Preamble
The Student Government Association is part of the University’s commitment to shared governance. Therefore, as the voice of the student body, we do ordain and establish this Constitution for the Student Government Association (SGA). We further recognize the Student Government Association as the official student governing body of the University of Houston - Victoria (UHV). SGA will achieve these goals by following Robert’s Rules of Order for parliamentary procedure while maintaining the highest ethical standards. We do hereby establish and adopt this constitution.

Students’ Rights and Responsibilities
The following statement of students’ rights and responsibilities is intended to reflect the philosophical base upon which university policies are built. This philosophy acknowledges the existence of both rights and responsibilities that are due to an individual not only as a student at the University of Houston - Victoria, but also as a citizen of the United States of America.

The Student Government Association is the official liaison between the student body and the university administration, and serves as the mechanism for student input into institutional decision making. The Student Government Association is comprised of representatives and officers elected by the student body.

It is the responsibility of SGA to represent the entire student body, to give thoughtful consideration to student concerns, to present recommendations to the University’s President’s Cabinet for consideration, and to communicate decisions affecting students of the entire student body.

Recommendations may be presented to the President’s Cabinet in consideration at the request of a simple majority of SGA. Recommendations shall be in written form and shall be presented to the President’s Cabinet through the Student Government Association President. The President’s Cabinet shall consider all recommendations and inform the Student Government Association of its decision(s). The President’s Cabinet may confer with members of SGA prior to making decisions. The President’s Cabinet may, from time to time, request that the Student Government Association consider various matters deemed by the Cabinet to require review by the student body.
Student Rights

Section 1
A student shall have the right to participate in a free exchange of ideas, and there shall be no university rules or regulations or administrative policy that in any way abridges the rights of freedom of speech, expression, petition, and peaceful assembly as set forth by the U. S. Constitution.

Section 2
Students shall be treated on an equal basis in all areas and activities of the university regardless of race, color, religion, gender, sexual orientation, age, national origin, or educationally unrelated handicaps.

Section 3
A student has the right to personal privacy, except as otherwise provided by law, and this privacy will be observed by students and the university authorities alike. See “Confidentiality of Records” for more information.

Section 4
Each student shall be free from disciplinary action by university officials for violations of civil and criminal law off campus, except when such a violation is determined also to be a violation of the Student Code of Conduct regarding off campus conduct.

Section 5
Each student subject to disciplinary action arising from violations of university regulations shall be assured procedural due process. At all judicial hearings, an accused student shall be assumed innocent until proven guilty, and in the initial judicial hearings, the burden of proof shall rest with those bringing the charges. In all proceedings, the student shall be guaranteed substantive and procedural due process.

Student Responsibilities

Section 1
A student has the responsibility to respect the rights and property of others, including other students, faculty, staff, and administration.

Section 2
A student has the responsibility to be fully acquainted with the published university policies and procedures and to comply with them, as well as the laws of the U.S.

Section 3
A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire university community. If a student violates any university policy or procedure, the student will be subject to due process of university policy regardless of any civil or criminal action that may be pending as a result of the same violation. The university reserves the right to refuse acceptance to prospective or former students who have criminal records including conviction of a felony or other offenses of a serious nature. If a student has deliberately attempted self-inflicted harm, the university may withdraw the student when the Vice President of Student Affairs deems such action to be in the best interest of the student and the university. If a student remains in school, the university assumes no responsibility for the welfare of the individual. The university reserves the right, through due process, to issue a warning, to suspend, or to dismiss any student for conduct that is harmful to members of the university community or damaging to the educational interests of the university.
Article I. Name & Purpose

Section 1. Name
The name of this governing body shall be the University of Houston - Victoria Student Government Association (SGA).

Section 2. Affiliation
All undergraduate and graduate students at the University of Houston - Victoria are members of the Student Body. As such, they are eligible to vote in Student Government Association elections and participate in its activities.

Section 3. Purpose
The Student Government Association is a nonprofit, elected, governing body whose purpose is to promote communication between constituents of the University of Houston - Victoria to enhance the educational environment and to address specific needs of students in order to provide a voice to and for the student body with respect to academic and cultural matters.

Section 4. Authority
The elected Student Government Association members shall be recognized as the official student representatives to the university faculty, staff and administration, as well as to members of the community, state, and nation.

Section 5. Membership
SGA shall be composed of duly elected Officers and Senators from the University of Houston - Victoria student body. The members of SGA shall be subject to the qualifications and requirements stated in this constitution, shall be responsible for the student body, and have the authority to act on their behalf. All students running for a position in the Student Government Association must be currently enrolled and have no less than a 2.5 cumulative GPA. If the student has not yet established a GPA with the University of Houston - Victoria, then the student’s GPA will be reviewed as soon as it is established. The SGA Advisor(s) shall review the GPAs of all candidates. Terms of membership shall begin the first day of the academic calendar beginning with the first Summer Session and ending the following academic calendar year on the day prior to the first Summer Session. Students not meeting the required GPA after the spring semester shall have both Summer Sessions to achieve such.

Article II. Executive Branch

Section 1. Membership
The Executive Branch of the Student Government Association shall be named the SGA Executive Board. All executive powers shall be vested in the Executive Branch of the Student Government Association.

A. The term of position for the SGA Executive Board shall begin the first day of the academic calendar starting with the first Summer Session and shall end the following academic calendar year on the day prior to the first Summer Session.
   a. Current officers are responsible for training successors beginning May 1.
B. No officer shall hold the same position for more than two consecutive terms, with the exception of those elected in a special election (who would serve up to two and a half terms).
C. If a newly elected officer does not present him/herself for installation within the two week period, he/she forfeits the position.
Section 2. Qualification and Compensation

A. The SGA Executive Board consists of the President, Vice President, Speaker of the Senate, Director of Finance, Director of Public Relations, Director of Student Organizations and Chief Justice.

   a. All SGA Executive Board officials shall be members of the student body and shall be in good academic and disciplinary standing at the time of election or appointment, and must remain in such status while serving in their position.

   b. All SGA Executive Board members must be students who have attended the University of Houston - Victoria for at least (two) consecutive semesters at the time of election or appointment, not including a summer semester, with the exception of the following:

      i. A second semester transfer student with an associate’s degree or at least forty-eight (48) cumulative academic credits from an accredited academic institution.

      ii. A second semester graduate student with a bachelor’s degree from an accredited four-year academic institution.

      iii. In the event that a non-active Student Government Association members runs for an SGA Executive Board position, the current officers will meet and elect new executive officers from the current applications.

   c. Executive board members must be a sophomore, junior, senior, or a graduate student with the exception of freshman students entering their second academic year and consider the University of Houston - Victoria campus in Victoria to be their primary campus, due to mandatory required meetings and events held in Victoria.

   d. Executive board members must maintain at least a grade point average of 2.5.

   e. No SGA Executive Board member may hold his/her Student Government Association position concurrently with another position in the Administration or an ex officio representative seat, with the exception of concurrent positions during the transition period.

   f. All SGA Executive Board members are employees of the Student Government Association. All stipends must be voted on and approved by senate members and advisor(s). The SGA Advisor(s) will set up all terms of employment. Stipends will distributed at the end of each long (fall and spring) semester. Terms of employment shall be:

      i. President - $500 per long semester

      ii. Vice President - $375 per long semester

      iii. Speaker of the Senate - $275 per long semester

      iv. Chief Justice - $175 per long semester

      v. Director of Public Relations - $175 per long semester

      vi. Director of Finance - $175 per long semester

      vii. Director of Student Organizations - $175 per long semester

Section 3. Authority, Powers, and Responsibilities of the Executive Officers

A. President

   a. The President of SGA sits as a full voting member on the University President’s Cabinet and is empowered to vote and set agenda items in the interests of the student body. They shall reside at regular, special, and called meetings of the SGA; shall serve as official spokesperson and public relations officer for the SGA when the Director of Public Relations is not available; shall serve on or appoint representation to any University or system wide committees, boards, or councils as requested by administration; shall be responsible for initiating financial expenditures of the Student Government Association as so indicated by the governing body; shall serve ex officio as a member of all committees; and shall have such other responsibilities and duties as may be
normally associated with the President. The SGA President may not be an officer of any other university organization during his/her term of position.

B. Vice President
   a. The Vice President shall represent the President in his/her absence; shall assist the President in the performance of his/her duties and with assigned tasks as delegated; shall coordinate any projects initiated by the SGA not covered by committees and shall follow the progress of committee activities; shall serve as Parliamentarian when the Speaker of the Senate is absent; and shall have such other responsibilities and duties as may normally be associated with the Vice President. The SGA Vice President may not be an officer of any other university organization during his/her term of position.

C. Speaker of the Senate
   a. The Speaker of the Senate shall serve as Parliamentarian during SGA meetings; shall facilitate the flow of legislation; shall prepare and distribute agendas, notices, minutes, and memos as necessary; shall establish the meeting agenda along with the Advisor(s) and Officers; shall serve as official liaison for Senators; and shall have other such responsibilities as may be associated with the Speaker of the Senate.

D. Director of Finance
   a. The Director of Finance shall be responsible for filling out proper state forms concerning SGA finances as directed by the President and/or SGA rulings; shall be responsible for collecting any SGA revenues and preparing and maintaining the financial books and records of the Student Government Association; shall prepare monthly financial reports and a summary of SGA funds; shall properly record the minutes of all meetings; shall maintain files of all official membership records, minutes, committee reports, correspondence, and all actions taken by the SGA; shall represent the Vice President in his/her absence; and shall have other such responsibilities as may be associated with the Director of Finance.

E. Director of Public Relations
   a. The Director of Public Relations works to promote the transparency and accessibility of the Student Government Association on and around campus by notifying and informing students and the public of the SGA activities (with the use of flyers, social media, SGA bulletin board, website, promotional items, etc.) and shall act as the official voice of information disseminated by SGA, including policy and proclamations; shall act as historian, responsible for updating the SGA website and taking pictures at SGA events; shall prepare an updated list, following elections, of all Senate positions for inclusion in University publications; shall be responsible for supporting efforts to build relationships with other student governments across the state; and shall have other such responsibilities as may be associated with the Director of Public Relations.

F. Chief Justice
   a. The Chief Justice shall work primarily on maintaining SGA’s structure based on Constitutional guidelines; as the head of the Judicial Branch, they have a responsibility to delegate the Associate Justices’ responsibilities and maintaining meetings; shall be responsible for keeping all Justices informed of all executive board decisions and meetings; and shall oversee the appeals and removal process.

G. Director of Student Organizations
   a. The Director of Student Organizations shall act as a liaison to student organizations, coordinating support for student group initiatives on campus and seek opportunities for collaborative programming; shall attend a minimum of one student organization meeting per week; and shall serve on the UHV Programming Committee.
Section 4. Resignation or Removal

A. Any officer who wishes to resign must signify such in writing to the President of the Student Government Association, specifying the date the resignation will become effective.

B. The sitting President will have the responsibility for issuing a warning in a report form of listed undesired action and behaviors from the elected member.

C. In the event of a removal, a vote must be taken with and require a majority vote of the Executive Branch. In the process of voting, the respected removee will not take part of the vote.

D. Any officer may be removed from their position for nonfeasance or malfeasance by a two-thirds vote of the entire Student Government Association once the previous steps have been met, and shall only be qualified for reelection after one academic year with approval from the Executive Branch.

E. Any officer who violates University policy or procedures by committing an act of a criminal nature (thus negatively impacting the community’s view of the Student Government Association leadership) shall immediately forfeit that position. At the next regular meeting or a called meeting of the Senate, a simple majority vote will be taken to acknowledge the removal. The vote will be for acknowledgment purposes only, not to determine whether the officer should be removed.

F. Should the President of the Student Government Association be removed from or resign from their position, the Vice President shall automatically assume the presidency. Should any other officer be removed or resign from their position prior to the fulfillment of his/her term, Student Government Association members will be notified that the vacated position will be filled at the following meeting, and the Student Government Association shall elect, by a two-thirds vote of those present, another senator from within its membership to fill the vacancy for the duration of the term. The senator position then left vacant shall be filled as specified in these bylaws.

G. If any Student Government Association officer fails to attend two consecutive meetings or three total meetings for the elected year, that officer may be removed by a majority vote at the first meeting after the second meeting missed or third total meeting missed. In the case of extenuating circumstances, a special vote may be held outside of a meeting.

Article III. Legislative Branch

Section 1. Membership and Qualifications

A. The legislative branch of SGA shall be called the Student Senate. The Student Senate will be composed of elected and appointed student senators.

B. The Senate will consist of nineteen (19) student senators
   a. (3) Academic Senators serve to represent the interests of students in their academic colleges and departments. The assigning of constituencies for Academic Senators shall be enumerated in the bylaws.
      i. (1) Senator for the School of Arts & Sciences
      ii. (1) Senator for the School of Business Administration
      iii. (1) Senator for the School of Education, Health Professions, and Human Development
   b. (16) Senators serve to represent the interests of their specific class.
      i. (3) Freshman Senators
      ii. (3) Sophomore Senators
      iii. (3) Junior Senators
      iv. (3) Senior Senators
      v. (3) Graduate Senators
      vi. (1) Speaker of the Senate who will also serve on the SGA Executive Board.

C. All Senators must have completed at least one full semester at the University of Houston - Victoria at the time of election or appointment, with the exception of transfer or graduate students.
D. No Senator may hold his/her seat on the Assembly concurrently with apposition in the Executive Board or ex officio representative seat.

E. All Senators shall be members of the Student Body and shall be in good academic and disciplinary standing at the time of election or appointment and must remain in such status while serving in their position, as enumerated in the bylaws.

F. All senators must maintain a GPA of 2.5.
   a. If any senator falls below 2.5 GPA, that senator must write a letter of intent to serve to the Chief Justice briefly outlining an academic plan of action. The letter should explain his/her reasons for desiring to continue serving as a senator and why they should be considered to remain as a senator. The SGA Chief Justice will then make a recommendation to the President on how to proceed.

Section 2. Authority, Powers, and Responsibilities of the Legislative Branch

A. Senators
   a. Senators must abide by and support the Student Government Association Constitution and other governing documents; support the University community and its mission; represent their respective constituencies, and where applicable the student body to the University and local community; initiate student referenda in accordance with University guidelines; approve and monitor the SGA budget; enact legislation, policies, and services on behalf of and in the best interest of the student body; accept reports from the Administration, internal committees, and members of the University community; approve all budget expenditures over $500 before expenditures may be processed.
   b. Senators shall represent the interests of the student body in general and shall be free to chair or serve on any committee as directed by the Student Government Association.
   c. Senators must actively participate in the duration of a minimum of three SGA events; duration includes planning for the event, participating and breaking down the event.
   d. Senators are responsible for being active in a SGA committee.

Section 3. Resignation or Removal

A. Any senator who wishes to resign must signify such in writing to the Speaker of the Senate, specifying the date the resignation will become effective.

B. The sitting Speaker of the Senate will have the responsibility for issuing a warning in a report form of listed undesired action and behaviors from the elected member.

C. In the event of a removal, a vote must be taken within and receive a majority vote from the Legislative Branch. In the process of voting, the respected removee will not take part of the vote.

D. Any senator may be removed from their position for nonfeasance or malfeasance by a two-thirds vote by the entire Student Government Association once the previous steps have been met, Senators may appeal to the Judicial Branch, who can then make a suggestion to the President on whether or not to veto that action.

E. Any senator who is removed from or resigns from their position prior to the fulfillment of his/her term shall be replaced by means of a special election held specifically for the purpose of electing a replacement for the duration of the term. A special election for the purpose of filling a vacant position shall be held within thirty days after the position is officially vacant; however, any special election that would fall during the summer semester(s) or between semesters shall be postponed and held within the first month of the following fall or spring semester.

F. If any Student Government Association senator fails to attend two consecutive meetings or three total meetings for the elected year, that senator may be removed by a majority vote at the first meeting after
the second meeting missed or third total meeting missed. In the case of extenuating circumstances, a special vote may be held outside of a meeting.

**Article IV. Judicial Branch**

**Section 1. Membership and Qualifications**

A. The judicial powers of the Student Government Association shall be vested in the Judicial Branch. The Judicial Branch shall be composed of the elected and appointed student representative(s).

B. The Judicial Branch will consist of five members: (1) Chief Justice and (4) Associate Justices.

   a. All Justices shall be appointed by the President and confirmed by two-thirds (2/3) vote of the Legislative Branch to serve until the end of the academic year.

C. All justices must have an elevated knowledge of parliamentary procedures and Robert’s Rules of Order.

D. All Justices must have completed at least one full semester at the University of Houston - Victoria at the time of election or appointment, with the exception of transfer or graduate students.

E. No Justice may hold his/her seat on the Assembly concurrently with a position in the Executive Board or ex officio representative seat, unless holding the role of senator, in which a student may also hold an Associate Justice position congruently with.

F. All Justices shall be members of the student body and shall be in good academic and disciplinary standing at the time of election or appointment, and must remain in such status while serving in their position, as enumerated in the bylaws.

G. All justices must have and maintain an overall GPA of at least a 2.5 during their tenure.

**Section 2. Authority, Powers, and Responsibilities of the Judicial Branch**

A. Associate Justices

   a. Associate Justices must abide by, uphold, and support the Student Government Association Constitution, and other governing documents; support the University community and its mission; represent their respective constituencies, and where applicable the student body to the University and local community; accept reports from the Administration, internal committees, and members of the University community. Associate Justices will be an appointed Senator from each specific class.

   b. The Judicial Branch shall interpret the Constitution and shall have the power to enforce the Constitution and bylaws of the Student Government Association.

   c. The Judicial Branch shall be responsible for the structure and examination of the Student Government Association.

   d. The Judicial Branch shall be responsible for the compilation of monthly reports detailing the endeavors, proceedings, and ordinances adopted by the Student Government Association.

**Section 3. Resignation or Removal**

A. Any Justice who wishes to resign must signify such in writing to the President of the Student Government Association, specifying the date the resignation will become effective.

B. Any Justice may be removed from their position for nonfeasance or malfeasance by a two-thirds vote by the entire Student Government Association.

C. Any Justice who is removed from or resigns from their position prior to the fulfillment of his/her term shall be replaced through appointment by the Chief Justice with approval from the SGA President.

D. If any Student Government Association justice fails to attend two consecutive meetings or three total meetings for the elected year, that justice may be removed by a majority vote at the first meeting after the second meeting missed or third total meeting missed.
E. The sitting Chief Justice will have the responsibility for issuing a warning in report form of listed undesired actions and behaviors from the elected member.

Article V. Appeal Process

Section 1. The Right to Appeal
A. The removed SGA member has the right to appeal within 48 hours of the removal. This appeal must be submitted in writing via email to the President, Chief Justice, and the Advisor(s).
B. Once the removal is taken into action, the removee will lose one’s rights and privileges offered by their previously held position.

Article VI. Advisor

The SGA Advisor(s) will be the reference of the Student Government Association regarding University policies and regulations. The Student Government Association will choose an advisor by two-thirds vote. The SGA Advisor(s) has the potential to serve as long as they want as long as that person is not deemed unfit for the position, then a two-thirds vote must be taken to remove that person.

A. If the SGA does not have an Advisor(s) then the Vice President of Student Affairs shall serve as interim advisor until one is appointed by the SGA.
B. If the SGA does not have an Advisor then the Vice President of Student Affairs shall serve as a supporting staff member. The Vice President of Student Affairs may appoint someone in his/her place if unable to serve.

Section 1. Authority, Powers, and Responsibilities
A. The SGA Advisor(s) serves at the pleasure of the SGA. The advisor(s) of the SGA is not a member of the SGA and has no power to vote, set agenda items, or appoint/remove members. Instead the SGA Advisor(s) shall provide comprehensive advice and guidance to all members of the association, as well as students who have questions on the structure and function of the association.
B. The SGA Advisor(s) shall provide the Association with information on university policies, state and federal laws, and general information about university and community affairs.
C. The SGA Advisor(s) shall enforce university and SGA policies when necessary, and shall serve as an administrative liaison for the association.
D. The SGA Advisor(s) shall attend designated meetings and provide advice and feedback to Executive Board members, and Senators when needed or requested to do so, and maintain regular communication with them.
E. The SGA Advisor(s) shall periodically check enrollment status, academic performance, and disciplinary status of all SGA members to ensure that each member is in adherence with the qualifications of their respective position.
F. The SGA Advisor(s) shall serve as the fiscal agent or signature authority for all accounts managed by the association.
G. The SGA Advisor(s) shall assume responsibility for co-signing all forms required by the university for SGA.

Article VII. Student Organization Representatives

Section 1. Personnel
A. Student Organization Representatives.
   a. There must be at least one representative from each active student organization appointed by the President of that specific organization.
Section 2. Membership
A. Each Student Organization Representative (SOR) must be enrolled as a student at UHV (in good academic standing, of high moral character, and in compliance with all university policies and procedures) at the time of his/her election and must remain enrolled, at least halftime, throughout his/her term of office, excluding summer sessions.

Section 3. Purpose, Authority, Powers, and Responsibilities
A. Student Organization Representatives shall represent the interests of their specific organization, and shall be free to chair or serve on any committee as directed by SGA.
B. Student Organization Representatives are required to attend 6 total meetings per year (3 per semester).
C. Due to limited meeting attendance requirements, any SOR shall only provide insight to SGA and shall have no voting power.

Section 4. Resignation or Removal
A. Any Student Organization Representative (SOR) who wishes to resign must signify such in writing to the President of the Student Government Association, specifying the date the resignation will become effective.
B. Any SOR may be removed from their position for nonfeasance or malfeasance by a two-thirds vote of the entire Student Government Association.
C. Any SOR who is removed from or resigns from their position prior to the fulfillment of his/her term shall be replaced by means of a special election held specifically for the purpose of electing a replacement for the duration of the term. A special election for the purpose of filling a vacant position shall be held within thirty days after the position is officially vacant; however, any special election which would fall during the summer semester(s) or between semesters shall be postponed and held within the first month of the following fall or spring semester.
D. Any SOR who resigns from their position willingly may be replaced in their position in writing via email from their respective student organization president to the SGA President, and if approved, will be appointed as the new SOR.
E. If any SOR fails to attend three meetings per semester or six per year, that individual may be removed by a majority vote at the first meeting after the third meeting missed, and that organization will lose funding from the Student Organization Funding Committee.

Section 5. Student Organizations Funding Committee
A. Funds are available from Student Government Association, derived from student services fees, to assist student organizations in hosting a variety of professional development programs. These funds are processed through the Student Organizations Funding Committee (SOFC). SOFC requests must be submitted on JagSync a minimum of one (1) week ahead of the event/activity requesting funds for.
B. The SOFC membership changes yearly. It will be composed of a chair, the sitting SGA President, and a minimum of two (2) other members as appointed by the SGA President. A minimum of one (1) of the SOFC members will be either the Associate Director or Director of Student Life & Services.
C. Qualifications for Funding
   a. Only student organizations recognized, and in good standing with Department of Student Life and Services will be considered for funding. Offices or departments that are not recognized as a student organization are not eligible. The SOFC will receive a list of student organizations from the Associate Director of Student Life and Services.
   b. Organizations must have been established for a minimum of 6 weeks to be eligible for funding consideration. Organizations that are not yet chartered (i.e., “interest groups”) can be approved
for funding under the special circumstances that they have been active as an interest group for at least six weeks.

c. Each chartered organization can receive up to $500 for each academic year (September-August). Each interest group can receive up to half of the amount ($250) received by chartered organizations.

d. Organizations and interest groups receiving funds from other university budgets or costs centers will not be eligible for funding from the SOFC.

e. All organizations are required to appoint at least one student as a Student Organization Representative (SOR); that member or a designated substitute must attend three (3) SGA meetings per semester.

f. The University of Houston - Victoria Student Government Association Executive Board reserves the right to make an executive decision regarding student organization funding under extreme circumstances as to be decided by the chair.

**Article VIII. Committees**

The SGA President shall have the power to appoint any standing or special committees as may be necessary for conducting SGA business or activities.

**Section 1. Committee Chairs**

A. Only members of the SGA Executive Board, with the permission of the President, shall be eligible to appoint committee chairs.

**Section 2. Membership**

A. Committee chairs may select members to serve on their committees from within the SGA or from the University of Houston - Victoria student body. Service on one committee shall not preclude service on another committee.

B. All appointed and elected SGA members should serve on at least one committee.

C. The SGA Executive Board shall be ex officio members of all committees.

**Article IX. Ex Officio Membership**

**Section 1. Membership**

A. Any registered student organization or person designated by the Vice President of Student Affairs as a special representative may petition the Assembly for ex officio status if said organization’s/group’s constitution and purpose reflect the desire to represent a specific group or groups of students not adequately represented on Student Government Association.

a. Priority for ex officio status will be afforded to those organizations or special representatives designated by Affirmative Action law which covers qualified minorities, women, persons with disabilities, and veterans.

b. Consideration will be given to other populations that represent specific student groups but are not reflected in the Affirmative Action guidelines. However, these groups in petitioning must show a clearly defined student need for additional representation.

**Article X. Election Procedures**

There shall be a regular election held in April, for the purpose of electing the Officers and Senators of the SGA, provided there is at least one position for which there are two or more candidates running, or changes on the constitution are being voted on. The election voting shall remain open for a minimum of 48 hours and a maximum of 7 days. If there is only one candidate per position running, then they shall be declared winners by
default and an election will not be held. Candidates seeking the positions of President or Vice President will run as uniform ticket (i.e., the ballot will not be separately for Presidential candidates or Vice Presidential candidates; the vote will be among the President/Vice President teams that are running).

Section 1. Campaign Procedures
A. Candidates for SGA shall register with the Advisor(s) of the Student Government Association no later than seven days prior to the election. Each candidate, upon registering, shall be given a copy of these bylaws and any additional election policies and/or procedures which exist at the time of said election.
B. No candidate shall run for more than one position in the same election.
C. No candidate for election shall spend more than $50.00 per campaign. No campaign expenses made from personal funds will be reimbursed. The $50.00 of campaign money shall be paid for out of the SGA cost center and be approved by the advisor(s).
D. All campaign posters must be approved by the Department of Student Life and Services prior to their posting and must use approved materials. See UHV Policy D-8: https://www.uhv.edu/policies/student-services/posting-of-notices/.
E. No candidate for election shall obscure, damage, or remove campaign posters or materials of another candidate, or in any way hinder the campaign of another candidate.
F. No candidate for election shall campaign on election day(s) within twenty feet of a polling location, and shall not encroach within this specified distance except to vote and/or to attend class.
G. No candidate shall violate any policies set forth in these bylaws, the Student Code of Conduct, or any other University policy. Violation shall lead to immediate removal from candidacy for any position in SGA.

Section 2. Voting Procedures
A. A representative from Student Life and Services and/or the SGA Advisor(s) shall be responsible for the integrity of the election.
B. All votes shall be cast online and the results shall be calculated by the SGA Advisor(s), one (1) Student Affairs Representative, and two (2) students from the SGA population, with the results certified in writing by those persons.
C. Ballot position shall be determined by a random drawing held immediately prior to the creation of the ballots. The SGA Advisor(s) and one (1) member of the SGA (provided he/she is not a candidate for reelection) shall conduct the drawing. If all members are candidates for reelection, the SGA Advisor(s) will solicit help from a student, faculty, or staff member to assist in the drawing.
D. Election results shall be posted no later than noon the following the last business day in which the election occurred.

Section 3. Appeals
A. An appeal of the election for a recount or for violation of the election rules and procedures shall be made in writing to the SGA Advisor(s) no later than 48 hours following the event in question.
B. Appeals shall be heard and decided upon within one week of receipt of the written appeal by a panel consisting of the SGA Advisor(s), current SGA President, and another member of the University of Houston - Victoria administration, faculty, or staff as requested by the SGA Advisor(s). In the case that the current SGA President is running for reelection or for another position, the advisor(s) shall request two members from the UHV administration, faculty, or staff.
Section 4. Runoff Elections
A. Runoff elections shall occur when a candidate fails to garner fifty percent plus one vote on the regular ballot. The runoff shall be between the two candidates receiving the most votes and shall occur no later than one week after the regular election.
B. Runoff elections shall be held during a 48 hour time window as designated by the SGA.
C. Ballot position for runoff elections shall be determined as in Article IX, Section 2.C of these bylaws.

Section 5. Postponements
A. Elections may be postponed by a two-thirds vote of the entire SGA, with the resulting election to be scheduled two weeks following the regularly scheduled election.
B. A second postponement shall require a unanimous vote of the SGA, with the resulting election to be scheduled two weeks following the first postponement.

Section 6. Special Elections
A. Special elections may be called by the SGA with a two-thirds vote of a quorum during any spring or fall semester to deal with matters demanding a vote of the student body. No special election shall be held during the summer semester(s) or when classes are not in session. Special elections shall only be called under extreme circumstances.

Section 7. Additional Election Rules
A. Campaigning shall be defined as speaking in front of an organized group if the speech concerns the announcement of candidacy or the election in any way; distributing any printed materials; organizing any campaign committees; holding any rallies or debates; or soliciting votes. Campaigning is permitted during the time beginning one week prior to the election and continuing until the close of the polls on the days of the election. Runoff candidates in all elections may campaign during the period between the first election and the runoff, as well as on the days of the runoff. Candidates organizing election rallies and/or debates shall notify a representative from Student Life and Services of the activity at least 24 hours prior to the event. Rallies and debates are to be confined to the University of Houston - Victoria campus. The use of loudspeakers or public address systems is prohibited. All campaign material is restricted to the University of Houston - Victoria campus. All flyers and posters must be in good taste and must be stamped for approval by a representative from Student Life and Services. Campaign materials may not exceed the size of 11” x 17” and may be posted only in designated areas (No materials may be attached to glass or painted surfaces, be fastened on outdoor walls or inside classrooms, or be suspended from ceilings, clocks, or other fixtures) unless otherwise granted approval by the advisor(s). Candidates are responsible for removing their campaign materials within 48 hours of the close of the election.

Article XI. Operations and Procedures
Section 1. Attendance
A. All SGA Members shall be strongly encouraged to attend and/or required to participate in a majority of SGA activities, functions, and operations.
B. All SGA Members will be required to attend official meetings, executive board meetings and judicial meetings sponsored or cosponsored by the Student Government Association, at the request of the Student Body President, SGA Executive Board, and/or a vote of the Senate as they are applicable.
C. All SGA Members are required to hold a minimum of 20 hours in the SGA office per semester. Each branch head has the authority to increase the required number of office hours.
D. An absentee form must be submitted in advance for any missed meeting or office hour. In the event of an unforeseen emergency, a form must be submitted within 48 hours of the missed event.

Section 2. Rules of Order
A. The rules contained in the newly revised version of Robert’s Rules of Order shall govern the SGA in all cases in which they are applicable and in which they are not inconsistent with these bylaws, with University policy, or with any special rules of order the SGA may adopt.

Section 3. Referendums
A. A petition containing the signatures of no less than five percent of the total student body shall initiate referendums. The said petition shall be submitted to a representative from the Department of Student Life and Services and verified at least two weeks before the regular election. The called referendum shall be placed on the next regular election ballot. Passage of the called referendum shall be by simple majority. Implementation of the approved referendum shall occur as specified in the referendum.

Section 4. Agendas
A. Agendas of the Student Government Association shall be created and prepared by the Speaker of the Senate, and shall be sent to all SGA members a minimum of two (2) hours ahead of a meeting.

Section 5. Minutes
A. Minutes of the SGA shall be posted on the University of Houston - Victoria SGA website and distributed to all SGA members within one (1) week following a meeting.

Section 6. Open Meetings
A. Open meetings are open to all students of the University of Houston - Victoria community. No official business may be conducted in a closed door session.
B. The SGA reserves the right to exclude University administrators, faculty, or staff members and those unaffiliated with UHV in their deliberations of both open and closed door meetings.

Section 7. Installation Meeting
A. An installation meeting shall be held for the purpose of installing the newly elected SGA within two weeks following the regular election or at the end of year Student Organization and Leadership Banquet. At this meeting, the outgoing President of the SGA shall administer the following oath to the newly elected SGA members:

I, (name), do solemnly affirm that I will faithfully execute the duties and responsibilities entrusted to me by virtue of my position as a member of the University of Houston - Victoria SGA, and will to the best of my ability abide by and enforce the constitution of this organization.

Section 8. Special Meetings
A. Special meetings of the SGA may be called by the President of the SGA upon the request of the administration, or at least two members of the SGA. Notice of special meetings shall be given to each member of the SGA at least twenty four hours in advance of the meeting.

Section 9. Quorum
A. A quorum is required for the SGA to conduct business. A quorum shall consist of a simple majority of the elected members of SGA.
Section 10. Voting
A. All voting on main motions during SGA meetings must be recorded in the minutes as roll call votes. No secret ballots on official business shall be allowed.
B. Only elected members of the SGA shall have the privilege of voting on matters brought before the SGA. The advisor(s) and all representatives shall be allowed a voice in SGA matters but not allowed to vote.

Article XII. Fiduciary Responsibilities
Section 1. Student Services Fees
A. The SGA shall, in its fiduciary and representative capacities, have a primary role in determining the amount and allocation of the student services fees.
B. The SGA shall make recommendations on behalf of the students of University of Houston - Victoria concerning the collection, allocation, and expenditure of student services fees.

Section 2. Student Services Fee Advisory Committee
A. This article may be superseded by the establishment of, and SGA participation in, a Student Services Fee Advisory Committee.

Section 3. Texas Education Code
A. The SGA shall abide by Section 54.503 (Addendum 1 to these bylaws) and any other relevant sections of the Texas Education Code.

Article XIII. Constitution and Amendment
Section 1. Constitution
A. Upon effective ratification by the Student Government Association, this Constitution shall supersede all rules set forth in previous Constitutions. However, in cases where this Constitution conflicts with the University policy, the University policy shall prevail.

Section 2. Amendment
A. This Constitution may be amended at any regular or special election by two-thirds of the SGA voting, provided that the amendment has been submitted to the SGA no less than fourteen (14) days prior to the election with written permission of the Chief Justice.

Section 3. Operations Manual
A. The Student Government Association Executive Branch may create an Operations Manual to enumerate day-to-day rules, practical procedures, and protocols in addition to those set forth in this Constitution and the bylaws. However, in cases where the Operations Manual is in conflict with this Constitution, the Constitution shall prevail.

Section 4. Ratification
A. Once a new Constitution is adopted, all previous Constitutions of the Student Government Association of the University of Houston - Victoria are null and void.

Addendum 1.
A. The Education Code of the State of Texas (Section 54.503) provides that “the governing board of an institution of higher education may charge and collect from students registered at the institution fees to cover the cost of student activities.” The code defines the term “student services” as used in Section
54.503 to mean activities which are separate and apart from the regular scheduled academic functions of the institution and directly involve or benefit students, including textbook rentals, recreational activities, health and hospital services, medical services, intramural and intercollegiate athletics, artists and lecture series, cultural entertainment series, debating and oratorical activities, student publications, student government, and any other student activities and services specifically authorized and approved by the governing board of the institution of higher education.” The code also provides that “prior to recommending the student fee budget to the governing board, the President of each institution shall duly consider the recommendations of a student fee advisory committee. A majority of the committee’s members shall be students enrolled in the institution and appointed by the student governing body of the institution or elected by a majority of students enrolled in the institution voting in an election held for that purpose.” The purpose of this code is to provide the means for the participation of students in setting policies for the collection and process of the allocation and expenditure of student services fees as defined by Section 54.503 and any other relevant sections of the Texas Education Code.