



## **Constitution of the Student Government Association of Golden Gate University**

### **Preamble & Non-Discrimination Statement**

We, the students of Golden Gate University, hereby establish and maintain this Constitution in order to facilitate opportunities for learners to pursue intellectual, inter-personal, ethical development, and cultural enrichment. We encourage a cohesive and supportive campus environment through student-based programs and student representation in the Student Government Association and be it known that this body is entrusted to insure the welfare, rights, promotion, empowerment, and development of students.

We also support and stand to ensure that any charter organization or member body of the Golden Gate University Student Government Association does not and will not willfully discriminate within the meaning of the law on the basis of race, color, national origin, religion, sex, sexual orientation, disability, age, marital status, or veterans status in any shape or form.

### **Article I – Student Government Association**

#### **Section I – Name**

The formal name of the body herein shall be the Student Government Association of Golden Gate University. Hereafter referred to as the “SGA”. The SGA shall be the official representative of the student body of Golden Gate University.

#### **Section II – Bodies**

The SGA shall be composed of an Executive Committee with their own powers and mandates.



### **Section III – Student Body**

Any student of Golden Gate University who is in good standing with the University, regardless of full-time or part-time status, is entitled to SGA participation, including without limitation, the right to vote for SGA officials, run for SGA office, and involvement in SGA activities.

### **Article II – The Executive Committee of the SGA**

**Section I** – The Presiding Officers of the Executive Committee of the SGA shall be composed of the following five offices: President, Vice President for Campus Activities and Treasurer, Vice President for Education and Secretary, Vice President for Community Involvement, and Vice President Marketing and Communications.

Their terms shall officially begin upon their election in the fall trimester and continue to the election of their successors in the following fall trimester. Each term shall include at least two weeks of transition of SGA responsibilities to and training of the new officers. The elected officers must be enrolled in at least two courses during each trimester of their terms, unless otherwise approved by the Assistant Director or Associate Director of Student Life. The official meetings of the SGA Executive Committee may be closed meetings. The Executive Committee’s responsibilities are described below. SGA must hold at least two open general meetings per year that are accessible to students both on campus and in remote locations.

All candidates must meet minimum academic eligibility requirements (graduate students must have/maintain a cumulative grade point average of a 3.0 and undergraduate students must have/maintain a cumulative grade point average of a 2.0.)

## Section II – The President of the SGA

The President shall:

- Oversee and take primary responsibility for the affairs of SGA
- Be the primary interpreter of this Constitution and its Bylaws
- Act as the chief representative of the SGA, both within and outside the University community
- Call to order, chair, and schedule regular general open SGA meetings
- Call and preside over regular meetings of the Executive Committee
- Have the power to call special meetings of the SGA
- Swear in and confirm all newly elected SGA Officers and appointed Senators
- Confirm all committee chairs and be available for consultation on any committee's activities or decision
- Attend in person or appoint a proxy to attend the Board of Trustees meetings, and by invitation of the President of the University, University Cabinet meetings and communicate the information learned at these meetings to the Executive Committee
- Have the power to form temporary or permanent committees in order to accomplish tasks and goals
- Participate in the graduate and undergraduate commencement ceremonies, all New Student Orientations during his/her term of office and the main events called by the Office of Student Affairs
- Perform 5-10 hours per week of time on pre-designated SGA responsibilities and activities
- Be aware of all University policies that could affect a student; act as mediator between disputing parties and suggest mediation alternatives or escalate to the Office of Student Life or the Dean of Students, when necessary

- Ensure that each officer holds at least 1 hour of open office hours each week during which students can meet with the officer
- Meet with either the Assistant Director or Associate Director of Student Life at least once during each trimester of the term for feedback and evaluation
- Provide a report to the Executive Committee and the Assistant Director and Associate Director of Student Life at the end of each trimester on activities
- Proactively maintain communication channels with all University administrative, faculty, staff, departmental, association, club, and organization bodies on campus as a representative of the SGA
- Have a transition meeting with the incoming president of SGA

### **Section III – The Vice President for Campus Activities and Treasurer**

The Vice President for Campus Activities and Treasurer shall:

- Review the qualifications and compliance with University requirements of associations, clubs, and organizations
- Compile and maintain association, club and organization charters, noting who are the officers, members and where applicable, advisors
- Coordinate and provide training to all associations, clubs, and organizations on the process of requesting approval of and funds for events and activities
- Receive and evaluate all requests for SGA funds and, if approved, process the request
- Receive and review all requests for reimbursement from associations, clubs and organizations and allocate the appropriate reimbursements in conjunction with either the Assistant Director or Associate Director of Student Life
- Utilize generally accepted accounting principles in performance of his/her responsibilities and maintain SGA financial records
- Perform an annual audit of the SGA financial records and coordinate review of said audit with the entire SGA

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- Provide SGA financial information to Executive Committee for review at the end of each trimester  
Evaluate ways for the SGA to improve spending and return on investment
- Be the primary liaison and resource for associations, clubs, and organizations and take primary responsibility in SGA for understanding their needs
- Possess thorough knowledge of GGU policies on postings, meetings, and events
- Ensure association, club, and organization compliance with University posting guidelines for publications and/or promotions on campus and social media
- Coordinate participation of student associations, clubs, and organizations in GGU sponsored events
- Provide a report to the Executive Committee and the Assistant Director and Associate Director of Student Life at the end of each trimester on activities
- Have the power to form temporary or permanent committees in order to accomplish tasks and goals
- Participate in the graduate and undergraduate commencement ceremonies, all New Student Orientations during his/her term of office and the main events called by the Office of Student Affairs
- Perform 5-10 hours per week on pre-designated SGA responsibilities and activities
- Meet with either the Assistant Director or Associate Director of Student Life at least once during each trimester of his/her term for feedback and officer evaluation
- Proactively maintain communication channels with all University administrative, faculty, staff, departmental, association, club, and organization bodies on campus as a representative of SGA
- Have a transition meeting with the incoming Vice President for Campus Activities and Treasurer of SGA

#### **Section IV – Vice President for Community Involvement The**

Vice President for Community Involvement shall:

- Perform outreach and maintain relationships with external partners
- Develop programming to bring GGU into the community and the community to GGU
- Organize and coordinate all activities, events, and social events formally sponsored by the Executive Committee

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Negotiate deals for students to post on the GGU Campus App and other appropriate distribution channels.

- Collaborate with the Assistant Director or the Associate Director of Student Life to plan and sponsor volunteer community days and Student Life events
- Provide a report to the Executive Committee and the Assistant Director and Associate Director of Student Life at the end of each trimester on activities
- Develop suggestions for improvement on community involvement for each upcoming trimester
- Have the power to form temporary or permanent committees in order to accomplish tasks and goals
- Participate in the graduate and undergraduate commencement ceremonies, all New Student Orientations during his/her term of office and the main events called by the Office of Student Affairs
- Perform 5-10 hours per week on pre-designated SGA responsibilities and activities
- Meet with either the Assistant Director or Associate Director of Student Life at least once during each Trimester of the Term for feedback and officer evaluation
- Proactively maintain communication channels with all University administrative, faculty, staff, departmental, association, club, and organization bodies on campus as a representative of the SGA
- Have a transition meeting with the incoming Vice President for Community Involvement of SGA

#### **Section V – The Vice President for Education and Secretary**

The Vice President for Education and Secretary shall:

- Promote the importance of faculty evaluations among students and publicize accessibility of the results.
- Conduct annual SGA student survey and present findings to students, administration, staff and faculty
- Conduct focus groups with faculty, staff and students to determine educational needs of students
- Meet with the Associate Director and Assistant Director of Student Life to discuss the survey and focus group findings and determine upcoming educational needs and opportunities

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Attend in person or appoint a proxy to attend the Faculty Senate meetings and communicate information from those meetings to the Executive Committee.

- Be responsible for the SGA office organization and filing systems
- Record and maintain minutes of the SGA general meetings as well as the Executive Committee meetings and distribute them appropriately upon request
- Be responsible for all internal and external correspondence of the SGA
- Have the power to form temporary or permanent committees in order to accomplish tasks and goals
- Participate in the graduate and undergraduate commencement ceremonies, all New Student Orientations during his/her term of office and the main events called by the Office of Student Affairs
- Perform 5-10 hours per week on pre-designated SGA responsibilities and activities
- Meet with either the Assistant Director or Associate Director of Student Life at least once during each Trimester of the Term for feedback and officer evaluation
- Provide a report to the Executive Committee and the Assistant Director and Associate Director of Student Life at the end of each trimester on activities
- Proactively maintain communication channels with all University administrative, faculty, staff, departmental, association, club, and organization bodies on campus as a representative of the SGA
- Have a transition meeting with the incoming Vice President for Education and Secretary SGA

#### **Section VI – Vice President for Marketing & Communications**

The Vice President for Marketing & Communications shall:

- Assist the President in the general administration of the SGA and its organization
- Oversee the publication of student generated online social media using various distribution platforms (e.g., GGU Social Student Blog, GGU Social Facebook Page, GGU Campus App and Student Health 101) and recruit students and the Executive Committee to contribute content
- Assist in the recruitment and hiring process for the Communications Representative (student blogger) for GGU Social. Collaborate with the Communications Representative to provide information and content of interest to GGU students.

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- Administer SGA marketing and communication funds in conjunction with the Assistant Director and the Associate Director of Student Life
- Publicize to students all SGA, Student Life and other GGU-sponsored events and activities
- Ensure updates to the student body of University news
- Assist the SGA President in organizing and publicizing the open general meetings of SGA
- Monitor and respond to messages on the SGA voicemail and email
- Have the power to form temporary or permanent committees in order to accomplish tasks and goals
- Participate in the graduate and undergraduate commencement ceremonies, all New Student Orientations during his/her term of office and the main events called by the Office of Student Affairs
- Perform 5-10 hours per week on pre-designated SGA responsibilities and activities
- Meet with either the Assistant Director or Associate Director of Student Life at least once during each Trimester of the Term for feedback and officer evaluation
- Provide a report to the Executive Committee and the Assistant Director and Associate Director of Student Life at the end of each trimester on activities
- Proactively maintain communication channels with all University administrative, faculty, staff, departmental, association, club, and organization bodies on campus as a representative of the SGA
- Have a transition meeting with the incoming Vice President for Marketing & Communications of SGA

## **Section VII – Hierarchy and Decision Making**

### Executive Committee Hierarchy and Rites of Accession

Each Vice President has due authority over their individual jurisdiction with the consultation and advice of the President, unless the Assistant Director or Associate Director of Student Life chooses to override.

The President is the primary decision maker and has the power to break a tie vote among the remaining SGA officers.



In the absence of the President, the Executive Committee will act as a plurality decision making body (decision by majority) until a replacement can be found.

### **Section VIII – Funding**

Campus Currents and Student Government Association (SGA) will be given one or two purchase card (p-card). The p-card holder must attend a mandatory p-card training prior to activation of the card. The p-card should be used to purchase items or services related only to a GGU-sponsored event. The p-card is not for personal use. Student organization will lose p-card privileges if the organization's p-card is not reconciled each month. Disciplinary action will be taken towards the individual(s) who misuse the card.

### **Section IX– Resignation**

Any representative may resign his/her seat at any time, either orally or in writing, by notifying the Executive Committee and the Assistant Director or the Associate Director of Student Life. Such resignation shall take effect at the time therein specified. Unless otherwise specified, the acceptance of such resignation shall not be necessary to make it effective.

### **Section X – Removal**

A representative may be removed from the Executive Committee or lose the right to some or all of the scholarship for failure to carry out the responsibilities of his or her office, as listed above, or for violation of University policy. In the case of academic standing, removal is determined by the Dean of Student Affairs and the Assistant Director or Associate Director of Student Life. In the case of a violation of University



policy, the relevant policy will be followed regarding disciplinary action and/or removal from the SGA position.

### **Section XI– Appointment of New SGA Officers**

In the event an office in SGA is vacated for any reason, the remaining SGA officers shall have the right and responsibility to appoint a replacement officer for the remainder of the term of office. Interested candidates shall apply for consideration and the Assistant Director or Associate Director of Student Life shall verify eligibility of those interested candidates. The Executive Committee shall hold interviews of eligible replacement candidates and decide among themselves in a confidential vote whom to appoint to fill the open office. In the event of a tie among the remaining Executive Committee members, the Assistant Director or Associate Director of Student Life shall cast the deciding vote.

### **Section XII– Application Process**

All students serving on the Executive Committee will participate in an application process in the beginning of the fall trimester. To make the process open to online and evening students, all election materials will be available and submitted to the Office of Student Life via the Internet. Interested individuals must apply through the online application.

Once the applications are submitted, the Assistant Director and/or the Associate Director of Student Life will review the applications to verify eligibility, coordinate the election process, and announce the newly-elected SGA officers.