



## CONSTITUTION OF THE SAMFORD UNIVERSITY STUDENT BODY

### PREAMBLE

We, the undergraduate students of Samford University, determined to enrich the Samford experience, provide for the creation of a governing body that represents and advocates on behalf of each student. In accordance with Samford's mission, by the authority granted to us by the Board of Trustees and the University President, do ordain and establish this Constitution for the Samford University Student Government Association.

### ARTICLE I – NAME, POWERS, AND OBJECTIVES

#### Section I. The Name of the Organization

This organization shall be named the "Student Government Association."

#### Section II. Purposes and Objectives

The purpose of the Student Government Association shall be:

1. To represent and promote student interests in the decision-making processes of Samford University
2. To develop, coordinate, and execute activities and services for the benefit of the students
3. To be knowledgeable and educate the student body of University policies and procedures
4. To provide students with the means to vote for their representative officials through general elections
5. To develop and maintain leadership and unity among the students
6. To allocate funds to various student projects and organizations

#### Section III. Membership and Benefits

Clause 1. All registered undergraduate students at Samford University are, upon enrollment, members of this organization. All members of this organization shall be subject to the rules and regulations established herein and hereafter by this organization.

Clause 2. Members shall have the right to vote in all elections sponsored by the Student Government Association.

Clause 3. Members shall have the right to participate in all activities sponsored by the Student Government Association.



Clause 4. SGA complies with Samford University's policy prohibiting discrimination in its educational and employment policies and does not unlawfully discriminate on the basis of race, color, sex, age, disability, veteran status, genetic information, or national or ethnic origin.

Clause 5. All members of the Student Executive Board must meet the minimum cumulative GPA requirement of a 3.0. However, no member of the Student Executive Board may finish with a semester GPA below a 2.75. If a member of the Student Executive Board does fall below that semester GPA requirement, he/she must schedule a meeting with the Academic Success Center or be subject to removal from office.

## **ARTICLE II – GOVERNMENTAL COMPOSITION AND STRUCTURE**

### Section I. Composition

The Student Government Association shall be composed of four branches: Executive, Legislative, Activities, and Judicial.

### Section II. Executive

The Student Executive Board (SEB) shall consist of:

1. President
2. Vice President for Senate
3. Vice President for Events
4. Chief Justice
5. Chief of Staff
6. Press Secretary
7. Treasurer
8. Chaplain
9. Executive Director of Diversity

The Executive Branch will consist of the SEB, Class Officers, and Executive Branch Directors. The requirements for these offices are given in the articles of this document.

### Section III. Legislative

The legislative body will be called the Senate. The powers of this body and the requirements of its members are given in Article IV of this document.



#### Section IV. Activities

The activities board will be called the Student Activities Council. The powers of this body and the requirements of its members are given in Article V of this document.

#### Section V. Judicial

The Judicial branch will consist of the Student Judiciary Council. The power of this body and the requirements of their members are given in Article X of this document.

### **ARTICLE III – STUDENT EXECUTIVE BOARD**

#### Section I. President

The Student Government Association President provides oversight of the four branches of SGA: Executive, Legislative, Judicial, and Activities. He/she is the primary representative of the student body to the Samford administration.

##### Clause 1. Election and Qualifications

The Student Government Association President shall be elected by a majority vote of the student body voting at a general election. The President must be an undergraduate student, enrolled full-time at Samford University with a GPA of at least 3.0. He/She must have served on SGA in some capacity, have a willingness to serve a one-year term, and a willingness to reside in Birmingham during the summer and assist with New Student Orientation.

##### Clause 2. Powers and Duties

The powers and duties of the President shall be as follows:

1. Serve as a positive representative of the student body and of Samford University.
2. Serve as the primary liaison between the student body and Samford administration.
3. Help plan and facilitate parts of Student Executive Board training.
4. Oversee Student Senate.
5. Oversee Freshman Forum.
6. Oversee Student Activities Council.
7. Oversee Presidential Advisory Council.
8. Oversee Multicultural Affairs Committee.
9. Oversee Student Judiciary Council.
10. Advise Class Officers.



11. Work with Press Secretary to monitor and update SGA website and other forms of media.
12. Call and preside over weekly SGA Student Executive Board meetings.
13. Work with SGA Treasurer to provide oversight of SGA budget.
14. Meet weekly with SGA Advisor.
15. Serve on university committees as assigned.
16. Meet regularly with the Class Presidents.

## Section II. Vice President for Senate

The Vice President for Senate presides over the Student Senate. He/She oversees Senate appropriations and advocates for resolutions that are passed by the Student Senate.

### Clause 1. Election and Qualification

The Vice President for Senate shall be elected by a majority vote of the student body at a general election. He/She must be an undergraduate student, enrolled full-time at Samford University with a GPA of at least 3.0. He/She must have served at least one full year on Senate and have a willingness to serve a one-year term.

### Clause 2. Powers and Duties

The powers and duties of the Vice President for Senate shall be as follows:

1. Serve as a positive representative of the student body and of Samford University.
2. Participate in SGA Student Executive Board training and prepare for fall elections.
3. Coordinate one community building function for Senators at the beginning of fall semester.
4. Appoint a President Pro-Tempore, Secretary, and Parliamentarian for the Student Senate.
5. Schedule and preside over meetings of the Student Senate.
6. Work with SGA Advisor to reserve space on campus for weekly Student Senate meetings.
7. Understand and utilize Robert's Rules of Order in Student Senate meetings.
8. Appoint chairpersons to Student Senate committees and ensure that each Senator is an active member of at least one committee.
9. Provide oversight of appropriate SGA budgets.
10. Oversee Student Senate appropriations to student organizations and ensure that funds are transferred in a timely manner.
11. Communicate resolutions that are passed by Student Senate to appropriate administrators and follow up as needed.
12. Oversee nomination and selection of Shelton Award winners during spring semester.
13. Attend weekly SGA Student Executive Board meetings and serve as liaison between Student Senate and Student Executive Board.
14. Attend other SGA Student Executive Board retreats and trainings.



### Section III. Vice President for Events

The Vice President for Events presides over the Student Activities Council and serves as a liaison between Student Activities Council and the SGA Student Executive Board.

#### Clause 1. Election and Qualifications

The Vice President for Events shall be elected by a majority vote of the student body at a general election. He/She must be an undergraduate student, enrolled full-time at Samford University with a GPA of at least 3.0. He/She must have served at least one full year as a committee director on the Student Activities Council and have a willingness to serve a one-year term.

#### Clause 2. Powers and Duties

The powers and duties of the Vice President for Events shall be as follows:

1. Serve as a positive representative of the student body and of Samford University.
2. Participate in SGA Student Executive Board training.
3. Provide oversight of the following events: Welcome Back Week, Homecoming, Lighting of the Way, Summer Send-off, and Harry's Coffeehouse; as well as other "special" events planned by SAC throughout the year.
4. Provide oversight of the Student Activities Council committees.
5. Support various Student Activities Council committees by attending meetings and providing insight when necessary.
6. Schedule and preside over Student Activities Council meetings.
7. Work with SGA Advisor to reserve space on campus for weekly meetings and Student Activities Council events.
8. Provide oversight of appropriate SGA budgets.
9. Attend weekly SGA Student Executive Board meetings and serve as liaison between Student Activities Council and Student Executive Board.
10. Meet regularly with the Class Vice Presidents.
11. Attend other SGA Student Executive Board retreats and trainings.



#### Section IV. Chief Justice

The SGA Chief Justice oversees Samford University's Student Judiciary Council and promotes the student body's education of university policies and procedures.

##### Clause 1. Election and Qualifications

The Chief Justice is appointed by the outgoing Chief Justice and SGA President, in conjunction with the Assistant Vice President of Student Affairs, the Student Conduct Coordinator, and SGA Advisor with approval from the student senate. He/She must be an undergraduate student, enrolled full-time at Samford University with a GPA of at least 3.0. He/She must have served as a Justice on the Student Judiciary Council and have a willingness to serve a one-year term.

##### Clause 2. Powers and Duties

The powers and duties of the Chief Justice shall be as follows:

1. Serve as a positive representative of the student body and of Samford University.
2. Participate in SGA Student Executive Board training.
3. Assist the Student Conduct Coordinator in scheduling and presiding over Honor Code violation hearings, SGA Constitution violation hearings, and Code of Laws violation hearings.
4. Coordinate the selection of students to serve on the Student Judiciary Council.
5. Work with the Assistant Vice President of Student Affairs and Student Conduct Coordinator to schedule training for SJC and SJC hearings throughout the year.
6. Oversee traffic appeals process and report decisions to the Department of Transportation Services in a timely manner.
7. Work with SGA Advisor to reserve space on campus for SJC Meetings.
8. Provide oversight of appropriate SGA budget.
9. Attend weekly SGA Student Executive Board meetings and serve as liaison between Student Judiciary Council, and Student Executive Board.
10. Attend other SGA Student Executive Board retreats and trainings.

#### Section V. Chief of Staff

The SGA Chief of Staff presides over the Presidential Advisory Council and oversees all office functions of the Student Executive Board. He/She is also responsible for administering the annual SGA Survey and planning the annual Inaugural Banquet.



#### Clause 1. Election and Qualifications

The Chief of Staff is appointed by the SGA President and the outgoing Chief of Staff with approval from the Student Senate. He/She must be an undergraduate student, enrolled full-time at Samford University with a GPA of at least 3.0 and have a willingness to serve a one-year term.

#### Clause 2. Powers and Duties

The powers and duties of the Chief of Staff shall be as follows:

1. Serve as a positive representative of the student body and of Samford University.
2. Participate in SGA Student Executive Board training.
3. Oversee SGA office telephone, checking voicemail and responding/delivering messages as appropriate.
4. Maintain order and cleanliness of SGA office, holding SEB officers accountable for their personal and shared spaces.
5. Work with SGA Advisor to purchase office supplies as necessary.
6. Coordinate selection of Presidential Advisory Council.
7. Schedule and preside over Presidential Advisory Council meetings.
8. Work with SGA Advisor and Student Executive Board to create and administer annual SGA survey.
9. Coordinate SGA Inaugural Banquet during spring semester.
10. Plan and coordinate two SGA Joint Sessions in the fall semester.
11. Plan and coordinate SGA Tailgates.
12. Provide oversight of appropriate SGA budget.
13. Attend weekly SGA Student Executive Board meetings and serve as liaison between Presidential Advisory Council and Student Executive Board.
14. Take minutes at meetings of SGA Student Executive Board and distribute to all SEB members.
15. Attend other SGA Student Executive Board retreats and trainings.

#### Section VI. Press Secretary

The Press Secretary provides oversight of marketing and communication for all SGA activities and events.

#### Clause 1. Election and Qualifications

The Press Secretary is appointed by the SGA President, the outgoing Press Secretary and SGA Advisor based on a submitted portfolio with approval from the Student Senate. He/She must be an undergraduate student, enrolled full-time at Samford University with a GPA of at least 3.0. He/She must have served on SGA in some capacity and have a willingness to serve a one-year term. Additionally, the Press Secretary must have experience working with various graphic design and video software.



## Clause 2. Powers and Duties

The powers and duties of the Press Secretary shall be as follows:

1. Serve as a positive representative of the student body and of Samford University.
2. Participate in SGA Student Executive Board training.
3. Provide oversight of public relations for the following events: Welcome Back Week, Homecoming, Lighting of the Way, Summer Send-off, and Harry's Coffeehouse; as well as other "special" events planned by Student Activities Council throughout the year.
4. Provide oversight of public relations for all SGA programs and opportunities.
5. Work with SGA Advisor and SGA Student Executive Board to select and order promotional materials.
6. Work with SGA President to update SGA media including, but not limited to, social media platforms and the SGA website.
7. Support various SGA branches by attending meetings and providing insight when necessary.
8. Provide oversight of appropriate SGA budgets.
9. Attend weekly SGA Student Executive Board meetings.
10. Attend other SGA Student Executive Board retreats and trainings.

## Section VII. Treasurer

The SGA Treasurer works with the SGA Advisor to maintain accurate, up-to-date records of SGA expenditures and revenue. The Treasurer is also responsible for communicating the status of the SGA budget to other members of SGA and the general student body. The SGA Treasurer position represents a partnership between the Division of Student Affairs and the Brock School of Business. Academic internship credit may be awarded to qualified students.

### Clause 1. Election and Qualifications

The Treasurer is chosen by the SGA President, SGA Advisor, and outgoing Treasurer based on applications from the Brock School of Business. He/She must be a Business major, a Junior or Senior in class standing, enrolled full-time at Samford University with a GPA of at least 3.0. He/She must have taken Financial Accounting and Managerial Accounting and have a willingness to serve a one-year term.

### Clause 2. Powers and Duties

The powers and duties of the SGA Treasurer shall be as follows:

1. Serve as a positive representative of the student body and of Samford University.
2. Provide oversight of SGA budget.
3. Record expenses and revenue.
4. Provide budget report at Student Executive Board meetings.
5. Provide budget report at SGA Senate meetings.





6. Meet weekly with SGA Advisor.
7. Participate in SGA Student Executive Board training.
8. Attend other SGA Student Executive Board retreats and trainings.
9. Complete internship requirements set forth by the Director Academic Internship Programs in Brock School of Business (if applicable).
10. Meet regularly with the Class Treasurers.

### Section VIII. Chaplain

The SGA Chaplain serves the Student Executive Board by promoting and facilitating opportunities for spiritual formation and expression of Christian mission. The Chaplain will also serve as liaison between SGA and the Office of Spiritual Life. He/She is responsible for planning events that invite and encourage prayer, reflection, worship, and service among students.

#### Clause 1. Election and Qualifications

The SGA Chaplain will be chosen by the Office of Spiritual Life, SGA President, SGA Advisor, and outgoing Chaplain based on applications. He/She will be a student who is enrolled full-time at Samford University, with a GPA of at least 3.0, who is willing to serve a one-year term.

#### Clause 2. Powers and Duties

The powers and duties of the Chaplain shall be as follows:

1. Serve as a positive representative of the student body of Samford University.
2. Participate in SGA Student Executive Board training.
3. Seek out opportunities for partnership between SGA and the Office of Spiritual Life.
4. Coordinate spiritual encouragement and unifying events between the different branches of SGA and student leaders on campus.
5. Work with appropriate Office of Spiritual Life committee to coordinate service opportunities for SGA Student Executive Board.
6. Encourage spiritual development of SGA's Student Executive Board through weekly devotionals and prayer.
7. Provide oversight of appropriate SGA budget.
8. Attend weekly SGA Student Executive Board meetings and serve as liaison between the Office of Spiritual Life and Student Executive Board.
9. Attend other SGA Student Executive Board retreats and trainings.
10. Host at least one event in either the fall or spring semester that brings together student leaders and encourages faith in leadership.



## Section IX. Executive Director of Diversity

The SGA Executive Director of Diversity will be responsible for building and sustaining relationships that support students and organizations that focus and/or directly impact underrepresented groups on campus. Additionally, the Executive Director of Diversity will oversee the operations of the Multicultural Affairs Committee. These operations include, but are not limited to trainings, Common Ground, and MAC Meetings. The Executive Director of Diversity also will serve as a liaison between the SGA Student Executive Board and the Office of Diversity and Intercultural Initiatives.

### Clause 1. Election and Qualifications

The SGA Executive Director of Diversity will be chosen by the SGA President, Office of Diversity and Intercultural Initiatives, the outgoing Executive Director of Diversity, and the SGA Advisor. He/She will be a student who is enrolled full-time at Samford University, with at least a 3.0 GPA, have served at least one year on the Multicultural Affairs Committee, and who is willing to serve a one-year term.

### Clause 2. Powers and Duties

The powers and duties of The SGA Executive Director of Diversity shall be as follows:

1. Serve as a positive representative of the student body of Samford University.
2. Participate in SGA Student Executive Board training.
3. Seek out opportunities for partnership between SGA and the Office of Diversity and Intercultural Initiatives.
4. Plan and/or promote at least one joint event per semester with a cultural or underrepresented student organization that focuses on personal and social responsibility, as related to diversity, equity, and inclusion.
5. Oversee the operations and trainings of the Multicultural Affairs Committee.
6. Work with the Office of Diversity and Intercultural Initiatives to build and sustain relationships with cultural organizations and underrepresented student populations and relay ideas and issues on their behalf.
7. Lead focused efforts to encourage underrepresented students to serve in SGA leadership positions.
8. Attend weekly SGA Student Executive Board meetings and serve as a liaison between the Office of Diversity and Intercultural Initiatives and Student Executive Board.
9. Provide oversight of appropriate SGA budget.
10. Attend other SGA Student Executive Board retreats and trainings.



## **ARTICLE IV – SENATE**

### Section I. Membership

The Senate is comprised of students representing each of the four classes (freshman, sophomore, junior, senior) and the undergraduate schools.

### Section II. Selection

The student body elects members of Senate during spring general elections.

### Section III. Duties

The student senate serves as the legislative branch for Samford students in the decision-making process of the University. The Senate is responsible for communication of thoughts, ideas, needs, and concerns, as well as the messages of the Administration to the student body. The senate also tends to the delegation of financial funding to Samford organizations.

## **ARTICLE V – STUDENT ACTIVITIES COUNCIL**

### Section I. Membership

Student Activities Council membership includes undergraduate students who are dedicated to serving for a one-year term.

### Section II. Selection

Members of the Student Activities Council will be selected through an application and interview process.

### Section III. Duties

The Student Activities Council shall develop and execute all of the events sponsored by SGA including, but not limited to: Welcome Back Week, Homecoming, Harry's Coffeehouse, Summer Send-off, and Lighting of the Way.



## **ARTICLE VI – CLASS OFFICERS**

### Section I. Membership

There will be a President, Vice President, and Secretary/Treasurer elected to represent each class (freshman, sophomore, junior, senior).

### Section II. Selection

Officers are chosen by each class's vote during the spring general election. Freshman class officers are chosen at the beginning of the fall semester.

### Section III. Duties

Class Officers shall represent their respective classes to university administrators and the Student Executive Board, plan events to build class unity, and help create change on campus.

## **ARTICLE VIII – FRESHMAN FORUM**

### Section I. Membership

Only first-year students may serve on Freshman Forum.

### Section II. Selection

Members of Freshman Forum are chosen through an application and interview process at the beginning of fall semester.

### Section III. Duties

Members of Freshman Forum shall develop leadership skills, plan events for the freshman class, serve the community, and represent the freshman class on campus.



## **ARTICLE IX – MULTICULTURAL AFFAIRS COMMITTEE**

### Section I. Membership

The Multicultural Affairs Committee shall consist of undergraduate students who are dedicated to serving a one-year term.

### Section II. Selection

Members of the Multicultural Affairs Committee will be selected by an application and interview process.

### Section III. Duties

The Multicultural Affairs Committee shall serve as diversity peer educators and as a resource to the student body and its organizations in order to advance cultural competency on campus.

## **ARTICLE X – STUDENT JUDICIARY COUNCIL**

### Section I. Membership

The Student Judiciary Council shall consist of undergraduate students who are dedicated to serving a one-year term.

### Section II. Selection

Members of the Student Judiciary Council will be selected by an application and interview process.

### Section III. Duties

The Student Judiciary Council shall hear and review student violation of Samford's Honor Code, serve as a student jury during trials, respect student confidentiality of those involved in the hearings, and make all decisions in the best interest of the students and of Samford University.



## **ARTICLE XII – PRESIDENTIAL ADVISORY COUNCIL**

### Section I. Membership

The Presidential Advisory Council shall consist of student representatives from various organizations and communities across campus, seeking to represent the interests of all students.

### Section II. Selection

The Chief of Staff will appoint members to the Presidential Advisory Council.

### Section III. Duties

The Presidential Advisory Council shall meet at the discretion of the President and Chief of Staff to provide information and advice to the President and to gather feedback from different aspects of campus life.

## **ARTICLE XIV – VACANCIES AND REMOVAL FROM OFFICE**

The Senate shall have the sole power to impeach any SGA office holder. However, any SGA office holder including Senators, may file a written Request for Impeachment with the Chief Justice. If the Chief Justice is accused, the request may then be filed with the Vice President for Senate, who shall then be responsible for its presentation to the Senate. These Requests for Impeachment must include the name and office of the person making the request, the name and office of the accused, the reason(s) for the request and the name of such person(s) who can substantiate the claim. All requests for impeachment are to be kept confidential by all involved parties, including, but not limited to, the Chief Justice and all voting and non-voting members of Senate.

## **ARTICLE XV – AMENDMENTS**

An amendment to the Constitution may be proposed by two-thirds vote of the Senate, or by a petition bearing the signatures of five percent of the full-time student body. A proposed amendment must receive a majority of the votes cast by a student referendum to become effective. Proposed amendments must be prominently displayed preceding the vote.

## **ARTICLE XVI – RATIFICATION**

The Constitution of the Student Body of Samford University shall become effective on the first day of October 2011, providing that it receives a majority of the votes cast at a student referendum.