

**DILLARD UNIVERSITY  
STUDENT GOVERNMENT  
ASSOCIATION**

**CONSTITUTION**



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Revised by the 2016-2017 SGA Administration



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## **PREAMBLE**

We, the students of Dillard University, in order to promote student engagement and an efficient governance, the Student Government Association shall serve our Dillard community as a liaison for student opinion on all matters relative to the welfare of the student body. To provide a means through which all students may work collectively with administrative officers and faculty members in all programs in which we jointly participate. To enable students to exercise themselves in the art of self-government under the democratic process. To promote engagement through educational enrichment and social programming. In doing so, we will strive to enhance unity and university pride throughout our gleaming white and spacious green campus.

### **I. ARTICLE I: NAME, BRANCHES, ORDER OF SUCCESSION**

#### **a. SECTION 1: NAME**

The name of this organization shall be the Dillard University Student Government Association, hereinafter referred to as SGA.

#### **b. SECTION 2: BRANCHES**

The structure of the Student Government Association shall consist of the following:

- i.** The Executive Branch (SGA Executive Board)
- ii.** The Legislative Branch (Student Senate)
- iii.** The Judicial Branch (Student Conduct Board)

#### **c. SECTION 3: ORDER OF SUCCESSION**

- i.** Should the SGA President for any reason become unable to serve, the order of succession shall follow:
  - 1.** Vice President
  - 2.** Treasurer
  - 3.** Parliamentarian
  - 4.** Secretary

#### **A. Should there be a vacancy in the Executive Branch:**

The current Student Government Association President shall have appointment power to fill the vacancy or conduct interviews; subject to approval by the remaining Executive Branch officers, Student Senate and Advisor.

#### **B. Should there be a vacancy in the Legislative Branch:**

The Senate President has appointment power to fill the vacancy; subject to approval by the Student Senate and the Advisor of Student Government.

#### **C. Should there be a vacancy in the Judicial Branch:**

The current Chief Justice shall have appointment power to fill the vacancy or conduct interviews; subject to approval by the remaining Executive Branch officers, Student Senate and Dean of Students



## **ARTICLE II**

### **THE EXECUTIVE BRANCH**

#### **SECTION 1: POWERS**

The Executive Branch shall be the administrative body of the SGA elected to adhere to the responsibility of protecting the rights and concerns of all students and serving as a liaison between students and University Administration.

#### **SECTION 2: POSITIONS**

A. All executive powers of the Student Government shall be vested in the President, Vice-President, Chief of Staff, Secretary, Treasurer, Parliamentarian, Miss Dillard University and Mister Dillard University who shall be elected in a manner provided for by the Constitution of Student Government.

B. The Executive Board for the SGA shall consist of a President, Vice President, Secretary, Treasurer and Parliamentarian (Chief of Staff ONLY for SGA). The remaining positions of Chaplain, Chief Justice, Senators, and Director of Public Relations are cabinet positions.

#### **SECTION 3: FUNCTIONS OF THE EXECUTIVE BRANCH (ELECTED POSITIONS)**

##### **The Duties of the President shall consist of:**

- A. Serve as the official spokesperson for the Student Body
- B. Delegate authority as he/she deems necessary on all issues affecting the general student body or members of the SGA
- C. Provide consistent and frequent communication to the campus regarding the state of students concerns and SGA's advocacy.
- D. Serve as an ex-officio (non-voting), acting member on all committees of the Executive Branch
- E. Sign all purchase orders from SGA exceeding over five-hundred dollars (\$500).
- F. Preside over all meetings of SGA and the Executive Council
- G. Serve as the chairperson of the Student-Trustee Liaison Committee
- H. Delegate students to the student Advisory Board
- I. Address the Senate at the beginning of each semester and at other times upon invitation of the Senate.
- J. To attend various meetings as assigned by the University President, SGA Advisor and/or Vice-President of Student Success



- K. The ability to appoint a Chief of Staff for the term
- L. Serve as a liaison between all university offices and departments

**The Duties of the Vice-President shall consist of:**

- A. Act in office of the President in the absence of the President.
- B. Preside over the Senate (vote only when the Senate is equally divided) and head as the Legislative President.
- C. Appoint the members of Student Government Senate Committees.
- D. Appoint such officials, as the Senate shall deem necessary for the expeditious conduct of Senate business.
- E. Communicate all acts and resolutions of the Senate to the President of Student Government.
- F. To attend various meetings as assigned by the SGA President, University President, SGA Advisor and/or Vice-President of Student Success
- G. Perform all other such duties as delegated by the President

**The Duties of the Executive Secretary shall consist of:**

- A. Keep full minutes of the proceedings of each meeting of the Student Government Association.
- B. Submit the recorded minutes to Executive Board members 48 hours after the SGA Executive Council meeting.
- C. Complete event request forms for all general Student Government Association programs.
- D. Keep record of all Student Government appointments to faculty committees of the University.
- E. Make public announcements of such appointment; and any other duties delegated by Student Government.
- F. Perform all other such duties as delegated by the President

**The Duties of the Executive Treasurer shall consist of:**

- A. Record all receipts, expenditures, and appropriations of monies from Student Government. These records shall be made public and subject to audit as the Senate may provide.
- B. With the assistance of the President, be responsible for the preparation and presentation, of the Student Government Budget.
- C. Record and prepare documents of all approved disbursements and expenditures of the SGA
- D. Compose and submit monthly timesheet of SGA officials to the SGA Advisor, and/or Vice-President of Student Success
- E. To attend various meetings as assigned by the SGA President, University President, SGA Advisor and/or Vice-President of Student Success
- F. Perform all other such duties as delegated by the President



**The Duties of the Executive Parliamentarian shall consist of:**

- A. Conduct all Student Government Association elections.
- B. Serve as chairman of the nominating committee; serve as chairman of the Constitutional Council.
- C. Maintain the order of the constitution
- D. To implement and carry out the Student Government Association Demerit System
- E. To enforce the rules of the Parliamentarian practice as contained in Robert's Rules of Newly Revised Order by Henry M. Robert, shall govern the proceedings of this Association, subject to the special rules that have been or may be adopted.
- F. Serve on the University Judicial Review Board as needed by the Director of Judicial Affairs
- G. Perform all other such duties as delegated by the President

**The Duties of the Miss Dillard University shall consist of:**

- A. Coordinate and promote at least 4 community service opportunities for the student body each semester
- B. Delegate tasks and responsibilities to the Royal Attendants.
- C. To govern the Royal Court in addition to adhering to the Royal Court Booklet;
- D. To be a Student Ambassador for the Office of Admissions
- E. To attend annual conferences and represent the University in any way mandated by the university
- F. Perform all other such duties as delegated by the President

**The Duties of the Mister Dillard University shall consist of:**

- A. Coordinate and promote at least 4 activities in efforts to encourage male participation and representation on the campus each semester;
- B. Assist Miss Dillard University with all community service events
- C. Delegate tasks and responsibilities to the Royal Gentlemen
- D. To govern the Royal Court in addition to adhering to the Royal Court Booklet;
- E. To be a Student Ambassador for the Office of Admission
- F. To attend annual conferences and represent the University in any way mandated by the university;
- G. Perform all other such duties as delegated by the President

**Article III**

**THE LEGISLATIVE BRANCH - STUDENT SENATE**

**SECTION 1:** Officers and Staff of the Student Senate shall be the following:

- a) President of the Student Senate
- b) President Pro Tempore
- c) Secretary of the Senate
- d) Parliamentarian of the Senate



**SECTION 2:** The Dillard University Senate Code shall be the governing document of the Student Senate with no precedent except for that of the Student Government Association (SGA) Constitution and Student Handbook.

#### Article IV

##### **The Student Conduct Board**

**Section 1:** Officers of The Student Conduct Board shall be:

- a) 1 Chief Justice
- b) 1 Freshman Justice
- c) 1 Sophomore Chief Justice
- d) 1 Junior Chief Justice
- e) 1 Senior Chief Justice

**Section 1:** The SGA Justices shall interpret the Student Government Constitution and By-Laws. The Court of Review shall regulate Student Government Association chartered organizations to be in compliance with the University Mission, Code of Conduct, and ~~Vision~~.

**SECTION 2:** The Dillard University Conduct Board shall be the governing document of the Student Conduct Board with no precedent except for that of the Student Government Association (SGA) Constitution and Student Handbook.

#### Article V

Comment [1]: refer to previous documents for feedback

##### **SECTION X: QUALIFICATIONS OF POSITIONS**

- A. Upon nominations for Student Government Association positions, students must have and maintain a cumulative grade point average of 3.0 for the term in office (one academic year) and must be in good standing with the University.
- B. Upon nominations for Class Council positions students must have and maintain a cumulative grade point average of 2.75 for each semester during the term in office (one academic year) and must be in good standing with the University.
- C. Students nominated or appointed for any other Student Government Association office must have (at the time of appointment) and maintain a term average of 2.75 for each semester during the term in office (one academic year) and must be in good standing with the University.
- D. Students nominated for the office of SGA President must have achieved junior status (60 credits) by the time of application for candidacy, and have obtained at least one year of student leadership experience on either Student Government Association, Class Council, or as an executive council member in a recognized student organization prior to their service in office.
- E. Students nominated for the office of Student Government Association; Vice President must have achieved sophomore status. (30 credits) Also, have obtained at least one year of student leadership experience on either Student Government Association, Class Council, or as an



executive council member in a recognized student organization prior to their service in office. All other positions may be a representative of any class.

- F. The power of office holding for an elected position shall be limited to full- time Dillard University Students.
- G. The faculty or staff advisor(s) to the Student Government Association is to work cooperatively with the students in exploring and developing their leadership and potential, by offering only suggestions and opinions. The Vice President for Student Success shall serve as the primary advisor for the SGA with support from the Center for Student Engagement and Leadership.
- H. If an officer is found in violation of either the Dillard University Student Government Association Constitution or the Dillard University Code of Student Conduct, said officer is mandated to present his/her case before the Student Conduct Board.
- I. Incoming freshman, regarding any student with AP/IB course credits, must run with their respected graduating class status. (0-29, freshman; 30-59, sophomore; 60-89, junior; 90-120 senior.) Based on the amount of Dillard obtained credits, first year freshman are eligible to run with their incoming class based on the approval of the SGA Election committee.
- J. Transfer students are required to follow the same guidelines as Dillard University students, even if they held a Class Council or SGA position at their previous University.

#### Article VI

#### **INTERPRETATIONS OF THE LAWS**

**Section 1:** The interpretation of the laws of the Constitution lies under the authority of the Executive Council with the approval of the Division of Student Success and Center for Student Engagement and Leadership.

#### Article VII

#### **AMENDMENTS**

Amendments to this Constitution may be proposed by a two-thirds (2/3) vote of the Senate, or by petitions of simple majority of the study body. Proposed Amendments should be discussed with the SGA Advisor prior to being presented to the student body for ratification. Amendments shall become part of this Constitution upon ratification by a majority of votes cast in an election of the student body.



### Article VIII

#### **Student Government Association Documents**

**Section 1:** All said officers must adhere to the Student Government Association Constitution, SGA and Student Senate Bylaws, Demerit System, and any other said documentation that may be created by the SGA Executive Council.