

# **Park Student Government Association**

## **Constitution**

### **Preamble**

We, the official representatives of the Park Student Government Association (P.S.G.A.), hereby set down this document, the Constitution of the P.S.G.A., to specify duties, powers and procedures of the organization.

### **Article I --- Name**

The organization will be called the Park Student Government Association.

### **Article II --- Membership**

**Section 1.** Students enrolled full-time, as defined by their academic program, and paying the full time student life fee shall be considered full time members.

**Section 2.** Students enrolled part-time, as defined by their academic program, and paying the part time student life fee shall be considered part time members.

**Section 3.** Students enrolled in any program at Park University not paying the student life fee shall be considered associate members.

**Section 4.** There will be no discrimination towards a student because of race, gender, sexual orientation, national origin, disability, religion, military status/history, or age.

**Section 5.** There will be 15 eligible seats for the general elected Senate. 12 of the seats will be filled by upperclassman (defined as students who have completed 12 or more hours of credit at Park University) through an election in the spring. The remaining three will be filled by first time freshmen (as defined by the current Park University Office of Admissions standard) elected by the third week of classes.

### **Article III --- Purpose**

The purpose of the P.S.G.A. will be:

- A.** To serve as a comptroller of the student life fee funds;
- B.** To promote an interest in and to supervise general student activities relative to the P.S.G.A.;
- C.** To address and attempt to solve student and campus problems through any means deemed necessary by the P.S.G.A.;
- D.** To act as a liaison between students and the administration, faculty, and staff;
- E.** To represent the expressed wishes of the students;
- F.** To head the P.S.G.A. as specified in this document.

### **Article IV --- Organization of Student Government**

**Section 1.** The governmental powers of the P.S.G.A. will be vested the P.S.G.A., which will consist of the following:

- A.** An Executive Branch;
- B.** A unicameral Legislative Branch.

**Section 2.** The elected officials of the P.S.G.A. will consist of the following:

- A.** President, Vice President, Business Manager and Secretary
- B.** Representatives of the student body who will be called Senators.

**Section 3.** Session of the P.S.G.A. will last one year from the day of Honors Convocation of the school year in which they were elected, until the Honor's Convocation of the following year. All meetings of the P.S.G.A. will be considered part of that session

### **Article V --- The Executive Board**

**Section 1.** The Executive Board will head the student government and will consist of the following paid members:

- A. President;
- B. Vice-President;
- C. Secretary;
- D. Business Manager;

The above listed officers will be elected in the spring independently by positions

**Section 2.** Senate salaries for the Executive Board will be set prior to April 1 by the Senate each year, for the following year.

- A. Pay periods will be September, October, November, December, February, March, April and May.

All Salary paychecks will be cut by the Friday closest to the 10<sup>th</sup> of each pay period.

### **Article VI --- Executive Duties**

**Section 1.** The duties of the President are:

- A. To head the Executive Board in which he/she holds the final authority;
- B. To preside at assemblies, meetings, and forums of the P.S.G.A.;
- C. To produce an agenda for each Senate meeting and see that it is carried out;
- D. To be responsible for Senate representation at meetings of other decision making bodies;
- E. To be an ex-officio member of all Senate Committees;
- F. Not be a voting member of the Senate except in the case of a tie, in which he/she will cast the deciding vote;
- G. In the absence of the Vice-President the President shall serve as the time-keeper, and Sergeant at Arms;
- H. In the absence of both the Vice-President and the Secretary, the President will appoint a PSGA member to act as the Secretary.
- I. To establish and be a member of the Student Life Committee and serve as Chairperson in absence of a suitable Senator.
- J. To write a detailed transition statement as outlined in the (Ref. Article VX, Section 4)

**Section 2.** The duties of the Vice-President are:

- A. To preside over the Senate in the absence of the President or upon request of the President;
- B. To succeed the president upon removal, resignation or death;
- C. Be an ex-officio member of all Senate Committees;
- D. To serve as the By-Laws Committee Chairperson;
- E. To not be a voting member of the Senate;
- F. To act as time keeper, parliamentarian, and Sergeant at Arms;
- G. In the absence of the Secretary, the Vice-President will act as the Secretary;
- H. To act as Interim Business Manager in the instance that the Business Manager's position is vacated.
- I. To establish and be a member of the Ways and Means Committee and serve as Chairperson in absence of a suitable Senator candidate.
- J. To write a detailed transition statement as outlined in the By-Laws (Ref. Article VX,

Section 4).

**Section 3.** The duties of the Secretary are:

- A. To not be a voting member of the Senate;
- B. Record and reproduce the minutes and send copies to the membership;
- C. Bring to each Senate meeting copies of the Constitution, By-Laws, all current session minutes, a roster of senators, and a listing of all current committee appointments;
- D. Keep attendance records and notify the President when a Senator exceeds two unexcused absences;
- E. Preserve and file all documents;
- F. Organize elections as noted in the Constitution, and By-Laws;
- G. Be responsible for a complete inventory of supplies and equipment;
- H. Be responsible for care of supplies and equipment during his/her term and see that the newly appointed secretary receives all such articles upon the end of his/her term.
- I. Verify the cumulative G.P.A. of Executive Officers and Senators for candidacy and throughout the elected term at least once at the start of each 16 week semester.
- J. Responsible for 'official' physical and electronic copies of the Constitution and By-Laws. Electronic copy will be stored on the 'Official' Senate website, while the physical copy will be kept in the 'Official' Senate office.
- K. To write a detailed transition statement as outlined in the By-Laws (Ref. Article VX, Section 4).

**Section 4.** The duties of the Business Manager are:

- A. To oversee all senate accounts and report to the Senate on its financial standing at every meeting or, in the case of an absence, he/she will prepare another member of the Executive Board to report on the P.S.G.A. financial standing;
- B. Give a written expense report at the end of each semester;
- C. To meet with the comptroller or other designated representative of the Accounting Office no less than once a week;
- D. Act as the Budget Committee Chairperson;
- E. To not be a voting member of the Senate;
- F. Initiate all Senate approved money transfers, salaries, and check requests.
- G. To write a detailed transition statement as outlined in the By-Laws (Ref. Article VX, Section 4).

### **Article VII – Executive Qualifications**

**Section 1.** President, Vice-President, Secretary, Business Manager Qualifications:

- A. Be a full-time P.S.G.A member;
- B. Have attended college for at least two full-time semesters, and completed at least one semester at Park;
- C. Have a cumulative G.P.A. of at least 3.0 on a 4.0 scale at the time of application and should be maintained throughout the elected term;
- D. Not be on any form of probation;

### **Article VIII --- The Legislative Branch**

**Section 1.** The Legislative Branch of the P.S.G.A. is the Senate, which will supervise student activities and represent the P.S.G.A. electorate according to the powers and procedures enumerated in this document.

**Section 2.** There may be no more than 15 senators to be chosen at large.

**Section 3.** Senators shall have one vote in all legislative matters, except in the case of a proxy.



**Section 4.** The P.S.G.A. Senate will:

- A. Meet once a week during the academic year at a set time and day of the week to the approved by the Senate (Ref. By-Laws, Article II, Section 2);
- B. Be considered to have a quorum when a simple majority of all senators are present;
- C. No meeting of the Senate may be adjourned until the published agenda has been completed, except in the event of:
  - 1. A unanimous vote by all Senators present;
  - 2. A lack of quorum;
  - 3. A successful motion which limits the meeting time.

**Section 5.** The Senate will have the right to call special meetings:

**A.** Open meetings:

- 1. Can be called by the President or 3 Senators with 24 hours notice;
- 2. Can be called by Senate passing a motion to do so.

**B.** Closed meetings:

- 1. Can be called by the President with approval by a simple majority vote of Senators in quorum;
- 2. Cannot be used to pass legislation;
- 3. Will consist of the Executive Board, Senate Advisor, and voting members of the Senate, unless Senate chooses, by a simple majority, to invite other concerned parties.

## **Article IX --- Legislator Qualifications**

**Section 1. Senator Qualifications:**

- A. Be a full-time P.S.G.A. member;
- B. Have a cumulative G.P.A. of at least 2.5 on a 4.0 scale and should be maintained throughout the elected term.
  - 1. First semester freshman are exempt from G.P.A. requirements for qualification for candidacy. Once elected, first time freshman must maintain at least a 2.5 G.P.A. throughout the elected term.
- C. Not be on any form of probation.

## **X-- Legislative Duties**

**Section 1.** The duties of a Senator are:

- K. To represent all members of the P.S.G.A.;
- L. To attend all regular Senate, standing committee, and subcommittee meetings as outlined by the Attendance Policy (By-Laws, Art.II, Sec. 3.);
- M. To contribute in any of the following whenever necessary:
  - 1. P.S.G.A. forums;
  - 2. Conferences with all involved parties;
  - 3. Petitions or written statements to students, faculty, or administration dealing with grievances, program changes, or other affairs dealing with the P.S.G.A.;
  - 4. Special programs;
  - 5. Any other reasonable actions necessary to realize P.S.G.A. purposes.
- N. To implement the activities authorized by their committee/board;
- O. To write a detailed transition statement as outlined in the (Ref. Article VX, Section



## **Article XI --- Powers**

**Section 1.** The powers of the Senate will be:

- A. To act as the Legislative body representing the member of the P.S.G.A.;
- B. To pass effective legislation to better the P.S.G.A.'s academic social, or campus residential situations;
- C. To request, initiate, or establish any of the following in solving Senate or campus problems and/or carrying out P.S.G.A. purposes:
  - 6. P.S.G.A. forums;
  - 7. Conferences with all involved parties;
  - 8. Petitions or written statements to students, faculty, or administration dealing with grievances, program changes, or other affairs dealing with the P.S.G.A.;
  - 9. Special programs;
  - 10. Any other reasonable actions necessary to realize P.S.G.A. purposes.
- D. To oversee P.S.G.A. sanctioned organizations:
  - 1. To request reports from any student organization or committee;
  - 2. To investigate and restrict P.S.G.A. funding of any student organization or committee, including those established by the administration, or otherwise which may infringe upon authority and duties of the P.S.G.A. senate.
- E. To establish sub-organizations at other Park campuses or subdivisions thereof, which will be autonomous except as follows:
  - 1. All governing documents will be approved by the P.S.G.A. senate;
  - 2. Approval activities may require approval of the Senate Advisor or another school official if required by the P.S.G.A. senate Rules of Procedure and/or Park

Policy. **Section 2.** The Senate will have the power to establish Committees and Boards:

- A. Committees/Boards consisting of campus-wide participants will be established to deal with continuing and recurring functions;
- B. The Senate may dissolve, create or reorganize any committee of the P.S.G.A.:
  - 1. At the request of a majority of the members of said committee;
  - 2. At the request of 2/3 of the P.S.G.A. Full-time members;
  - 3. Appointments to committees/board are subject to approval by Park's President or the Senate Advisor.
- C. The P.S.G.A. Secretary will publicize all committee/board vacancies and accept applications from any eligible P.S.G.A. member;
- D. Senate members can belong to more than one committee/board, but cannot serve as chairperson for more than one;
- E. All Senate committees/boards derive their power from the Senate and are ultimately responsible to the Senate. The Senate has the power to hold them accountable for their actions.

**Section 3.** Balance of Powers:

- A. All Senate actions stand and go into effect immediately unless vetoed by Park's President within ten business days after the action has been approved by the Senate *and* Park's President has been notified. The veto must be accompanied by the written explanation stating Park's President's reasons for vetoing the action;
- B. Any action of the P.S.G.A. Senate may be overridden by the presentation to the Senate of a petition bearing the signatures of at least 1/4 of Full-time P.S.G.A. members or a majority of the Senate 1/4 larger than the majority necessary to pass the original motion;
- C. Park's President, the Senate Advisor, and the P.S.G.A. Executive Board will each

have the power to void any election for cause. Such action must be presented to the Senate in writing and will include the grounds on which the void was issued.

## **Article XII --- Student Bill of Rights**

With the delegation of responsibilities in the Constitution the following rights are guaranteed to students with reference to the P.S.G.A.:

**Section 1.** Any student group organized/certified by the Senate will have the right of expression, free of censorship and prior approval, the right of complete freedom of association and peaceful assembly, so long as these freedoms do not infringe upon the rights of individuals or groups or violate the current Student Conduct code.

**A.** There will be no discrimination towards a student because of race, gender, sexual orientation, national origin, disability, religion, military status/history, or age.

**B.** A student accused of violating a student government rule or Park regulation will be insured a fair and speedy hearing when necessary. He/she will not be required to testify against himself/herself, he/she will have the right to representation, to present evidence, and to present a defense before the deciding authority or authorities, as allowed by the bounds of the current student conduct code.

**C.** No ex post facto laws may be enacted.

## **Article XIII --- Student Activities Funds**

**Section 1.** The amount of the funds will be agreed upon annually by the P.S.G.A. Senate and Park's President.

**Section 2.** Student activities will be funded from the student activities funds, which will be distributed by the P.S.G.A. according to the P.S.G.A. By-Laws and Rules of Procedure.

## **Article XIV --- Elections**

**Section 1.** The P.S.G.A. elections will be conducted by secret ballot and administered by the Senate Secretary.

**Section 2.** President, Vice-President, Business Manager, Secretary, Senators will be elected by the P.S.G.A. members.

**Section 3.** Special elections will be possible. If called, they will be held on a date determined by the Senate. There will be no P.S.G.A. assembly or absentee ballots. All other aspects of the election will be as for a regular election.

## **Article XV --- Legislative Process**

**Section 1.** Unless otherwise stipulated in the Constitution, any legislation will be passed through the following procedures:

**A.** A motion will be made by a Senator or by the Vice-President representing the Executive Board or By-Laws Committee, or by the Business Manager representing the Budget Committee;

**B.** The motion is seconded by an additional Senator;

**C.** Only senators will be allowed to vote.

**D.** The motion is passed by a simple majority of those voting in quorum.

**Section 2.** Legislation will be repealed in accordance with the Balance of Powers (Article X, Section 3, PSGA Constitution).



## **Article XVI --- By-Laws**

**Section 1.** To implement this Constitution, the P.S.G.A. Senate will adopt such By-Laws that it deems fitting and proper for the successful operation of the legislation. The By-Laws may not contradict this Constitution.

**Section 2.** The By-Laws will be considered the operating rules and regulations of the Senate, which clearly defines the criteria and procedures of the senate operations. **Section 3.** The By-Laws will be considered part of the Constitution, but will not require actions of Constitutional amendment, or revision

**Section 4.** The By-Laws may be adopted by a single majority vote of the P.S.G.A. Senate. The documents will be approved by articles, unless 3/4 of the Senate votes to approve them as complete documents.

## **Article XVII --- Amendments**

**Section 1.** Amendments to this constitution will be initiated by

- A.** A petition of 10% of the P.S.G.A. full and part time members, or
- B.** Simple majority of the Senators in quorum.

**Section 2.** Amendments will be incorporated into the Constitution as follows:

- A.** An election in which 2/3 of those P.S.G.A. full-time members vote approving, and Approval by Park's President

**Section 3.** Every year, the By-Laws Committee will review the Constitution and make a public report on its findings including their recommendations of any necessary changes.

**Section 4.**  $\frac{3}{4}$  of the P.S.G.A. Senators of quorum must approve its Constitution every year, by articles, within the first 30 days of the fall semester, by secret ballot. Provisions will be made on the ballot for approval or rejection of the document as a whole.

## **Article XVIII --- Revisions**

**Section 1.** Revisions of this document will be initiated by:

- A.** A petition of 1/4 of the P.S.G.A. full and part time members, or
- B.** 2/3 of the senators of quorum.

**Section 2.** Revisions of this document will become active following:

- A.** The approval by 3/4 of the senators in two consecutive quorum meetings;
- B.** An election held in which a simple majority of the P.S.G.A. members voting approving the revisions;
- C.** Approval by Park's president.

**Section 3.** The revision of the P.S.G.A. Constitution will be adopted:

- A.** Upon the approval of Park's President, and
- B.** When the revisions are approved by the P.S.G.A. in approval voting

