

Constitution

*Of
The United Students*

*of the University of Alaska Southeast
Sitka Campus*

Ratified October XX, 2011

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Preamble

We, the United Students of the University of Alaska Southeast Sitka Campus, in order to promote the institution and the common welfare of its students by creating and implementing organized representation within the university system, do affirm and establish this Constitution.

Article I

Section 1 - NAME

The governing body of the United Students of UAS, Sitka Campus shall be called Student Government Association (hereafter referred to as SGA).

Section 2 - MEMBERSHIP

All students enrolled in one or more credits at UAS, Sitka who have made payments on all applicable tuition and fees shall be members of the United Students of UAS, Sitka Campus.

Section 3 - PURPOSE

The purpose of SGA shall be three-fold: (1) to represent the interests of all UAS-Sitka students in all areas of college operations, (2) to lobby for support of the UAS-Sitka campus, and (3) to promote individual growth, success and community building among all UAS-Sitka students.

Section 4 – DUTIES AND POWERS

SGA shall have the duty and power to:

- Sponsor assembly programs
- Originate and implement student activities
- Stimulate student interest in activities
- Charter organizations and, if necessary, revoke them
- Approve or sponsor concessions
- Create, supervise and coordinate SGA committees for a special service or activity
- Organize and promote general and special elections
- Provide information on social calendar events

- Have the power to recommend policy, set standards, and suggest rules necessary for the betterment of the University, its life or interests.
- Administer the SGA budget within the confines of university rules and state and federal law
- Supervise and have the final decision in all matters concerning the extracurricular activities of SGA
- Pass any necessary motions to carry out any of the foregoing responsibilities.

Section 5 - LIMITATIONS

SGA shall not have the power to override rules and requirements set forth in the UAS Academic Catalog or the UAS-Sitka Student handbook.

Article II

Section 1- OFFICERS AND REPRESENTATIVES

SGA will have five officers: President, Vice-President, Treasurer, Secretary, and Public Relations Officer. SGA will also include an unlimited number of student-body representatives.

Section 2 - COMPENSATION

All officers shall be awarded compensation for their services during good behavior.

Section 3 - CONDUCT

All officers and representatives should conduct themselves properly and in a manner that would not cause undue embarrassment or reflect poorly on the campus and on SGA while engaged in SGA and university-related activities. Those officers and representatives of SGA who do not act responsibly and in the best interests of the University and SGA while they are representing SGA may be removed from office under Article X, Section 2 for improper conduct.

Section 4 – DUTIES OF THE PRESIDENT

The duties of the President shall be to:

- call meetings of SGA
- preside over all meetings of SGA
- cast the tie-breaking vote to determine committee chairmanship
- request reports from committee chairs
- maintain communication with the student body on the state of the University
- act as a spokesperson for the student body and have signatory power for SGA
- preside over cases of repeal or impeachment concerning all members of SGA (but not their own)

Section 5 – DUTIES OF THE VICE PRESIDENT

The duties of the Vice-President shall be to:

- assume the duties of the president in his/her absence
- be a spokesperson for any SGA organization
- oversee the activities of all standing committees
- preside over cases of repeal or impeachment concerning the president of SGA

Section 6 – DUTIES OF THE TREASURER

The duties of the Treasurer shall be to:

- manage the SGA budget
- report on the financial condition of the United Students and make these records public upon request
- complete all purchase orders for SGA and SAA
- manage the financial aspects of all fundraisers for SGA and SAA

Section 7 – DUTIES OF THE SECRETARY

The duties of the Secretary shall be to:

- record and distribute the minutes of all meetings
- carry on promptly and efficiently all correspondence of SGA and the United Students
- take roll call at all meetings and keep an accurate attendance record

- be responsible for posting the meeting notices of the United Students or SGA at least one week before the meeting, thus giving students time to read and review the agenda and minutes prior to the meeting
- publish an SGA calendar of upcoming events and scheduled meetings

Section 8 – DUTIES OF THE PUBLIC RELATIONS OFFICER

The duties of the Public Relations Officer shall be to:

- document the activities of the SGA and SAA by publishing photographs and articles both internally and externally
- handle all media relations for SGA
- attend Advisory Committee Meetings for the UAS-Sitka Campus

Section 9 – DUTIES OF REPRESENTATIVES

The duties of Representatives shall be to:

- report student needs or concerns to the SGA
- participate in meetings
- vote on SGA actions
- serve on committees or to assist with special projects as needed

Article III

Section 1 - COMMITTEES

SGA shall periodically create committees to carry out its work. SGA may establish standing (permanent) and temporary committees as it sees fit.

Section 2 – MEMBERSHIP AND CHAIRS

Membership on said committees shall be voluntary and open to all officers and representatives of SGA and to members of the Student Body of UAS-Sitka who may be appointed to committees with a majority vote of the SGA. Committee members shall vote one among them to be chair. The SGA President shall cast the tie breaking vote for a committee chair as needed.

Section 3 – DUTIES OF COMMITTEE CHAIRS

Committee chairs shall direct the work of committees, making sure that committee work is carried out in a responsible and timely fashion. Committee chairs must also present reports on committee progress to the SGA at meetings upon request of the President.

Section 4 – STANDING COMMITTEES

SGA shall have the right to establish and/or abolish standing committees as needed, with the exception of the Student Activities Committee (SAC, formerly the Student Activities Association), which shall be a permanent standing committee of at least two students.

Section 5 – STUDENT ACTIVITIES COMMITTEE (SAC)

The SAC shall oversee student activities and student clubs and organizations. The SAC shall emphasize (but not be limited to) educational and community building activities. If there is insufficient membership and/or business to occupy the SAC on a regular basis, the SGA will carry out the functions of the SAC. The SGA will provide the SAC with an activities budget each semester. The SAC shall be fully supervised by SGA. Upon request by the SGA, the SAC shall present progress reports during SGA meetings.

Section 6 – TEMPORARY COMMITTEES

SGA shall have the right to establish temporary committees as needed.

Section 7 - REPORTING

With the exception of the SAC, all committees created by SGA exist at the pleasure of SGA and must present status reports to the SGA upon its request. SGA may abolish any non-SAC committee with a majority vote.

Article IV

Section 1- TRANSPARENCY

All SGA and SAC meetings will be open to all students.

Section 2 – SPECIAL MEETINGS

Special meetings may be called by the president or by a petition of ten members of the UAS-Sitka student body. Issues must first be brought to an SGA officer's attention before students may petition for a special meeting.

Section 3- EMERGENCY MEETINGS

Emergency meetings may be called by the president or by a petition of five members of the UAS-Sitka student body. Issues must first be brought to an SGA officer's attention before students may petition for an emergency meeting.

Section 4 - ATTENDENCE

Each SGA officer or representative will be allowed a maximum of three absences during each semester, of which only two may be unexcused.

Section 5 – EXCUSED ANSENCES

An excused absence is defined herein to mean that a member has notified the SGA at a prior meeting of his or her intended absence or that the member has notified the president or secretary of his or her absence prior to the regular meeting.

Section 6 – EXCESSIVE ABSENCES

Those exceeding the allowable absences may be excused from their positions after a review by the SGA body, in accordance with Article VIII, Section 2 of this Constitution.

Article V

Section 1- NOTIFICATION OF MEETINGS

Notice of regular meetings shall be posted at least seven days in advance of the meeting. Special and emergency meeting notices must be posted no less than 24 hours prior to the meeting.

Section 2 – CONTENT OF NOTIFICATIONS

All meeting notices shall identify the meeting time and place, and, if possible, shall include agendas. Meeting notices must be posted online in a prominent manner.

Article VI

Section 1- VOTING

SGA officers and representatives shall each be given one vote. Voting will take place at meetings, and a member must attend a meeting in order to vote. A simple majority vote is required for any action. No voter may delegate his or her vote to any other person.

Section 2- QUORUM

A quorum at a regularly scheduled, special, or emergency meeting shall consist of at least a simple majority of SGA officers and representatives. If insufficient membership is present to establish a quorum of elected officers and representatives, the vote must be tabled until the following meeting. If after three meetings a quorum cannot be established, the participating members must initiate proceedings to excuse non-participating members so that the organization can continue to function, in accordance with Article VIII, Section 2 of this Constitution.

Article VII

Section 1- CANDIDACY FOR ELECTION

All SGA candidates must be members of the United Students of UAS, Sitka Campus.

Section 2 – FREQUENCY OF ELECTIONS

SGA officers and representatives shall be elected in a general election during the late spring or early fall.

Section 3 – SUPERVISION OF ELECTIONS

The SGA Advisor will oversee the election and voting method and will resolve any disputes arising from the election.

Section 4 – TERM OF OFFICE

The term of each SGA officer and representative shall be one academic year.

Section 5 – POSITIONS HELD

SGA officers and representatives shall serve from the completion of the election to the time of the completion of the next election for the same position, and no student may hold more than one SGA office unless there is insufficient SGA membership to fill all available posts. In this case an SGA member may assume the duties of more than one office as needed until the vacancy can be filled, with the exception that the President may not assume the duties of Treasurer.

Section 6 - SGA ADVISOR

The UAS-Sitka faculty and administration shall appoint one lead advisor to SGA, and that advisor shall not have voting privileges. Other faculty or staff may serve auxiliary advisors at the request of SGA and with the permission of their supervisors. The purpose of the advisor shall be to

- facilitate the operations of SGA and its membership within UAS-Sitka
- promote the organization among UAS faculty, staff, and students
- supervise the constitutional compliance of SGA

- counsel the SGA in its operations upon request of the SGA or as needed
- oversee the transparent and democratic nature of SGA elections and resolve disputes arising from elections

It shall not be the duty of any SGA advisor to perform functions that are provided to officers and representatives under this Constitution. Nor shall it be the duty of any SGA advisor to maintain SGA properties.

Article VIII

Section 1 – VACANCIES BETWEEN ELECTIONS

If a vacancy should occur on SGA between elections, SGA shall appoint an officer or representative to serve until the next election, by simple majority vote.

Section 2 – REPEAL AND IMPEACHMENT

Procedures for repeal or impeachment of SGA officers and representatives shall follow these guidelines:

- Any member incapable of, or negligent in, fulfilling his/her duties, or who is guilty of improper conduct or no longer meets eligibility requirements is subject to recall, at which time the person in question has the opportunity to explain themselves, resign, or as a last resort, be recalled.
- Any concern and all problems of neglect should be brought to the attention of the President.
- If the officer in question is the President, then the concern should be brought to the attention of the Vice President.
- If a recall is necessary, a special meeting of SGA shall be held within 14 days. At this time, the member in question shall present his/her case to a specially convened student hearing panel. This panel shall be composed of five members of the United Students appointed by the officers of SGA (not including the officer in question). At this hearing, the officer in question shall present his/her case.
- Voting by the panel shall be done by secret ballot and a supermajority vote shall be required to recall an officer. A supermajority is herein defined as three-quarters of those members present.

Article IX

Section 1- PARLIAMENTARY PROCEDURE

In order to preserve the democratic nature of SGA meetings, all SGA meetings shall be conducted using *Robert's Rules of Order* unless a majority of those present vote to dispense with it. If the present membership has voted to dispense with Robert's Rules, it is the President's responsibility to ensure that all present will be afforded the opportunity to be heard, and no one person will be allowed to dominate discussions. If the President thinks that a meeting is becoming less than democratic, he or she has the responsibility to reinstate the use of Robert's Rules during the length of that meeting, and this question shall not be put to a vote.

Article X

Section 1- AMENDING THE CONSTITUTION

An amendment to this Constitution must be put before a vote of the entire United Students. The SGA advisor will supervise this procedure to ensure that adequate notification has been given to the proposed amendment prior to the vote. An amendment will pass with a supermajority of United Students who participate in the vote.