

THE CONSTITUTION OF THE STUDENT ASSOCIATION

RATIFIED APRIL 23, 2007

We, the students of East Central University, Ada, Oklahoma, in order to effect a student organization to promote the cause of education and the general welfare of the students and faculty of the university, do hereby establish and ordain this constitution.

Article 1. The Student Association

Section 1-1. Name of the Association

The name of this association shall be the Student Association of East Central University, Ada, Oklahoma.

Section 1-2. Membership of the Association

Membership of the Association shall include all students enrolled at East Central University.

Section 1-3. Meeting of the Association

- A. The Student Senate shall have the power to call meetings of the Student Association.
- B. One hundred members of the Association shall constitute a quorum.
- C. All meetings of the Association shall be governed by the Oklahoma Open Meeting Law.
- D. All meetings of the Association shall be presided over by the Student Senate President.

Article 2. Student Government Association

Section 2-1. Membership of the Student Government Association

Membership of the Student Government Association (SGA) shall be all members of the Student Senate and Honor Court.

Section 2-2. Purpose of the Student Government Association

- The purpose of the Student Government Association shall be
- (1) to promote unity among the members of Student Senate and Honor Court.
 - (2) To further promote the purpose of the Student Association.

Article 3. The Student Senate

Section 3-1. Membership of the Student Senate

- A. Voting members of the Senate shall consist of the President, Vice President, Secretary, and Treasurer of the Senate, Class Representatives, and Members at Large. None-voting members of the Senate shall consist of an alternating Honor Court member who shall act as Parliamentarian for Student Senate meetings.
- B. The President, Vice President, Secretary, Treasurer, and Members at Large shall be elected by the Student Association; each of the four classes shall elect two representatives.
- C. Members at large will include a student with a disability, a graduate student, a varsity athlete, a commuting student, a campus housing representative, a minority student, and a non-traditional student, and an international representative.
- D. No current member of the Student Senate shall serve as an Honor Court Justice.

Section 3-2. Powers and Duties of the Student Senate

The Student Senate shall be the governing body of the Student Association and shall have the power:

- A. To adopt by-laws and other rules and regulations concerning all matters within its authority.
- B. To otherwise affect the purpose of the Student Association.
- C. To make recommendation and proposals to the President of the University and the Board of Regents of Oklahoma Colleges on behalf of the Student Association of East Central University.

Section 3-~~3~~. Other Areas of Responsibility and Concerns

- A. A majority of the members of the Senate shall constitute a quorum.
- B. All Senate meetings shall abide by the Open Meeting Act.
- C. All Senate meetings shall follow *Robert's Rules of Order*.
- D. Each Senator shall have twenty (20) points per academic year for attendance. Each Senator shall be allowed two (2) excused absences per academic year, for which there shall be no penalty. Senators shall be allowed three (3) unexcused absences for the academic year, each being worth five (5) points. Absences may be excused if an absence excuse form is filled out, submitted to the Honor Court at least one week prior to or after a missed event, and approved by the Honor Court. Missed events which are required for Senators (such as elections) shall constitute a deduction of two (2) points from the total. Senators shall be required to complete at least one (1) office hour per week. Missing this hour shall result in a one (1) point deduction from the total. A missed hour may be made up within one (1) week of the hour which was missed. When a Senator has exhausted his or her point total, the Senator shall receive written

notification from the Honor Court. After receiving said notification, the Senator shall be given the opportunity to appeal to the Honor Court or resign. Such action may take place no later than ten (10) class days following the date of written notification. No response to the written notification in the specified time shall constitute an automatic expulsion of the Senator.

- E. Each Senator shall be required to serve on at least two (2) committees. Committees shall be formed voluntarily or by the Vice President. The Vice President shall appoint committee chairs. Committees shall be required to maintain a file in the Student Senate Office and give periodic reports on work.

Section 3-4. Bringing Matters Before the Senate

- A. Each matter of the Senate may bring before the Senate any matter within the authority of the Senate.
 - (1) Matters concerning changes of rules and regulations shall be brought in the form of a bill.
 - (2) Matters concerning changes of policy shall be brought in the form of a resolution.
- B. Any member of the Student Government Association may bring a matter before the Student Senate.
- C. Any member of the Student Association may question the Student Senate on any matter at a regular meeting during the open forum section of the Senate meeting unless discussion is opened to all in attendance by the presiding officer of the meeting.
- D. Any member of the Student Association may petition the Senate to call for a school-wide vote to change Senate policy of rules by presenting a petition with one-hundred (100) signatures of Students enrolled at East Central University, and certified by the Honor Court.

Article 4. Officers of the Student Senate

Section 4-1. Creation of Officers

- A. The Officers of the Senate shall be the President, Vice President, Secretary, and Treasurer.
- B. All officers shall be chosen in the manner provided by the Student Senate.

Section 4-2. Qualifications for Office

- A. To be eligible for President, Vice President, Secretary, Treasurer, Class Representative, and Member at Large, a person must be enrolled as a full time student and certify that he or she plans to attend East Central University for the full term of office of which he or she seeks.
- B. To be eligible for President or Vice President, a student must have completed forty (40) semester hours and have had one (1) year

Senate experience unless an experience senator runs unopposed. In this case, the candidacy shall be open to inexperienced students. In order to be eligible to run for Secretary or Treasurer, a student must have completed twelve (12) semester hours at the time of filing.

- C. To be eligible for any office, including Class Representative, a student must have at the time of filing, and must maintain a grade point average of 2.5 per semester on a 4.0 scale at East Central University. Freshman Representatives shall be exempted from this rule. Freshman Representatives must have been admitted to the University on good standing and must maintain a 2.5 throughout the term of office. Any senator not upholding his or her GPA requirement shall be expelled.
- D. Every candidate, other than Freshman Representative, must have been a full-time student (12 hours undergraduate; 9 hours graduate) the semester immediately preceding the election.
- E. Class Representatives must meet the class qualifications by the beginning of the first full semester of their tenure in office.
- F. At Large representatives shall be defined in the following way: Minority Student - other than Caucasian as reported during the time of enrollment; Commuter Student - those with a current school address outside Ada city limits; Non-Traditional Student - a student with a five (5) or more years absence in formal education after high school or previous formal education enrollment; Campus Housing Student - a student who resides in an East Central University residence hall, Knight Hall, Tiger Commons, or Married Student Housing; Varsity Athlete - any student with an earned varsity athletic letter in any sport formally recognized by East Central University; Graduate Student - any student with at least a 3.0 grade point average, enrolled in a minimum of nine (9) hours, and admitted into an East Central University graduate program; Student With Disabilities - registered as having a disability with Student Support Services.

Section 4-3. Powers and Duties of Officers and Vacancies

- A. The President shall preside over all meetings of the Student Senate and of the Student Association. The President of the Senate shall be the chief representative and chief political liaison of the Student Senate and Student Association. The President shall have the power to appoint Honor Court Justices and non-voting officers of the Senate with the approval of two-thirds (2/3) of the Senate. The President or a majority of the Senate shall have the power to call special meetings of the Senate at the time and place deemed advisable.
- B. The Vice President shall be responsible for posting all agendas and filing meetings with the county clerk's office. The Vice President shall act as President of the Senate in the absence or disability of the President. In case of a vacancy in the office of President, the Vice

President shall become President for the remainder of the unexpired term. In case of a vacancy in the office of Vice President, the President shall nominate a replacement for the unexpired term, to be ratified by a two-thirds (2/3) majority of the Senate.

- C. The Secretary shall be responsible for recording minutes. He or she shall keep an attendance record and give monthly reports on absences acquired by each Senator. These absences shall include meetings of the Senate, weekly office hours, and required Senate activities. In case of a vacancy in the office of Secretary, the President shall nominate a replacement for the unexpired term, to be ratified by a two-thirds (2/3) majority of the Senate.
- D. The Treasurer shall be responsible for maintaining accurate records of all financial transactions made into or out of the Student Senate budget. He or she shall complete all requisitions, check requests, or other necessary paperwork and present it to the Vice President for Student Development for approval. The Treasurer shall also be required to give a financial budget line item report after all transactions on the specified line item have been completed. In case of a vacancy in the office of Treasurer, the President shall nominate a replacement for the unexpired term, to be ratified by a two-thirds (2/3) majority of the Senate.

Section 4-4. Removal of Officers and Representatives

An officer or representative may be removed by:

- A. A three-fourths (3/4) majority vote of the Senate and the Honor Court members after a fair and just hearing open to the public and presided over by an impartial chairman appointed by the University administration.
 - (1) A motion by five (5) Senators shall initiate removal procedures or
 - (2) A petition signed by two hundred (200) full-time students verified by the Honor Court shall initiate removal procedures.
- B. When a Senator or Honor Court Justice resigns or is removed from office, the *Journal* shall be notified as a matter of public information.

Section 4-5. Vacancies in Class Representatives and Members at Large

All Class Representatives and At-Large vacancies shall be filled by qualified students by nomination by the President with the approval of two-thirds (2/3) of the Senate, with a special election to be held at the beginning of the spring semester to fill all vacant and appointed seats.

Article 5. Elections

Section 5-1. Time of Elections

The date of the election of President, Vice President, Secretary, and Treasurer of the Senate, and the date of the election of Members at Large and Class Representatives other than Freshman Representatives, shall be set by the Student Senate for some time near the close of the spring semester. The election for Freshman Representatives and any other open offices shall be held during the fall semester at a time set by the Student Senate. A special election may be held at the beginning of the spring semester to fill any open or appointed offices.

Section 5-2. Term of Office

The term of office shall be for one year beginning Tuesday of the sixteenth week of the second semester.

Section 5-3. Filing for Office

Any qualified student may become a candidate for the office of President, Vice President, Secretary, or Treasurer by filing with the Vice President for Student Development or his designee a statement of his candidacy within the filing period set forth by the Student Senate. Candidates for Class Representatives and Members at Large must file with the Vice President for Student Development or his designee within the filing period set forth by the Student Senate.

Section 5-4. Ballots

Immediately after the expiration of the time for filing, the Secretary of the Student Senate shall have prepared a sufficient number of ballots for the election.

Section 5-5. Opening of the Polls and Election of Officers

- A. On the day of the election, the polls shall open at 8:30 a.m. and remain open until 6:00 p.m.
- B. At all times there shall be at each poll or polling place at least two (2) student Senators or appointed officials. A faculty/professional staff member shall be available at all times for assistance and consultations.

Section 5-6. Election Procedures

- A. All elections shall be held in the University Center and/or any other place designated by the Student Senate.
- B. The poll(s) shall be open during the scheduled time period for the regular election as stated in the constitution.
- C. There shall be someone operating the poll(s) at all times. All persons working the poll(s) must be appointed by the Student Senate.
- D. A person named on the ballot(s) may not man the polls.

- E. There shall be no campaigning within the University Center or within twenty-five (25) feet of any designated polling place. Those persons working the poll(s) shall in no way influence the vote of any person while working the polls.
- F. All ballots shall be placed in a ballot box at the time of voting. The ballot box may not be removed until the polls have closed.
- G. The Student Senate shall provide a list of all students to ensure that only enrolled East Central University students are to vote.
- H. After the ballots have been counted and certified by the Honor Court, they will be locked in the ballot box.
- I. All candidates have the right to call for a recount. The petition for recount must be made within forty-eight (48) hours after the poll(s) close.
- J. The petition for recount must be filed in the office of the Vice President for Student Development. All petitions for recount shall state the reason(s) for recount and will be accompanied by a \$10.00 deposit. If the recount is in favor of the petitioner, the deposit shall be returned. If not, the deposit is forfeit.
- K. If any irregularities occur during the voting, counting, or recounting of ballots, the Honor Court shall rule as to whether the election is valid.
- L. The Student Senate is responsible for ensuring that fair and just elections are held. Any Senator found guilty of willfully manipulating an election in such a manner that the final outcome is altered shall be impeached.
- M. All election results shall be posted on the Student Activities Office door the day after the election by the persons counting the ballots.
- N. In elections where one position is being filled, if no candidate receives more than fifty (50) percent of the vote, there shall be a run-off election between the top two (2) candidates. This election will take place one (1) week after the date of the first election.
- O. In Representative elections where two (2) positions are being filled, if the top two (2) candidates combined vote is over fifty (50) percent of the total vote, then no run-off will be required. If the top two candidates do not receive over fifty (50) percent of the vote, a run-off shall be held among the top three candidates. In the event of a run-off, the election shall be held one week after the date of the first election.

Section 5-7. Relinquishing Powers and Duties

An orientation period shall occur between the outgoing and incoming Senators at the final Senate meeting of the Spring semester. This meeting shall consist of committee reports, areas of responsibility, and other pertinent information deemed necessary by the Dean of Students, the Vice President for Student Development, or any Senator. The outgoing Senators will hold speaking a voting power, and the incoming

Senators will hold speaking privileges only. At the end of this final meeting, the incoming Senators shall be installed and assume full power.

Article 6. Student Honor Court

Section 6-1. Court Created

There shall be a Student Honor Court for the purpose of:

- A. Administering justice concerning, but not limited, to:
 - (1) the campaign rules of candidates for elections
 - (2) monitoring the election procedures during election days and certifying Student Senate elections.

Section 6-2. Membership

The Student Honor Court shall consist of five (5) justices. All junior or senior level full-time students with a 3.0 GPA or higher shall be eligible to serve. Justices shall be nominated by the Student Senate President and ratified by a two-thirds (2/3) majority of the Student Senate. The Honor Court shall elect a Chief Justice and a recording secretary from its membership.

Section 6-3. Powers and Duties

The Honor Court shall be the judicial body of the Student Association and shall have the power:

- A. To assess fines and punishments for violations of Student Senate rules,
- B. To interpret the constitution of the Student Association and by-laws and other rules and regulations adopted by the Student Senate,
- C. To otherwise affect the purpose of the Student Honor Court,
- D. To conduct the selection of the Student of the Month,
- E. To conduct the selection of the Faculty of the Month,
- F. To be the final say in appeals of traffic violations on campus.

Section 6-4. Meetings

- A. The Student Honor Court shall hold regularly scheduled meetings at least once each month; the date and time of these meetings shall be determined by a majority of the Court. Notice of the meetings shall be posted at least one week in advance.
- B. Special meetings may be called by the Chief Justice or a majority of the Court, with notice posted as soon as possible.
- C. A quorum shall consist of three (3) justices.
- D. Any student may present a case at any Honor Court meeting in accordance with Court policy.

Section 6-5. Terms of Office, Vacancies, Removal of Justices

- A. The term of office shall be for the duration of the Justice's full-time student status at East Central University, with the exception of failure to maintain a 3.0 GPA and the performance of acts not befitting an Honor Court Justice.
- B. Vacancies on the Court shall be filled immediately in the manner prescribed by Section 6-2 of this Constitution.
- C. Any Justice may be impeached in the same manner as a Student Senator as outlined in Section 4-4 of this Constitution.

Section 6-6. Other Areas of Responsibility and Concern

- A. One member of the Honor Court shall be required to be present at each Student Senate meeting to act as Parliamentarian. Members shall alternate as determined by the Court.
- B. The Honor Court shall be responsible for excusing or not excusing Senators for absences, tardies, and leaving early from meetings. All members must sign absence excuse forms within one week of the date on which the Senator submitted it. Academic-related work over which the Senator has no control, illness, or unforeseen emergencies shall constitute an excused absence.

Article 7. President's Club

Section 7-1. Membership of President's Club

Membership of the President's Club shall be the Student Senate and the president of each registered organization or his designee.

Section 7-2. Meetings of the President's Club

- A. Meetings of the President's Club shall be held at a time and place to be determined by the Student Senate.
- B. The Student Senate Vice President shall preside over all meetings of the President's club.

Section 7-3. Purpose of the President's Club

The purpose of the organization shall be to promote unity among campus organizations.

Article 8. Constitution

Section 8-1. Amendments

An amendment to this constitution may be proposed by the Student Senate or by a petition signed by one hundred (100) members of the Student Association and presented to the Student Senate. The Student Senate may submit proposed amendments to the student body at the regular election or at a special election. An amendment shall go into

effect when ratified by a majority of the members of the Association voting on the amendment.

Section 8-2. When Constitution Goes Into Effect

The Constitution shall go into effect when ratified by a majority of the members of the Student Association voting on the question at an election.

Section 8-3 Constitutional Meetings

A constitutional meeting may be called by the Student Senate. All parts of the Student Government Association must be represented. Any changes proposed at the meeting must be submitted to the student body at a special election. A majority of the Student Association voting must approve changes before they go into effect.

Section 8-4. Repealing Clause

All parts of this constitution and all actions of the Student Association and its bodies are subject to agreement with the Oklahoma and United States Constitution.