



CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION OF SHAW UNIVERSITY

ADOPTED BY THE COMMITTEE ON 02 MARCH 2020

ADOPTED BY THE STUDENT SENATE ON 08 MARCH 2020

RATIFIED BY THE EXECUTIVE BOARD ON 09 MARCH 2020

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PREAMBLE

We, the Students of Shaw University, in the pursuit of an inclusive, equitable, and robust experience, do herein establish this Constitution for the Student Government Association of Shaw University, in the hope of achieving the highest ideals of our institution, towards the promotion of Academic excellence, Student success, the development of moral character, and an awareness of self that holds value on civic engagement, and social activism in the spirit of our founders, and the Student Nonviolent Coordinating Committee, towards this end, we commit ourselves towards the work of institutional governance as the voice of the student body who affirm their position as the chief stake holders of this institution's success, acknowledging that faith and learning must go hand in hand.

THE SHAW UNIVERSITY STUDENT GOVERNMENT PROMISE

The purpose of the Student Government Association of Shaw University is to aide students in the realization of their potential, to become transformative and visionary members of the community, to promote leadership development, champion freedom of thought and expression, encourage personal responsibility, academic excellence, and social advocacy; to render service unto others, foster unity on Shaw's campus through the realization of democracy and higher learning, joining together with C.A.P.E. site students to participate in the governance of our institution as the official voice of the student body, and liaison between the University Administration and student community.

ARTICLE I –NAME

SECTION 01 This organization shall herein be known as the Student Government Association of Shaw University, abbreviated as SGA or SUSGA.

SECTION 02 The SGA shall be the official representative of the campus community in all matters related to the common welfare and the general interest of the students enrolled in the University, with such provisions herein detailed.

SECTION 03 The SGA shall be comprised of three co-equal branches of Government, to include an Executive, Legislative, and Judicial Branch

ARTICLE II– LEGISLATIVE BRANCH

SECTION 01-Legislative Authority within the Student Government Association;

- CLAUSE 01 All legislative power within the Student Government Association of Shaw University shall be vested within the student body, whose chosen representatives shall constitute the Legislative Branch.
- CLAUSE 02 The Legislative Branch shall consist of a Senate and House of Representatives. The Senate shall be comprised of duly elected Senators from each Department/Program, and an At-Large Senator from each class. The House of Representatives shall consist of representatives chosen by each chartered student organization.
- CLAUSE 03 The House of Representatives shall have jurisdiction over matters concerning student organizations, and the Senate shall have jurisdiction over matters pertinent to student life, academic affairs, and all other matters within the purview of SGA.

SECTION 02- The Student Senate, as voice of the student body, shall;

- CLAUSE 01 Represent the interest of their constituents in all matters pertinent to student success, student & residence life, academic achievement, and university governance.
- CLAUSE 02 Review and consider all codes, statutes, policies, and by-laws mandatory or expedient for the life, welfare, development, and security of the Student Body.
- CLAUSE 03 Consist of two (2) Student Senators elected by students from each Major at Shaw University, in addition to a single (1) At-large Senator from each Class.
- CLAUSE 04 Provide oversight of the Executive through hearings, wherein the testimony of SGA members shall be required in all matters under the jurisdiction of this body, unless such testimony is deemed ‘confidential’ as defined by the By-Laws of the SGA.
- CLAUSE 05 Initiate investigative proceedings through the Attorney General against all members and officers of the SGA upon proof of serious misconduct, and negligence of duties. Any member of the student body, faculty, or staff may bring a complaint to the Student Senate.

- CLAUSE 06 Initiate (when evidence warrants) impeachment proceedings of any member of the Student Government Association. The rights of the accused affirmed, a member under Impeachment shall have the right to appeal any impeachment and removal to the Director of Student Activities.
- CLAUSE 07 Approve a budget at the beginning of each academic year, received from the Business Manager, and give consideration to any requests for financial support in matters not covered under the official budget, as needed, throughout the academic year, and otherwise provide oversight in all fiscal matters.
- CLAUSE 08 Receive and act on all petitions from the members of the student body.
- CLAUSE 09 Determine for themselves, a 'Rules and Procedures', through Resolution, not requiring the approval of the Executive or any other outside body, at the beginning of each Session.
- CLAUSE 10 Act as a co-equal branch of the Student Government Association, with the powers necessary and proper to fulfill the above stated tasks.

SECTION 03 -Student Senator of Shaw University;

- CLAUSE 01 Must maintain a 2.75 GPA upon taking office, be seeking a degree in the Program that they are representing, be in good social standing with the University, and must serve the duration of their term – two (2) consecutive semesters.
- CLAUSE 02 Shall have one (1) vote, and may not cast a vote on behalf of any member not present while voting is taking place.
- CLAUSE 03 Shall keep all constituents informed of all Legislation, administrative action, and other issues being presented to the Senate.
- CLAUSE 04 Shall be aware of the needs of their constituents and act, through legislation, upon that awareness.
- CLAUSE 05 Shall perform duties as assigned to them in the Constitution and through (approved) Legislation.
- CLAUSE 06 Shall elect, from among them, a President Pro Tempore to act as chair of the Senate in the absence of the Vice-President of Internal Affairs.
- CLAUSE 07 Shall be entitled to certain rights, among those being;
- A. To be informed of all meetings of the Student Senate at least 7 days in advance.
 - B. To be informed of each Meeting's Agenda at least 48 Hours in advance.

- C. To be informed of all Legislation being presented to the Senate at least 24 Hours prior to the meeting said Legislation is to be introduced.
- D. To cast their vote in confidence, without the threat of repercussion by any member of the SGA, University Community, or Organization.
- E. To call the Senate or a Committee to Order with at-least half of the Senators to include President pro-tempore of the Student Senate.
- F. To conduct themselves in a manner becoming of their Office, with all of the given Rights thereto for as long as they remain a seated member of the Senate.

SECTION 04- The student **House of Representatives**, as representatives of Student Organizations, shall;

- CLAUSE 01 Represent the interests of the Student Organizations of Shaw University in all matters pertinent to their existence.
- CLAUSE 02 Review and consider all codes, statues, policies, and by-laws mandatory or expedient which concern student organizations or their membership.
- CLAUSE 03 Consist of one (1) student representative who shall be an active member of the organization they are representing.
- CLAUSE 04 Bring unity and serve as liaison between Student Organizations, the SGA, and General Campus community.
- CLAUSE 05 Receive and act upon all student petitions relating to Student Organizations, ensuring that all complaints and questions concerning Student Organizations are acted upon
- CLAUSE 06 Determine for themselves, a ‘Rules and Procedures’, through Resolution, not requiring the approval of the Executive or any other outside body, at the beginning of each Session.
- CLAUSE 07 Act as a co-equal branch of the Student Government Association, with the powers necessary and proper to fulfill the above stated tasks.

SECTION 05- The student Representative of Shaw University;

- CLAUSE 01 Must maintain a 2.5 GPA upon taking office, be a current member of the Student Organization they are representing, be in good social standing with the University, and must serve the duration of their term – two (2) consecutive semesters.

- CLAUSE 02 Shall have one (1) vote and may not cast a vote on behalf of any member not present while voting is taking place.
- CLAUSE 03 Shall keep all constituents informed of all Legislation, administrative action, and other issues being presented to the House.
- CLAUSE 04 Shall be aware of the needs of their constituents and act, through legislation, upon that awareness.
- CLAUSE 05 Shall perform duties as assigned to them in the Constitution and through (approved) Legislation.
- CLAUSE 06 Shall elect, from among them, a Speaker of the House to act as chair in the absence of the Vice-President of Internal Affairs.
- CLAUSE 07 Shall be entitled to certain rights, among those being;
- A. To be informed of all meetings of the student House at least 7 days in advance.
 - B. To be informed of each Meeting's Agenda at least 48 Hours in advance.
 - C. To be informed of all Legislation being presented to the House at least 24 Hours prior to the meeting said Legislation is to be introduced.
 - D. To cast their vote in confidence, without the threat of repercussion by any member of the SGA, University Community, or Organization.
 - E. To call the House or a Committee to Order with at-least half of the Representatives to include Speaker of the House.
 - F. To conduct themselves in a manner becoming of their Office, with all of the given Rights thereto for as long as they remain a seated member of the House of Representatives.

SECTION 06- Legislation of the Student Government Association shall be defined herein as any Act, Resolution or Declaration of the student House of Representatives and Senate, being proposed, debated, or voted on and/or seeking the approval of the Executive.

- CLAUSE 01 All legislation must pass both the student House of Representatives and Senate to be considered approved.
- CLAUSE 02 Legislation approved by both the House and Senate must be the same version of the Act/Resolution/Declaration, and any changes passed by either Chamber must be passed by the other before it can be considered approved.
- CLAUSE 03 Legislation approved by both Chambers must be immediately submitted to the President of the Student Government Association for signature.

- CLAUSE 04 The President of the Student Government Association shall have 14 Academic Days to act on a piece of Legislation before it is considered approved by default.
- CLAUSE 05 No Legislation awaiting approval may be vetoed by the President after that 14-day period.
- CLAUSE 06 All Legislation vetoed by the President of the Student Government Association shall be immediately returned to both the House and Senate, where they may override a veto with 2/3 majority in each Chamber.
- CLAUSE 07 All Legislation amending this Constitution must be approved by at-least 2/3 majority of the Senate and a simple majority in the House of Representatives.

ARTICLE III– EXECUTIVE BRANCH

SECTION 01- Executive Authority within the Student Government Association of Shaw University;

- CLAUSE 01 All Executive Power within the Student Government Association of Shaw University shall be invested within a President of the Student Government Association, Vice-President of Internal Affairs, Vice-President of External Affairs, Vice-President of Student Activities, the Executive Cabinet, Class Cabinets, and all other officers created through legislation, who shall constitute the Executive Branch of the Student Government Association.
- CLAUSE 02 The President of the Student Government Association, Vice-President of Internal Affairs, Vice-President of External Affairs, Vice-President of Student Activities and Executive Cabinet shall constitute the ‘Executive Board’, and together exercise authority as the Chief Executive Officers of the Student Government Association.

SECTION 02- The Executive Board of the Student Government Association of Shaw University;

- CLAUSE 01 Shall provide oversight and administrative support to the entirety of the Executive Branch of the Student Government Association of Shaw University, with the authority to override any policy-related decision of a Class or Committee under its jurisdiction.

CLAUSE 02 Shall support the agenda of the President of the Student Government Association and coordinate efforts under each member's individual jurisdiction towards this goal.

CLAUSE 03 Shall carry out the will of the Executive Board, expressed through a majority vote of its members, as relating to policy and non-policy matters.

SECTION 03- A Candidate for the office of **President** of the Student Government Association of Shaw University;

CLAUSE 01 Must be a full-time undergraduate student of Shaw University, with at-least sixty (60) credit hours, reside on campus (Unless otherwise approved by the Vice-President of Student Affairs and Student Senate), be in good social standing with the University, not have a disciplinary record under the Student Code of Conduct; must have completed CASES (Cultural Academic and Spiritual Enrichment Seminar), have at-least a 2.75 cumulative GPA, upon taking office, and not be President of any other student organization while serving as SGA President.

SECTION 04- The President of the Student Government Association of Shaw University;

CLAUSE 01 Shall serve as representative of the undergraduate Student Body on the University Board of Trustees, and shall be entitled to all of the rights and privileges thereto for during their tenure as President of the SGA.

CLAUSE 02 Shall call and preside over all Executive Board, Executive "Full Body" and Student Body meetings.

CLAUSE 03 Shall serve on all university committees that requires such representation.

CLAUSE 04 Shall provide the student body with information concerning general University issues and Activities in a monthly report, and a 'State of the University' address held once a semester before a joint session of the Student House of Representatives and Senate.

CLAUSE 05 Shall ensure the attendance of Executive Branch members to all student body meetings, Founder's Day Convocation, and other University events where student representation is requested or required.

CLAUSE 06 Shall make appointments to fill any vacancies which may arise in any position of the Student Government Association, with the advice and consent of the Student Senate.

- CLAUSE 07 Shall make appointments to the student Supreme Court with the advice and consent of the Student Senate when such appointments are necessary.
- CLAUSE 08 Shall make appointments to Non-policy committees or organizations of the Executive Branch of the SGA.
- CLAUSE 09 Shall create new Executive Offices as needed with the advice and consent of the Student Senate.
- CLAUSE 10 Shall propose legislation to the student House of Representatives and/or Senate on any issue concerning student life.
- CLAUSE 11 Shall sign into the Constitution, or veto all legislation passed by the legislative Branch of the Student Government Association within fourteen (14) academic days.
- CLAUSE 12 Shall enforce and carry-out all legislation approved by the Student Government Association, delegating Executive Authority to members of the Executive as needed towards the fulfilment of this mandate.
- CLAUSE 13 Shall make appointments to conferences, intercollegiate, and national activities wherein the Student Body of Shaw University must be represented and shall notify the Legislature of such appointments.
- CLAUSE 14 Shall declare states of emergency, under extreme conditions, and use such powers as necessary and proper towards protection of student interests until the next session of the Legislature.
- CLAUSE 15 Shall maintain regular office hours, and make public times, dates, and locations wherein they may be accessible to the student body for consultation, counsel, or to give students information that is pertinent to Campus life and student welfare.
- CLAUSE 16 Shall train their successor.
- CLAUSE 17 May fine any class or committee for tardiness, absence, or disorderly conduct during a meeting of the SGA, which shall be deposited into the SGA's operational funds for that school year. If fines are not paid within thirty (30) days, then the committee/class/member will lose all money provided them by the SGA and can be removed from office through impeachment.
- CLAUSE 18 Shall be bound by oath to provide leadership and guidance to the student body of Shaw University, acting in its best interest at all times, with self-respect, carrying self with the utmost dignity in a manner becoming of

their office and with respect to the student body, campus community, and University.

SECTION 05- A Candidate for the office of **Vice-President of Internal Affairs** of the Student Government Association;

CLAUSE 01 Must be a full-time undergraduate student of Shaw University, with at-least thirty (30) credit hours, reside on campus (Unless otherwise approved by the Vice-President of Student Affairs and Student Senate), be in good social standing with the University, not have a disciplinary record under the Student Code of Conduct; have at-least a 2.75 cumulative GPA, upon taking office, and not be President of any other student organization while serving as Internal Vice-President.

SECTION 06- The **Vice-President of Internal Affairs** of the Student Government Association of Shaw University;

CLAUSE 01 Shall serve as the Chief Legislator of the Student Government Association of Shaw University, acting as Presiding Officer of both the student Senate and House of Representatives.

CLAUSE 02 Shall propose legislation to the student House of Representatives and/or Senate on any issue concerning student life.

CLAUSE 03 Shall vote in either the House of Representatives and/or Senate only in the case of a tie.

CLAUSE 04 Shall administrate both bodies, with the assistance of each chamber's officers, under the rules and procedures set by the House and Senate respectively.

CLAUSE 05 Shall inform both chambers of the legislature of the activities of the other, and the activities of the Executive Branch, to ensure that all organs of the SGA are communicating effectively.

CLAUSE 06 Shall serve as Chair of the Election Committee, making appointments thereto under the provisions established in this Constitution and the by-laws of the Student Government Association.

CLAUSE 07 Shall delegate the Chairpersonship in the event that they stand as a candidate for any office in elections administered by the Election Committee, to their Special Assistant. In the event that neither the Internal

Vice-President or their Special Assistant can serve as Chair for any reason, the Internal Vice-President may appoint an acting Chair during that election with the advice and consent of the Senate.

- CLAUSE 08 Shall co-chair the Miss & Mister Shaw University pageant.
- CLAUSE 09 Shall appoint a Special Assistant, and delegate authority to this person as needed.
- CLAUSE 10 Shall manage any issues or problems, on campus, that originate from an individual or organization that is directly related to the University, as mediator, advising the Legislature, Executive, or Judicial Branches of any action necessary to settle these issues.
- CLAUSE 11 Shall fine any student or suspend any student Organization, or member of the Legislative Branch for tardiness, absence, or disorderly conduct which may violate decorum as defined by a chamber of the legislature, or code of student conduct. If fines are not paid within thirty (30) days, then the organization shall lose all funds given to them by the SGA and may lose their organizational charter, or removed from office through Impeachment.
- CLAUSE 12 Shall act on behalf of the President of the SGA in their absence.
- CLAUSE 13 Shall assume the Presidency in the event that the position becomes vacant for any reason and may complete that President's term.
- CLAUSE 14 Shall train their successor.

SECTION 07- A Candidate for the office of **Vice-President of External Affairs** of the Student Government Association;

- CLAUSE 01 Must be a full-time undergraduate student of Shaw University, with at-least thirty (30) credit hours, reside on campus (Unless otherwise approved by the Vice-President of Student Affairs and Student Senate), be in good social standing with the University, not have a disciplinary record under the Student Code of Conduct; have at-least a 2.75 cumulative GPA, upon taking office, and not be President of any other student organization while serving as External Vice-President.

SECTION 08- The **Vice-President of External Affairs** of the Student Government Association of Shaw University;

- CLAUSE 01 Shall serve as the Chief Representative of the Student Government Association of Shaw University, in coordination with the President, in matters outside the Campus of Shaw University.
- CLAUSE 02 Shall act as liaison between the members of the Student Government Association of Shaw University, and their counterpart's at other Universities.
- CLAUSE 03 Shall assist the President of the SGA in representing the student body in meetings with Local, State, and National elected officials and their staff.
- CLAUSE 04 Shall coordinate with the University, interaction with non-profit organizations relating to advocacy, social justice, voting, legislative days of action, conferences, and other such matters wherein student representation or participation is necessary and/or required.
- CLAUSE 05 Shall keep the student body abreast of all local, state, and national policies/legislation pertinent to student life, and coordinate student responses to such things.
- CLAUSE 06 Shall manage any issues or problems, related to student activity off-campus, that originate from an individual or organization that is directly related to the University, as mediator, advising the Legislature, Executive, or Judicial Branches of any action necessary to settle these issues.
- CLAUSE 07 Shall perform other duties as delegated to them by the President of the Student Government Association, or legislative branch.
- CLAUSE 08 Shall appoint a Special Assistant, and delegate authority to this person as needed.
- CLAUSE 09 Shall train their successor.

SECTION 09- A Candidate for the office of **Vice-President of Student Activities** of the Student Government Association;

- CLAUSE 01 Must be a full-time undergraduate student of Shaw University, with at-least thirty (30) credit hours, reside on campus (Unless otherwise approved by the Vice-President of Student Affairs and Student Senate), be in good social standing with the University, not have a disciplinary record under the Student Code of Conduct; have at-least a 2.75 cumulative GPA, upon taking office, and not be President of any other student organization while serving as Student Activities Vice-President.

SECTION 10- The Vice-President of Student Activities of the Student Government Association of Shaw University;

- CLAUSE 01 Shall serve as the Chair to the Student Activities Board (SAB) of Shaw University, and oversee all operations pertaining to SAB membership, event planning, and committee tasks in coordination with the SGA President and the Director of Student Activities and Greek Life.
- CLAUSE 02 Shall provide opportunity for membership to the Student Activities Board to all qualified students in correspondence to the Student Handbook.
- CLAUSE 04 Shall provide SAB members a consistent meeting schedule by the first full week of classes.
- CLAUSE 03 Shall establish and maintain two standing committees for Homecoming (1) and Spring Fest (2) to ensure thorough planning by hosting scheduled meetings, conducting frequent surveys to the student body and careful execution of tasks/events.
- CLAUSE 04 Shall appoint at least three (3) SAB members to each standing committee.
- CLAUSE 05 Shall manage any issues or problems, related to the Student Activities Board.
- CLAUSE 06 Shall perform other duties as delegated to them by the President of the Student Government Association, or legislative branch.
- CLAUSE 07 Shall appoint a Special Assistant, and delegate authority to this person as needed.
- CLAUSE 08 Shall train their successor.

SECTION 11-A person appointed as Chief of Staff of the Student Government Association;

- CLAUSE 01 Must be a full-time undergraduate student of Shaw University, have at-least thirty (30) credit hours, be in good social standing with the University, not have a disciplinary record under the Student Code of Conduct; have at-least a 2.5 cumulative GPA, upon taking office, and be appointed by the President of the Student Government Association.

SECTION 12- The Chief of Staff of the Student Government Association of Shaw University;

- CLAUSE 01 Shall assist the President in the performance of Administrative duties necessary for the proper functioning of the Student Government Association.
- CLAUSE 02 Shall maintain and prepare all files, records, and documents of the Student Government Association, and maintain an accurate archive of all SGA related documents, which must be available for access by any member of the University Community, except when such documents are confidential.
- CLAUSE 03 Shall assist the President in the preparation and carrying out of their agenda, with the support of a Special Assistant to the Chief of Staff of the Student Government Association.
- CLAUSE 04 Shall ensure that the President of the SGA is informed of all SGA activities, has received all documents, records, and communications necessary for the proper carrying out of their duties.
- CLAUSE 05 Shall notify all members of the SGA of all meetings, events, and other happenings which requires their participation, and shall keep a record of attendance for mandatory events.
- CLAUSE 06 Shall maintain SGA facilities, establish operational procedures for the use of SGA materials/facilities, ensure uniformity of SGA forms and documents for record keeping, and other such tasks as to ensure the transparency and accountability for SGA activity.
- CLAUSE 07 Shall record all minutes of meetings of the Executive Board, Full Body, and Student Body meetings; and likewise collect minutes from each class' Administrative Assistant to ensure that the Executive Board is informed of everything taking place in class meetings.
- CLAUSE 08 Shall perform other duties as assigned to them by the President of the Student Government Association, and through legislation.
- CLAUSE 09 Shall train their successor.

SECTION 13- A Candidate for the office of **Business Manager** of the Student Government Association;

- CLAUSE 01 Must be a full-time undergraduate student of Shaw University, have at-least thirty (30) credit hours, be in good social standing with the University, not have a disciplinary record under the Student Code of Conduct; have at-least a 2.5 cumulative GPA, upon taking office.

SECTION 14- The Business Manager of the Student Government Association;

- CLAUSE 01 Shall be responsible for all fiscal records and financial matters within the Student Government Association of Shaw University.
- CLAUSE 02 Shall assist the SGA President in the preparation of a yearly budget for the Student Government Association, which is to be submitted to the Student Senate during the first meeting of each Academic year for approval.
- CLAUSE 03 Shall collect all receipts and pay all debts on behalf of the Student Government Association, after the President and SGA Advisor has been notified and agrees to the appropriation of those funds (when spending outside of the year's budget).
- CLAUSE 04 Shall collaborate with the President and submit all budgetary transactions to the Director of Student Activities for verification of funding and approval.
- CLAUSE 05 Shall be knowledgeable in the University budgetary process and the spending procedure of the Student Government Association and Student Activities.
- CLAUSE 06 Shall make a report of all financial activity of the SGA to the President and Director of Student Activities in bi-weekly meetings, at minimum.
- CLAUSE 07 Shall issue a monthly report to the Executive Board on financial activities, making all receipts and records available, upon request, at the beginning of each meeting.
- CLAUSE 08 Shall be responsible for all SGA expenditures and travel requisitions.
- CLAUSE 10 Shall redeposit all funds not used into the SGA's account, and be responsible for all deposit and withdrawal receipts which must be maintained in an up-to-date ledger, to be presented during the bi-weekly meetings with the President and Director of Student Activities.
- CLAUSE 11 Shall co-sign all withdrawal, deposit forms and checks alongside the President of the Student Government Association.
- CLAUSE 12 Shall notify the Director of Student Activities of all funds raised, spent, etc with a total account balance included in these reports.

CLAUSE 13 Shall assist the President in the preparation and carrying out of their agenda, with the support of a Special Assistant to the Business Manager of the Student Government Association.

CLAUSE 14 Shall train their successor.

SECTION 15- A person appointed as **Director of Public of Relations** of the Student Government Association;

CLAUSE 01 Must be a full-time undergraduate student of Shaw University, be in good social standing with the University, not have a disciplinary record under the Student Code of Conduct; have at-least a 2.5 cumulative GPA (except in the case of first semester Freshmen), upon taking office, and be appointed by the President of the Student Government Association with approval of the Senate.

SECTION 16- The **Public Relations Director** of the Student Government Association;

CLAUSE 01 Shall coordinate with the University Public Relations office, to publish all SGA activities to the local, and state media, official social media platforms, and the rest of the campus community.

CLAUSE 02 Publish a newsletter on behalf of the Student Government Association of Shaw University on a regular basis, to ensure the entire campus community is informed of SGA activity, events, and all other matters pertinent to Student Life.

CLAUSE 03 Perform all other tasks as assigned to them by the Executive Board, and through legislation.

CLAUSE 03 Shall assist the President in the preparation and carrying out of their agenda, with the support of a Special Assistant to the Director of Public Relations of the Student Government Association.

SECTION 17- A person appointed as a Special Assistant within the Student Government Association;

CLAUSE 01 Must be a full-time undergraduate student of Shaw University, be in good social standing with the University, not have a disciplinary record under the Student Code of Conduct; have at-least a 2.5 cumulative GPA (except in the case of first semester Freshmen) upon taking office, may not hold any other SGA office while serving as a Special Assistant, and be appointed by their supervising Officer.

SECTION 18- A Special Assistant within the Student Government Association;

CLAUSE 01 Shall assist their supervising officer with the performing of their duties as assigned to that officer by this Constitution, and through legislation.

CLAUSE 02 Shall perform Administrative tasks as required by the supervising officer, such as maintain up-to-date records, producing briefing materials, sending and receiving official emails, and other such things as assigned to them by the supervising officer, or through legislation.

CLAUSE 03 Shall assume the supervising officer's position if it shall become vacant, for any reason, by appointment of the President of the Student Government Association, with the advice and consent of the Senate.

CLAUSE 04 Shall train their successor.

SECTION 19- Each class of Shaw University shall have a **Class Cabinet**, comprised of a President, Vice-President, Treasurer, and Administrative Assistant, a candidate for whom must;

CLAUSE 01 Be classified as a member of the Class they represent, a full-time undergraduate student of Shaw University, be in good social standing with the University, not have a disciplinary record under the Student Code of Conduct; have at-least a 2.5 cumulative GPA (except in the case of first semester Freshmen) upon taking office, and may not hold any other SGA office while serving as a class officer.

SECTION 20- The duties and powers of a **Class President** shall be;

- CLAUSE 01 Shall serve as liaison between their respective classes and the Executive Board, informing the Executive Board of their Class activities and, likewise, the activities of the Executive Board to their class.
- CLAUSE 02 Shall submit proposals to the Executive Board for their approval.
- CLAUSE 03 Shall carry out any duties or directives as assigned by the President of the Student Government Association.
- CLAUSE 04 Shall conduct at-least five (5) activities a semester, alongside their cabinet, wherein a ratio of 1:2 shall exist for Parties/Fun activities and Educational events respectively.
- CLAUSE 05 Shall attend all full body meetings, or delegate this responsibility to a member of their Cabinet if they cannot attend.
- CLAUSE 06 Shall meet with their class at-least once a month.
- CLAUSE 07 Shall meet with their class cabinets weekly.
- CLAUSE 08 Shall submit a monthly report to the Executive Board, detailing all activity from the previous month.
- CLAUSE 09 Shall be responsible for the attendance of Cabinet members to all student body, Founder's Day convocations, and other University events wherein their attendance is necessary or required.
- CLAUSE 10 Shall train their successor.

SECTION 21- The duties and powers of a **Class Vice-President** shall be;

- CLAUSE 01 Shall act on behalf of the President in their absence.
- CLAUSE 02 Shall fill the office of President if the position becomes vacant for any reason.
- CLAUSE 03 Shall assist the President in any area that is needed.
- CLAUSE 04 Shall train their successor.

SECTION 22- The duties and powers of a **Class Treasurer** shall be;

- CLAUSE 01 Shall be responsible for all fiscal records and financial matters for their respective class.

- CLAUSE 02 Shall collect all receipts and pay all debts accumulated by the class with the President's approval.
- CLAUSE 03 Shall be responsible for all expenditures and travel requisitions for their class.
- CLAUSE 05 Shall present a monthly financial report to the President, class officers, and the Business Manager of the Student Government Association.
- CLAUSE 06 Shall ensure that all financial reports include receipts, are up-to-date, and can be presented for review immediately upon request.
- CLAUSE 07 Shall make requests for funds to the Business Manager as needed.
- CLAUSE 08 Shall deposit all unused funds into the class account within three (3) academic days.
- CLAUSE 09 Shall issue a weekly update, to the class advisor and class President, of all money that has been spent, raised, etc with a total balance being included in this report.
- CLAUSE 10 Shall train their successor.

SECTION 23- The duties and powers of a **Class Administrative Assistant** shall be;

- CLAUSE 01 Shall assist the President in the preparation of an agenda for all class, and cabinet meetings.
- CLAUSE 02 Shall read minutes from the previous meeting during each meeting of a class and/or cabinet.
- CLAUSE 03 Shall perform duties as assigned by the class President.
- CLAUSE 04 Shall type all minutes and present them to the Chief of Staff of the Student Government Association, and all class officers, within three (3) academic days after the meeting.
- CLAUSE 05 Shall maintain accurate and up-to-date files pertaining to their class, to include a roll and register of all class members.
- CLAUSE 06 Shall notify class officers of scheduled meetings.
- CLAUSE 07 Shall be responsible for maintaining a directory of all class officers by the second-class meeting.
- CLAUSE 08 Shall be responsible for filing any facility requisition request.
- CLAUSE 09 Shall train their successor

ARTICLE IV– JUDICIAL BRANCH

SECTION 01- Judicial Authority within the Student Government Association of Shaw University;

CLAUSE 01 All Judicial Authority within the Student Government Association shall be invested within a Supreme Court of the Student Government Association, and Attorney General of the Student Government Association, who shall serve as impartial voices for the student body in all matters relating to the law, this Constitution, and Judicial affairs of the University.

SECTION 02- The Supreme Court of the Student Government Association, as the impartial conscious of the student body;

CLAUSE 01 Shall consist of at-least three full time students of Shaw University, who shall have the final authority to mediate disputes between the Branches of Government; hear Appeals on any process or procedural violation within the SGA; Answer questions of constitutionality and the legality of actions by student governing groups, organizations and their representatives; Issue advisory opinions upon the request of any member of the Campus Community; and to otherwise work to uphold and maintain this Constitution and SGA By-laws as necessary to meet the evolving needs of the Student Body.

CLAUSE 02 The Supreme Court shall likewise make decisions on a simple majority basis, except in cases where judging upon Constitutional Disputes which shall require the support of 2/3 of its membership.

CLAUSE 03 Shall determine for themselves, a ‘Rules and Procedures, not requiring the approval of the Executive, Legislative or any other outside body, at the beginning of each Semester.

CLAUSE 04 Shall have the authority to issue fines and issue sanctions upon any SGA member or Student Organization who violate the Constitution, by-laws or Student Code of Conduct.

SECTION 03- A Justice of the Supreme Court;

- CLAUSE 01 Must be a full-time undergraduate student of Shaw University, with at-least sixty (60) credit hours, reside on campus (Unless otherwise approved by the Vice-President of Student Affairs), be in good social standing with the University, not have a disciplinary record under the Student Code of Conduct; must have completed CASES (Cultural Academic and Spiritual Enrichment Seminar), have at-least a 2.75 cumulative GPA, upon taking office, and not hold any other office within the SGA, nor be member of any student organization's Executive body while in office.
- CLAUSE 02 Shall be appointed by the President of the Student Government Association, with the approval of the student Senate, to a term of two (2) consecutive academic semesters (one school year).
- CLAUSE 03 Shall elect a Chief Justice of the Supreme Court, who shall act as the Court's chief administrator, preside over its proceedings, and serve as its spokesman.
- CLAUSE 04 Shall represent the student body as members of the University Disciplinary Committee, to provide students with fair representation within that body.
- CLAUSE 05 Shall have one (1) vote and may not cast a vote on behalf of any member not present when voting is taking place.
- CLAUSE 06 Shall have the right to cast their vote in confidence, without threat of repercussion by any member of the SGA, University Community, or a student Organization.
- CLAUSE 07 Shall conduct themselves in a manner becoming of their Office, with all the rights given thereto, for as long as they remain a member of the Supreme Court, taking care to be impartial and of moral character.
- CLAUSE 08 Shall conduct their duties with the support of a Special Assistant to the Justice of the Supreme Court of the Student Government Association.
- CLAUSE 09 Shall train their successor.

SECTION 04- The Attorney General of the Student Government Association of Shaw University;

- CLAUSE 01 Must be a full-time undergraduate student of Shaw University, with at-least sixty (60) credit hours, reside on campus, be in good social standing

with the University, not have a disciplinary record under the Student Code of Conduct; must have completed CASES (Cultural Academic and Spiritual Enrichment Seminar), have at-least a 2.75 cumulative GPA, upon taking office, and not hold any other office within the SGA, nor be member of any student organization's Executive body while in office.

- CLAUSE 02 Shall represent all students who stand before the Disciplinary Committee, providing advice to any student who stands accused (and/or is the accuser) of any violation of the Student Code of Conduct, unless this right is waived on a signed form, by the student(s) in question.
- CLAUSE 03 Shall be familiar with the student handbook, Constitution, student Code of Conduct, Student Rights, policies, and other addendum which are necessary to ensure adequate representation of student interest in the University judicial process.
- CLAUSE 04 Shall conduct preliminary conferences with students accused, and/or the accuser forty-eight (48) hours before the case which is to be tried. In this conference, the Attorney General can inform the student of the purpose of the Disciplinary Committee, the student's rights, the possible verdict and other information relevant to the case. The accused should also be informed of the charges against them, and their options.
- CLAUSE 05 Shall provide legal counsel to any member of the SGA, Campus Community, or University on matters relating to this Constitution, SGA By-laws, Student Code of Conduct, and other documents relating to student rights.
- CLAUSE 06 Shall represent the Student Government Association in all proceedings of the Supreme Court.
- CLAUSE 07 Shall conduct their duties with the support of a Special Assistant to the Attorney General of the Student Government Association.
- CLAUSE 08 Shall train their successor.

ARTICLE V– ROYAL COURT

SECTION 01- The Royal Court of Shaw University shall be comprised of students who act as King's and Queen's of the University, to uphold University tradition, the Spirit of our Founders, embody Dignity and Grace, Humanitarianism and a Consciousness for the plight of the unfortunate, representing the University and its population at all times, as effectual Heads of State;

SECTION 02- The qualifications for a **Class King or Queen** shall be as follows;

CLAUSE 01 Must be a full-time undergraduate student of Shaw University, be in good social standing with the University, not have a disciplinary record under the Student Code of Conduct; must have completed CASES (Cultural Academic and Spiritual Enrichment Seminar), have at-least a 2.5 cumulative GPA, upon taking office, and not hold any other office within the SGA.

SECTION 03- The duties and powers of a **Class King**;

CLAUSE 01 Shall be present at all class events and student body meetings.

CLAUSE 02 Shall meet and perform the requirements of this title, or they shall be removed from office.

CLAUSE 03 Shall have self-respect and must carry himself in a manner that will bring respect to the student-body, University, and the community, with respectable image as determined by their adviser.

CLAUSE 04 Shall assist Miss and Mister Shaw University in recruitment efforts.

CLAUSE 05 Shall assist during Freshman/New Student Orientation events.

CLAUSE 06 Shall collaborate with their respective class Queen to complete their Community Service project.

CLAUSE 07 Must conduct four (4) Service Projects during their tenure (Two (2) per semester).

CLAUSE 08 Service projects are not to be in correlation with any other class, organization, and or campus event or project unless approved by SGA President. The service projects cannot consist of any a party or social dance (i.e. Halloween party, Valentine's Day, etc.)

CLAUSE 09 Shall train their successor.

SECTION 04- The duties and powers of a **Class Queen**;

- CLAUSE 01 Shall be present at all class events and student body meetings.
- CLAUSE 02 Shall meet and perform the requirements of this title, or they shall be removed from office.
- CLAUSE 03 Shall have self-respect and must carry herself in a manner that will bring respect to the student-body, University, and the community, with respectable image as determined by their adviser.
- CLAUSE 04 Shall assist Miss and Mister Shaw University in recruitment efforts.
- CLAUSE 05 Shall assist during Freshman/New Student Orientation events.
- CLAUSE 06 Shall conduct a Shaw service project and a Community service project. These projects shall be designed to enhance the Shaw University community and the community at large. Each project is to be documented and reported to the Executive Board.
- CLAUSE 07 Must do one of the following tasks; (I) A Shaw service and/or community service project that is conducted the entire year (II) A Shaw service and/or community service project that is conducted once a month. (III) Four (4) Shaw service and/or community service projects (2 per semester). (IV) One (1) Shaw service and One (1) community service project per semester
- CLAUSE 08 Service projects are not to be in correlation with any other class, organization, and or campus event or project unless approved by SGA President. The service projects cannot consist of any a party or social dance (i.e. Halloween party, Valentine's Day, etc.)
- CLAUSE 09 Shall train their successor.

SECTION 05- A candidate for the office of **Miss or Mister Shaw University**;

- CLAUSE 01 Must be a female or male (respectively), a full-time undergraduate student of Shaw University, with at-least ninety (90) credit hours, sixty (60) accumulated at Shaw University, reside on campus (unless approved by the Vice-President of Student Affairs), be in good social standing with the University, not have a disciplinary record under the Student Code of Conduct; must have completed CASES (Cultural Academic and Spiritual Enrichment Seminar), have at-least a 2.75 cumulative GPA, upon taking office, have participated in an interview session with the Election Committee, and the Miss Shaw University Pageant.

SECTION 06- The duties and powers of **Miss Shaw University**;

- CLAUSE 01 Shall serve as the official Queen of the University.
- CLAUSE 02 Shall be the official representatives of the student body at official University events, alongside Mister Shaw University.
- CLAUSE 03 Shall serve one academic year (two full semesters)
- CLAUSE 04 Shall meet weekly with their adviser.
- CLAUSE 05 Shall participate in local high school recruitment efforts as needed.
- CLAUSE 06 Shall participate in College and University coronations.
- CLAUSE 07 Shall attend all coronation committee meetings.
- CLAUSE 08 Shall attend all Homecoming Committee meetings (to include Student Activities Board meetings).
- CLAUSE 09 Shall attend all student body meetings.
- CLAUSE 10 Shall attend all full-body meetings of the SGA.
- CLAUSE 11 Shall conduct a Shaw service and community service project.
- CLAUSE 12 Service projects are not to be in correlation with any other class, organization, and or campus event or project unless approved by SGA President. The service projects cannot consist of any a party or social dance (i.e. Halloween party, Valentine's Day, etc.)
- CLAUSE 13 Shall be groomed, managed, and prepared for all appearances, speeches, future pageants, activities, etc under the direction of Shaw University and Miss Shaw University's advisor.
- CLAUSE 14 Shall have self-respect and must carry herself in a manner that will bring respect to the student-body, University, and the community, with respectable image as determined by their adviser.
- CLAUSE 15 Shall train their successor.

SECTION 07- The duties and powers of **Mister Shaw University**;

- CLAUSE 01 Shall serve as the official King of the University.
- CLAUSE 02 Shall be the official representatives of the student body at official University events, alongside Miss Shaw University.

- CLAUSE 03 Shall serve one academic year (two full semesters)
- CLAUSE 04 Shall meet weekly with their advisor.
- CLAUSE 05 Shall participate in local high school recruitment efforts as needed.
- CLAUSE 06 Shall participate in College and University coronations.
- CLAUSE 07 Shall attend all coronation committee meetings.
- CLAUSE 08 Shall attend all Homecoming Committee meetings (to include Student Activities Board meetings).
- CLAUSE 09 Shall attend all student body meetings.
- CLAUSE 10 Shall attend all full-body meetings of the SGA.
- CLAUSE 11 Shall conduct a Shaw service and community service project.
- CLAUSE 12 Service projects are not to be in correlation with any other class, organization, and or campus event or project unless approved by SGA President. The service projects cannot consist of any a party or social dance (i.e. Halloween party, Valentine's Day, etc.)
- CLAUSE 13 Shall be groomed, managed, and prepared for all appearances, speeches, future pageants, activities, etc under the direction of Shaw University and Mister Shaw University's advisor.
- CLAUSE 14 Shall have self-respect and must carry herself in a manner that will bring respect to the student-body, University, and the community, with respectable image as determined by their adviser.
- CLAUSE 15 Shall train their successor.

SECTION 08- A candidate for the office of Miss or Mister Homecoming;

- CLAUSE 01 Must be a female or male (respectively), a full-time undergraduate student of Shaw University, with at-least ninety (90) credit hours, sixty (60) accumulated at Shaw University, reside on campus (unless approved by the Vice-President of Student Affairs), be in good social standing with the University, not have a disciplinary record under the Student Code of Conduct; must have completed CASES (Cultural Academic and Spiritual Enrichment Seminar), have at-least a 2.5 cumulative GPA, upon taking office, nor hold any other office/position within SGA.

SECTION 09- The duties and powers of **Miss Homecoming**;

- CLAUSE 01 Shall attend all student body meetings.
- CLAUSE 01 Shall attend all Homecoming events, free of charge.
- CLAUSE 01 Shall have self-respect and must carry herself in a manner that will bring respect to the student-body, University, and the community, with respectable image as determined by their adviser.
- CLAUSE 01 Shall attend all Homecoming Committee meetings
- CLAUSE 01 Shall conduct and/or participate in a service project that honors Shaw University during Homecoming Week.

SECTION 10- The duties and powers of **Mister Homecoming**;

- CLAUSE 01 Shall attend all student body meetings.
- CLAUSE 01 Shall attend all Homecoming events, free of charge.
- CLAUSE 01 Shall have self-respect and must carry herself in a manner that will bring respect to the student-body, University, and the community, with respectable image as determined by their adviser.
- CLAUSE 01 Shall attend all Homecoming Committee meeting
- CLAUSE 01 Shall conduct and/or participate in a service project that honors Shaw University during Homecoming Week.

ARTICLE VI– ELECTION PROCEDURE

SECTION 01- Elections of members of the Student Government Association of Shaw University shall be administered under the following procedure;

- CLAUSE 01 Elections for an academic school year shall be held in the Spring of the proceeding year, except in cases of the Freshman Class and the filling of vacancies, which shall occur in the Fall.

- CLAUSE 02 Applications for Spring Elections shall be available by the 1st week of January and shall be due on March 1st of that semester.
- CLAUSE 03 Spring elections and speeches shall be held no later than April 15th. (If this date falls on the weekend then it may be altered).
- CLAUSE 04 Applications for Fall Elections shall be available by the second week of the Fall semester and be due at-least 2 weeks before Election Day.
- CLAUSE 05 Fall Elections shall be held before September 1st.
- CLAUSE 06 All information on the application shall be verified by the Director of Student Activities, and any false information on an application may result in immediate disqualification of that Candidate.
- CLAUSE 07 The Election Committee shall conduct at least one mandatory meeting with all candidates to inform them of their rights and responsibilities.
- CLAUSE 08 All candidates must be present at this meeting. If the date and time of the meeting poses a conflict, the candidates must submit a written notice to the Election Committee Chairman at least 48 hours prior to the scheduled meeting.
- CLAUSE 09 The date and time of the interest meeting, debate(s), etc shall be published in the Election Committee's calendar of events.
- CLAUSE 10 On Election Day, polls shall be open from 9:00 am to 5:00 pm.
- CLAUSE 11 In the event that there are more than two candidates for SGA President, there shall be an automatic run-off election upon the request of one or all Presidential Candidates, if no candidate has achieved the support of 51% or more of voters. All other run-offs must be approved by the Election Committee within 24 hours of a petition.
- CLAUSE 12 Names of candidates shall appear on the ballot exactly as they appear on the candidates' application, and candidate's names shall appear in Alphabetical order on the ballot.
- CLAUSE 13 Within 24 hours, after the voting has taken place, the candidates shall be notified promptly by the Election Committee of the results of the Election.
- CLAUSE 14 Candidates for all offices are subject to the same application, election regulations, and election procedures.
- CLAUSE 15 Candidates who are Sophomores and above shall gain approval to run for a class office only if they have completed the Cultural Academic and Spiritual Enrichment Seminar (C.A.S.E.S) and have met the credit hour requirements

CLAUSE 16 In order to vote, voters must show a valid Shaw University ID for the semester of which the voting is taking place or must vote through a valid Shaw University email.

CLAUSE 17 All candidates shall receive a copy of the electoral policies, procedures, a calendar of events and other pertinent information before Campaigning begins, and ignorance/misunderstanding of these things may not be used an excuse for violations.

SECTION 02- The rules and regulation which shall govern the behavior and activities of a candidate or their agents shall be as follows;

CLAUSE 01 If a person or organization is acting as an agent of a candidate or a ticket they shall fall under the same regulations made applicable to candidate(s). An individual or an organization will be considered an agent of a candidate or a ticket in any case where the person or organization has publicly endorsed a candidate or ticket. This will also be applicable when a majority of the Election Committee has sufficient evidence to rule that a person or an organization is acting as an agent of a candidate or ticket.

CLAUSE 02 No slanderous or libelous campaign material or statement shall be made by any candidate or agent of a candidate. No destruction of property shall be permitted of any opponent's campaign material or statements. No behavior that is unbecoming (vulgar, threatening, or slanderous language, the use or endorsement of any drug use, the use or endorsement of alcohol usage under the age of 21, fighting, assaulting, or (cyber)bullying any student, faculty, or staff member of Shaw university) of a candidate for any office shall be permitted.

CLAUSE 03 Any complaint from a candidate(s) or student must be presented in written form and submitted to the Election Committee Chairman, not the Director of Student Activities or the Office of Student Affairs. If the Election Committee deems the complaint legitimate, an investigation of the actions will take place within forty-eight (48) hours of the initial complaint. Subsequent to the investigation appropriate consequences or the lack thereof will be decided by the Election Committee.

SECTION 03- The rules and regulations which shall govern Campaigning shall be as follows, and as otherwise legislated by the legislature;

- CLAUSE 01 No campaigning shall be allowed in any classroom while class is in session unless otherwise stated by the teaching professor.
- CLAUSE 02 Campaigning shall be defined as any written, printed, digital or spoken plea, material, or statement supporting any candidate or ticket issued by the candidate or their agent(s).
- CLAUSE 03 All campaign literature, flyers, posters, etc. must be approved by the Director of Student Activities before advertising.
- CLAUSE 04 SGA office supplies or money will not be used to facilitate a campaign.
- CLAUSE 05 In the event that the Election Committee is not active and no one runs for a position, the Executive Board of SGA will deal with this issue at their discretion.

SECTION 04- The Election Committee of the Student Government Association
of Shaw University;

- CLAUSE 01 The Election Committee shall consist of at-least three (3) members, who shall be full-time students of Shaw University, who are not candidates for any office during the election cycle in question, are in good standing with the University, and have been appointed by the Vice-President of Internal Affairs, who shall serve as its Chair.
- CLAUSE 02 The Election Committee is responsible for overseeing the election process and enforcing the election policies and procedures.
- CLAUSE 03 The Election Committee shall set up a mandatory meeting with all candidates.
- CLAUSE 04 The Election Committee shall organize two (2) candidate forums/debates.
- CLAUSE 05 The Election Committee shall establish, coordinate, and govern all campus elections that involve students.
- CLAUSE 06 The Election Committee has the authority to approve or disapprove recounts or run-offs.
- CLAUSE 07 The Election Committee shall decide all issues related to the election, except those covered by this document, and legislated hereafter, on the basis of its own discretion.
- CLAUSE 08 The Election Committee shall organize and distribute a calendar of election events to the candidates and the student body.

CLAUSE 09 The Election Committee shall meet at least bi-weekly during an election cycle.

CLAUSE 10 The Election Committee has jurisdiction over all elections and programs associated with the election process.

SECTION 05- The responsibility of the **Election Committee Chair**;

CLAUSE 01 To oversee the work of the committee.

CLAUSE 02 To represent the committee before SGA and the administration.

CLAUSE 03 To act on behalf of the committee.

CLAUSE 04 To communicate with all candidates for SGA positions.

SECTION 06- Violations of any of the following rules and regulations shall result in the immediate disqualification of a candidate;

CLAUSE 01 Failure to notify the Election Committee of inability to attend a mandatory meeting within at least forty-eight (48) hours of the meeting date.

CLAUSE 02 Failure to attend mandatory meeting.

CLAUSE 03 Failure to respond to an inquiry of the Election Committee within forty eight (48) hours.

CLAUSE 04 Failure to adhere to any other election regulations outlined in this Constitution or legislated thereafter.

SECTION 07- Any candidate who has a grievance with the SGA Election process should submit the complaint in writing or by email to the Chairman of the Election Committee. The Election Committee will have between 24 and 48 hours to respond, in writing or by email, to grievances.

ARTICLE VII– IMPEACHMENT PROCEDURE

SECTION 01- Any member of the Student Government Association may be subject to impeachment and removal for the following infractions;

- CLAUSE 01 The conviction of a criminal offense other than a traffic violation by any local, state, or national authority.
- CLAUSE 02 Fraud, forgery, and misuse of SGA funds.
- CLAUSE 03 Failure, on part of the member, to execute their duty as assigned them by this Constitution or the by-laws.
- CLAUSE 04 Failure to maintain the required grade point average for their office.
- CLAUSE 05 Bring shame upon Shaw University, the Student Government Association, or otherwise act in a manner unbecoming of their office.
- CLAUSE 06 Violation of the Student Code of Conduct, which has resulted in a conviction by the Disciplinary Committee of the University.

SECTION 02- The rules and procedure which shall govern the Impeachment process within the Student Government Association shall be as follows;

- CLAUSE 01 Any member who may stand accused of committing anyone, or combination of multiple, infractions stated in Section 01 of this Article, may be subject to an investigation conducted by the Attorney General of the Student Government Association upon the formal request of the student Senate.
- CLAUSE 02 Following the conclusion of this investigation, the Attorney General shall submit their findings to the student Senate who shall author and pass Articles of Impeachment, in the event that the findings of the Attorney General warrants such action as opined by at least 51% of Senate members.
- CLAUSE 03 In the event that the Senate approves Articles of Impeachment, the Senate shall submit the Articles to the House of Representatives, wherein the accused shall stand trial. During this trial, the accused shall have the right to due process, may defend themselves, or appoint a student to represent them – whilst the Senate shall appoint from among them, managers to present the case for removal.

CLAUSE 04 The House of Representatives shall, after conducting the trial, vote on the conviction of the accused wherein 60% of its members must vote in support for a member to be removed from office.

CLAUSE 05 An impeached and removed person may appeal the decision of the legislature to the Director of Student Activities, who may override the outcome of the Trial. However, the legislature may vote to reaffirm the removal of a person from office with 2/3 majority of both the House and Senate.

ARTICLE VIII– ADVISORS

SECTION 01- The qualifications of an **SGA Advisor** shall be as follows;

CLAUSE 01 Must be a faculty or staff of Shaw University,

CLAUSE 02 Must be approved by the Executive Board and the Director of Student Activities,

CLAUSE 03 Must have general knowledge of the SGA Constitution, bylaws, and general operations.

SECTION 02- The role and responsibilities of all SGA advisors are as follows;

CLAUSE 01 To serve as an official SGA advisor for one academic year (two (2) full semesters),

CLAUSE 02 To assist members in the development of their plans and carrying out of their duties,

CLAUSE 03 To maintain copies of the Constitution, bylaws, calendar of events, and a current membership roster,

CLAUSE 04 To recommend other faculty or staff as alternate advisors for their respective SGA constituency,

CLAUSE 05 To review class/chapter/constituent finances with the Director of Student Activities and Business Manager on a monthly basis (Advisors do not have the right to tell a constituent what they can and cannot spend

money on. Advisors may only advise their class not to spend a certain amount, but they do not have the final decision.),

- CLAUSE 06 To attend SGA meetings and events, and sign all reservation request forms, proving their knowledge of an event being conducting by their constituent organization,
- CLAUSE 07 To ensure that the members are aware of all University policies related to them,
- CLAUSE 08 To be aware of most of the things that their constituents are doing,
- CLAUSE 09 To attend all monthly Advisor meetings with the Director of Student Activities.

SECTION 03- SGA Advisors shall be regulated under the following guidelines;

- CLAUSE 01 All advisors must first report to the Executive Board about all student-related issues; if the issue is not handled within (48) hours the advisors have the right to report to the Director of Student Activities.
- CLAUSE 02 Direct reports about the SGA to the Director of Student Activities and Vice President of Student Affairs must come directly from the SGA President.
- CLAUSE 03 Advisors cannot make decisions for their constituents without the participation of the majority of their constituent organization's members.
- CLAUSE 04 Advisors are not allowed to hold or touch any funds belonging to their constituent organizations, unless permitted by the President of that organization/class. All finances will be handled by the Treasurer of each organization/class. (Treasurers must issue a written bi-weekly update, to the organization/class advisor, of all money that has been spent, raised, etc.). A total balance must also be included in this document.
- CLAUSE 05 Failure of any Advisor to fulfill their duty shall be reported by the Executive Board of the SGA to the Director of Student Activities, whereupon proven, shall be dismissed and replaced without the chance of serving for at least one semester.

ARTICLE IX– COMPENSATION OF MEMBERS

SECTION 01- Shaw University, in the hope of supporting its student leaders, shall compensate them for their work, and dedication to the student body of this institution;

CLAUSE 01 Members of the Executive Board, to include the Vice-President of Internal Affairs, Vice-President of External Affairs, Vice President of Student Activities, Business Manager, Director of Public Relations, and Chief of Staff shall receive a stipend of \$250.00 per semester.

CLAUSE 02 The President of the Student Government Association, Mister Shaw University and Miss Shaw University shall receive a stipend of \$500.00 per semester.

CLAUSE 03 The President of the Student Government Association, Mister Shaw University, and Miss Shaw University, shall all receive room and board provided by the University.

ARTICLE X– AMENDMENT PROCEDURE

SECTION 01- Amendments to this Constitution shall be made under the following rules and procedure;

CLAUSE 01 Any full-time student of Shaw University may submit an Amendment to this Constitution, by way of petition to the student Senate or House of Representatives.

CLAUSE 02 All petitions for an Amendment received by either chamber of the legislature must be debated upon by its members, wherein a simple majority of the House of Representatives and 2/3 majority of the Senate must vote in affirmation for an Amendment to be considered approved.

CLAUSE 03 Amendments approved by the legislature must be submitted to the Executive Board of the Student Government Association, who shall vote to either approve or veto any proposed Amendment within fourteen

(14) academic days, after which, an Amendment is considered approved with the force of law if no action is taken.

CLAUSE 04 No changes to this Constitution can be made outside of this procedure, by any member of the Student Government Association, Student Body, or a member/agent of the University and its Community.

ARTICLE XI– STUDENT RIGHTS

SECTION 01- Know the requirements necessary for the granting of the degree they seek.

SECTION 02- Accept or refuse additions or alterations in the requirements for their degree.

SECTION 03- Have their degree transcript sent to the place desired promptly and accurately upon request, providing that the student has met all obligations and requirements of the university.

SECTION 04- Have top priority of receiving corrected and/or updated transcripts upon request (**The first request free**).

SECTION 05- Have a student handbook should be presented to the student each year (digitally or in print).

SECTION 06- Have their transcript processed within no more than three weeks after enrolling as a transfer student.

SECTION 07- Enjoy all other rights set forth in the body of this document, which is officially recognized by Shaw University.

SECTION 08- Adequate and Decent Housing in compliance with local, state, and federal codes.

SECTION 09- Face their accuser(s) within the judicial system of the disciplinary committee or any other area of the university when being accused of an infraction (This right shall not be infringed upon unless it poses a threat to student safety as decided by the disciplinary committee).

SECTION 10- Have a written copy stating the penalty or penalties for each violation.

SECTION 11- Not to pay for security for an event that is for **SHAW STUDENTS ONLY**.

SECTION 12- Students shall have the right to purchase affordable textbooks in the bookstore whether class is face-to-face, online, or independent study.

SECTION 13- Students shall have the right to co-ed visitation except in the case when an individual student has violated the rules or policies of the University and has been

found responsible by the disciplinary committee of that violation. This disciplinary action shall only apply to the student in question and not the student population at large.

ADOPTION & RATIFICATION

SECTION 01- Under no circumstance shall the Constitution of any campus student organization conflict with the provisions of this Constitution.

SECTION 02- The provisions of this Constitution shall be effective immediately upon ratification.

SECTION 03- This Constitution shall go in effect and be deemed ratified immediately after having been approved by 2/3 majority vote of the Student Senate (as defined) under the 2014 Constitution), and approved by the Executive Board (as defined under the 2014 Constitution and By-Laws) – or, by a majority of the student body through referendum.