities + Center for Student Success: 2148

College of Agriculture and Environmental Sciences: 984

College of Business and Economics: 1377

College of Education: 741

College of Engineering: 1638

College of Health and Human Sciences: 1650

College Science and Technology: 1537

The formula is $3 + (\% (24))$

Explanation:

3 is the minimum amount of Senators that each college will have regardless of percentages.

This is how to reach the %:

With the total number of student enrolled given, there were a total number of 10,181 students attending A&T. In order to get the percentages, divide each college's number of students by the total number of students, example : $2148/10181 = .21$

College of Arts and Humanities Arts and Humanities + Center for Student Success: $2148/10181 = .21$

College of Agriculture and Environmental Sciences $984/10181 = .10$

College of Business and Economics $1377/10181 = .14$

College of Education $741/10181 = .07$

College of Engineering $1638/10181 = .16$

College of Health and Human Sciences $1650/10181 = .16$

College Science and Technology $1537/10181 = .15$

- **Plug each decimal into the formula, and then the number of Senators for each section will be defined.**

College of Arts and Humanities Arts and Humanities + Center for Student Success: $3+(\% (24))$
 $3+(\% (24)) = 8.04 = \mathbf{8 \text{ Senators}}$

College of Agriculture and Environmental Sciences: $3+(\% (24))$ $3+(\% (24)) = 5.4 = \mathbf{5 \text{ Senators}}$

College of Business and Economics: $3+(\% (24))$ $3+(\% (24)) = 6.36 = \mathbf{6 \text{ Senators}}$

College of Education: $3+(\% (24))$ $3+(\% (24)) = 4.68 = \mathbf{5 \text{ Senators}}$

College of Engineering: $3+(\% (24))$ $3+(\% (24)) = 6.84 = \mathbf{7 \text{ Senators}}$

College of Health and Human Sciences: $3+(\% (24))$ $3+(\% (24)) = 6.84 = \mathbf{7 \text{ Senators}}$

College Science and Technology: $3+(\% (24))$ $3+(\% (24)) = 6.6 = \mathbf{7 \text{ Senators}}$

District Numbers:

1. College of Arts and Humanities Arts and Humanities + Center for Student Success = 8 Senators
2. College of Agriculture and Environmental Sciences = 5 Senators
3. College of Business and Economics = 6 Senators
4. College of Education = 5 Senators
5. College of Engineering = 7 Senators
6. College of Health and Human Sciences = 7 Senators
7. College Science and Technology = 7 Senators

Total Senators = 45 Senators

The calculation of student population in regards to the amount of senators each year should be completed in the spring semester before elections each year, using the enrollment dated from the previous fall semester.

Note: Undecided majors are not a separate populous but included in the headcount within the College of Arts and Humanities Arts and Humanities/Center for Student Success; Graduate Students were included in the count of their individual college.

SECTION 4. QUALIFICATIONS.

Every student Senator, during the fall and spring semesters of his/her term shall be in good standing at the University, a resident of the district, which he/she represents and shall have a cumulative average of 2.75 or above.

SECTION 5. TERM OF OFFICE.

The term of office for a Senator shall be one academic year, beginning and ending at midnight of Student Government Association inaugural dates. A Senator shall be eligible to stand for re-election to a second one-year term. No Senator shall serve more than then two one-year terms. In case of an unexpired term of a Senator, the vacancy shall be filled by Senate election. Voluntary resignations of Senators shall be delivered in writing to the Speaker (Vice President for Internal Affairs). In a petition citing a Senator for non-performance of duty, the Speaker (Vice President for Internal Affairs) shall immediately appoint a special committee of five (5) Senators, not more

than one (1) of which shall have signed the petition, to hear witnesses in closed hearings, and to present no later two (2) regular sessions from its appointment, a motion to unseat the Senator citing the alleged offense of the Senator, together with a report of the Committee's findings. The Speaker (Vice President for Internal Affairs) shall declare a vacancy to be filled by the fall semester election. Afterward the vacancy will be filled by Senate election.

SECTION 6. RESIGNATION.

A Senator shall be considered to have resigned from the Senate immediately upon becoming ineligible to be a member of the Senate under provisions of the Constitution and he/she may resign at any time for due cause.

SECTION 7. POWERS.

The Student Senate shall have powers to appropriate funds:

- a. To all agencies of the Student Government Association
- b. To such extra-curricular activities as it shall deem compatible with the general welfare of the student body, provided that all funds appropriated for use but not expended during the current academic year shall revert to the Student Government Association fund balance.

The Student Senate shall have power:

1. To approve or reject all appointments made by the President of the Student Government Association by a majority vote, except where otherwise designated. The Student Senate may specify such appointments, as it shall deem proper, which shall not require approval.
2. To establish procedures for the execution of its business.
3. To recommend laws that govern student government elections.
4. To require reports from the standing committees and from all organizations receiving appropriations from the Senate.

SECTION 8. SEATING.

a. The Senate shall be the judge of the election returns, and qualifications of its members; a two-thirds vote of the Senate shall have power to refuse to seat a Senator.

b. The Speaker shall administer the following oath to each Senator:

c. I, (name), do solemnly promise to fulfill the duties to which I am obligated, as a duly elected (appointed) senator. I promise to uphold the Constitution of the North Carolina Agricultural and Technical State University Student Government Association to the best of my ability. I will accurately represent the students of my district, and will ensure the students of my district are informed of the current happenings of our Student Government Association. I will commit myself to attend regularly scheduled senate sessions and committee meetings as I do my part to contribute to the ____ th (st) Legislative Assembly.

SECTION 9. ATTENDANCE. Full and prompt attendance to regular and special sessions both of Senate and its committees shall be required of each Senator, except that each Senator shall be permitted one (1) unexcused absence and three (3) excused absences or a total of four (4) absences from Senate sessions during each school year. To obtain excused status for an absence, the absent senator must submit written correspondence explaining why he/she could not attend the meeting, no later than 30 minutes immediately following the session. Each Senator shall be permitted a total of two (2) absences from standing committee meetings during each school year. Any member of a committee must also turn in a letter within 24 hours following the committee meeting to the committee chairperson or designee explaining his/her absence from the meeting.

If a member fails to adhere to this attendance clause, please refer to Article IX, Section 15 for consequences.

SECTION 10. REGULAR SESSIONS.

The Senate shall meet the second and fourth Wednesday of each month during the school year except during the first week of the fall semester and last two (2) weeks of both semesters, and any session, which falls during recesses.

SECTION 11. SPECIAL SESSIONS.

The Speaker shall call special sessions of the Senate when he/she deems it necessary, or upon receipt of a petition signed by fifteen (15) Senators. Due notice of a special session shall consist of notification in person or by mail or messenger service, such oral or written notice to be delivered at least twenty-four (24) hours before the special session is to commence, or of announcement by the Speaker at a regular or special session.

SECTION 12. LENGTH OF SESSION.

Any regular or special session of the Student Senate should move directly to the introduction of new business and announcements no later than an hour and a half after the session convenes and terminate not more than three (3) hours from starting time.

SECTION 13. ATTENDANCE AT SESSIONS IMMEDIATELY FOLLOWING SPRING ELECTION.

- a. The Senate shall meet in one (1) assembly per calendar year starting with the spring semester and continuing through the spring semester of the ensuing school year. Assemblies shall be numbered consecutively with the first legislature organized in 1968 being designated as the First Legislative Assembly.
- b. All incoming Senators shall also be required to attend the session immediately following their election.
- c. The Clerk shall, in writing certify to the Chairperson of the Rules Committee at the adjournment of each session that a Senator was absent, if the Senator did not answer to every roll call, and if the Senator failed to present himself/herself to the Clerk to be counted present within.
- d. The Chairperson of the Rules Committee shall in writing certify to the Clerk that an absence of a Senator has been excused, if the absent Senator presents a written excuse to the Chairperson of the Rules Committee no later than 30 minutes following the session at which the Senator was absent.
- e. An absence shall be presumed to be unexcused unless the Rules Committee accepts an excuse for the absence.

SECTION 14. QUORUM.

A quorum shall consist of a majority of the Senators.

SECTION 15. UNSEATING. If the Rules Committee determines that a Senator has accumulated two (2) unexcused or a total of five (5) absences from sessions of the Senate, the Chairperson of the Rules Committee shall require him/her to be present at the next Rules Committee meeting. If the Senator cannot point out a mistake in the consideration of his/her absences, he/she shall automatically be unseated at the end of the next Senate session unless the Senate sustains his/her appeal, which may be made after the senator in question appears before the Rules Committee. If the Rules Committee determines that a Senator has accumulated a total

of three (3) absences from meetings of a standing committee at the end of the next Senate Session, he/she shall be unseated at the conclusion of that session, unless the Senate sustains his/her appeal, which may be made at that meeting.

SECTION 16. ORDER OF BUSINESS.

The following shall constitute the order of business of the Senate:

- a. Call to order
- b. Roll call
- c. Reading of minutes
- d. Receipt of petitions, memorials, messages, and papers
- e. Reports of standing committees
- f. Reports of special committees
- g. Unfinished business
- h. New business
- i. Announcements of committee meetings for following week
- j. Adjournment

SECTION 17. VOTING

- a. All voting shall be by voice except where otherwise provided. The use of secret ballot shall be prohibited in the Student Senate.
- b. Upon call for a division of the Senate, the Speaker shall call for the ayes and nays to stand and shall announce the number of votes cast for and against the motion.
- c. An unopposed candidate for a Senate office or a committee chairmanship may be declared elected if no dissenting vote is heard to a motion to accept him/her by acclamation.

SECTION 18. RULES OF ORDER.

- a. The official rules, handbook or guide of the Senate shall be ROBERT'S RULES OF ORDER, NEWLY REVISED, and each succeeding revision, provided that it is not in conflict with the Constitution of North Carolina Agricultural and Technical State University Student Government Association.
- b. By a majority vote, the Senate may extend the privileges of the floor to a speaker or to any other person.

SECTION 19. INTRODUCTION OF BILLS.

All bills shall be typed and introduced in duplicate, one (1) copy to the Speaker, and one (1) copy to the Clerk. All provisions following the enacting or resolving clause shall be double-spaced, each line being numbered.

SECTION 20. CONSIDERATION OF BILLS.

- a. The Speaker shall refer each bill to an appropriate standing committee, following its introduction.
- b. All money bills must be presented to the Senate for approval.
- c. Bills that originate in standing committees may be considered at the session at which they are reported, provided that they have been prepared and made available to the Senators at least twenty-four (24) hours before the beginning of the session at which they are to be considered.
- d. A simple majority of the Senators voting, if a quorum is present, shall enact bills into law. However, amendments to the Constitution of the North Carolina Agricultural and Technical State University Student Government Association and the by-laws of the Student Senate must receive a two-thirds (2/3) vote of the Senators present.

e. A two-thirds (2/3) vote of the Senators voting, if a quorum is present, shall have the power to enact a bill into law over a presidential veto as provided for in the Constitution.

SECTION 21. DISTRIBUTION OF BILLS.

The Clerk, upon receipt of legislation, resolutions, or proposals from the Chairperson of the Rules Committee, shall notify the following persons via mail, email, facsimile; or any other form of written correspondence within twenty-four (24) hours before the session at which the bill is to be considered, except bills which originate in standing committees: the Senators, the President, the Vice President for Internal Affairs and the Attorney General of the Student Body and other organizations and/or individuals may be affected by the bill.

SECTION 22. PRESIDENTIAL APPOINTMENTS.

All appointments to Executive and Judicial offices made by the President of the Student Government Association shall be ratified by a majority of the Senators voting except where otherwise designated.

SECTION 23. REVIEW. The student body shall have the power to call for a ballot on any act of the Student Senate provided a petition calling for the ballot and specifying in writing the proposed action shall be signed by ten percent (10%) of the Student Government Association. The Student Government Association President shall, if he/she determines the petition to be in good order and within the limitations of this Constitution, direct the Elections Committee to conduct an election on the bill not less than six (6) or more than fifteen (15) days after he/she shall receive the petition. Public notice of such election shall be given no less than four (4) days before it shall take place. A majority of the votes cast at the election shall be sufficient to pass the bill.

SECTION 24. MINUTES

Copies of Minutes of all Senate Sessions and Committee meetings and all action taken and/or all bills introduced or passed shall be forwarded to the Vice-Chancellor for Student Affairs or his/her designee within forty-eight (48) hours after meetings terminate.

SENATE COMMITTEES

SECTION 25. STANDING COMMITTEES.

The standing committees of the Senate shall be the Finance Committee, Judicial Committee, Rules Committee, Ways and Means Committee, Campus Life Committee, and Academic Affairs Committee.

SECTION 26. ADHOC COMMITTEES

ADHOC Committees may be formed as needed to serve temporary functions.

SECTION 27. TIME OF SERVICE

All committee members shall serve for one academic year.

SECTION 28. ELECTION TO COMMITTEE

The full Senate shall elect the members of all Senate Committees.

SECTION 29. FINANCE COMMITTEE

The chairpersons of all committees, except Finance Committee shall be elected from among the membership of the respective committees.

SECTION 30. SENATE REPORTS

- a. The chairpersons of all standing committees shall submit a written report to the Student Government Association annually. Chairpersons of the special committees shall submit a written report upon completion of the activity.
- b. It shall be the duty of each committee chairperson to call committee meetings, to procure copies of bills referred to the committee no later than the second regular legislative sessions before the meeting, to report absences from committee sessions to the Chairperson of the Rules Committee, and to submit at the last regular session of the Senate a written report of his/her committee's actions.

SECTION 31. COMMITTEE MEETINGS.

- a. Notice of a committee meeting may consist of the establishment and announcement of a regular time and place of meeting. It must be given by written notice, no less than twenty-four (24) hours before the meeting is to be held. All notices shall state the day, hour and place of the meeting.
- b. A quorum shall consist of a majority of the Senators who comprise the committee.

SECTION 32. POWER AND DUTIES OF STANDING COMMITTEES.

The standing committees shall have the power to consider legislation referred to them or legislation by them in their special areas of concern. Whenever they deem proper, unless the Student Senate by a suspension of the rules or by a discharge petition signed by a majority of the Student Senate and presented to the Speaker of the Senate before the sessions begin, shall take a bill from committees before it is reported.

SECTION 33. THE FINANCE COMMITTEE OF THE STUDENT SENATE.

The full Senate shall elect the chairperson of the Finance Committee. The duties of the Finance Committee shall include:

- a. Consideration and/or development of all bills that pertain to financial matters.
- b. Develop and report the proposed annual budget to the Student Senate for approval.

SECTION 34. THE JUDICIAL COMMITTEE.

It shall be the duty of the Judicial Committee to consider and review bills that pertain to the judicial and electoral systems. It shall also review the positions of the executive board of the Student Government Association and Senate to ensure that all duties are being fulfilled properly.

SECTION 35. THE RULES COMMITTEE.

It shall be the duty of the Rules Committee to consider and report all bills pertaining to the Constitution of the Student Senate; to originate amendments to the Constitution of the Student Senate; to prepare and administer a test on parliamentary procedures to all new Senators and assist them to pass within two (2) weeks of their official seating; to review absences of Student Senate or from committee meetings; to correct and approve the minutes of each meeting of the Student Senate within two (2) weeks. The Clerk of the Student Senate shall submit a copy of minutes of the committee at the next committee meeting of the Student Senate.

SECTION 36. THE WAYS AND MEANS COMMITTEE.

It shall be the duty of the Ways and Means Committee to consider and report all bills that do not pertain to matters, for which specific standing and special committees have been established, and to originate or amend such bills falling within its jurisdiction as it may desire. All reports to the Senate by individuals and Student government committees shall be submitted to the Ways and Means Committee to see that these reports are received and reported to the Senate and where appropriate, conveyed to other standing committees.

SECTION 37. CAMPUS LIFE COMMITTEE.

It shall be the duty of the Campus Life Committee to ensure that the concept of University Community is realized, it shall be the duty of the Campus Life committee to investigate and find plausible solutions for student concerns pertaining but not limited to food services, residence life, and safety.

SECTION 38. ACADEMIC AFFAIRS COMMITTEE.

It shall be the duty of the Academic Affairs Committee to meet with their Dean's respectively, to investigate student concerns, to ensure that their peers are receiving the superior education by expressing effective communication between members of the University Community. It shall be the duty of the Academic Affairs Committee to meet with faculty to ensure that the environment of the classroom as well as the academic excellence of the University Community continues to grow.

SECTION 39. COMMITTEE SIZE.

For efficiency, each Committee shall exceed no more than five members except Academic Affairs and Campus Life. The Academic Committee has two representatives from each district. Since campus life encompasses so many departments it is critical to give this committee more members to ensure proper representation.

Membership of Each Committee

Finance Committee 5

Way and Means Committee 5

Rules and Regulations Committee 5

Judicial and Review Committee 5

Campus Life Committee 9

*Academics Affairs Committee 14

(*Two representatives from each district)

**ARTICLE X
PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of ROBERT'S RULES OF ORDER, NEWLY REVISED shall govern the Student Government Association in all cases to which they are applicable and in which they are not inconsistent with this Constitution and any special rules of order the Student Government Association may adopt.

ARTICLE XI
METHOD OF AMENDING THE CONSTITUTION AND ADMINISTRATIVE
SANCTIONS

SECTION 1. The Constitution can be amended at any regular meeting of the Senate by a two-thirds vote provided that the amendment has been submitted in writing no less than 24 hours before the meeting.

SECTION 2. All such action taken by the Senate must be presented for review and approval to the Vice Chancellor for Student Affairs who submits the action to the Chancellor of the University, and the Board of Trustees for ratification in that order .

ARTICLE XII
RATIFICATION OF CONSTITUTION

SECTION 1. The Constitution shall become effective immediately after it has been approved by two-thirds of the duly elected senators, the SGA President, the Vice Chancellor of Student Affairs and the Chancellor, in that order.

SECTION 2. Upon ratification, the Constitution shall become operative and shall supersede all previous versions of the Constitution and/or By-Laws of the Student Government Association of North Carolina Agricultural and Technical State University.

ARTICLE XIII
JUDICIAL BRANCH

SECTION 1. POWERS-STUDENT COURTS

a) The Judicial power of the Student Government Association shall be vested in a Student Judiciary Council and a judicial system composed of a Student Supreme Court. These courts are supervised by the Attorney General. There shall be a Faculty Advisor appointed from the Office of the Dean of Students to serve the court in an advisory capacity at all Student Court hearings. The Student Court System shall encompass cases of student discipline specified by the Office of the Dean of Students. The Attorney General shall appoint a Clerk of the judicial system to record hearings and handle correspondence about the hearings. All hearings must be taped.

b) The Office of the Dean of Students shall make formal charges against an accused student.

c) The Attorney General or his/her agent shall act as a prosecutor in all cases before any student court.

SECTION 2. STUDENT JUDICIARY COUNCIL

a. Membership

The Student Judiciary Council shall be composed of eleven (11) members elected by the student body. The Chairperson of the Judicial Council shall be Student Government Association Attorney General. Quorum will consist of a majority of members present at the hearing.

b. Jurisdiction

The Student Judiciary Council shall have original jurisdiction in cases that involve student behavior, infractions of major social rules, and infractions of University regulations standards governing student conduct. These cases are limited to infractions specified by the Office of the Dean of Students.

c. Penalties

The Student Judiciary Council may recommend to the Vice Chancellor for Student Affairs/Dean of Students the imposition of penalties consisting of a warning, reprimand, probation, or suspension or any of the sanctions as listed in the Student Conduct Sanction of the Student Handbook.

d. Appeals

Any decision of the Student Judiciary Council may be appealed to the Student Supreme Court. All appeal policies can be found in the most recent version of the North Carolina A&T State University Student Handbook.

SECTION 3. STUDENT SUPREME COURT.

a) Membership

The Student Supreme Court shall be composed of ten (10) members appointed by the President of the Student Government Association from a list of names of no less than fifteen (15) students submitted by the Senate. The President of the Student Government Association from its membership shall appoint the Chairperson of the Student Supreme Court.

b) Jurisdiction

The Student Supreme Court shall hear appeals from the Student Judiciary Council and it shall have the authority to rule on individual appeals from the Student Judiciary Council.

c) Appeals

Appeals from the decision of the Student Supreme Court may be made to the Vice Chancellor for Student Affairs/Dean of Students .

SECTION 4. MEETINGS - QUORUM.

The quorum for each student court at each of its meetings shall be one-half of the members of that court.

SECTION 5. MEETINGS - VOTING.

A two-thirds (2/3) vote of the court hearing the cases shall be required to convict an accused student. All other votes shall be by a simple majority, with the exception that a two-thirds (2/3) vote shall be required to recommend the suspension of a convicted student.

SECTION 6. STUDENT TRIAL COURT PROCEDURE

All Student Court Procedure are outlined in the most current version of the North Carolina A&T State University Student Handbook. All members of the Judicial Branch shall adhere to the Student Conduct Procedures, Conduct of All Hearing and Appeals and any other policies stated in the Student Handbook. The procedure herein specified shall be used in all hearings or courts of original jurisdiction in the student judicial system.