

STUDENT GOVERNMENT ASSOCIATION

PREAMBLE

Bearing in mind the essential purpose of Historically Black Colleges and Universities, we, the students of Tougaloo College, devote ourselves to the holistic development of our community, our college campus, and our country. We pledge never to forget our heritage or culture as we strive to attain our goals for the ultimate advancement of the African American race. Moreover, we will keep the rules and regulations contained herein pertaining to our governance at Tougaloo College for the uplifting of the College and the student body.

TRANSMITTAL

The Tougaloo College Student Government Association's Constitution has been amended, codified, and adopted by the general enrollment of Tougaloo College, Tougaloo, Mississippi in 2021.

New amendments and changes have been accepted and approved by the Student Government Association, as provided in the Constitution, by the Student Government Association of the academic school year 2021-2022.

This Constitution becomes the basic law of the Tougaloo College's Student Government Association and supersedes all previous rules and regulations.

ARTICLE I NAME

The name of this organization shall be the Tougaloo College Student Government Association hereinafter referred to as SGA. SGA, for the purposes of this constitution, will consist of officers outlined in the Constitution.

ARTICLE II PURPOSE

The Student Government Association, in conjunction with the faculty and administration, recommends policy, standards, rules, and regulations governing campus conduct. Power is derived immediately from the Student Body and ultimately from the Administration of the College. The right of self-government that the Administration grants to the SGA is vested by the students in which the SGA officers are elected to represent.

ARTICLE III OBJECTIVE

The SGA shall:

- a. Provide an opportunity for full and free discussion on problems relating to the welfare of the College.
- b. Represent faithfully the College officials and faculty of the Student Body and vice versa.
- c. Execute Legislative, Executive, and through the Judicial Council- Judicial powers-primarily in matters pertaining to the Student Body.
- d. Require all organizations be under the auspice of the SGA, thereby reporting to them, when necessary.
- e. Be the overall student organization on campus.

ARTICLE IV MEMBERSHIP

All students registered at Tougaloo College are entitled to vote in special and general elections of the SGA outlined in this constitution and subject to this constitution, and are thus members of the SGA.

There shall be sixteen (16) officers within the SGA, who shall be elected by the student body:

SGA President
SGA Vice President
Miss Tougaloo College
Mister Tougaloo College
Class Presidents (4)
Class Vice Presidents (4)
Class Representatives (4)

There shall be three (3) additional officers appointed by the elected Executive Board:

Chief Justice
General Secretary
Parliamentarian

ARTICLE V OFFICER RESPONSIBILITIES

Section 1: All officers, with the exception of the General Secretary and Parliamentarian, shall have voting power.

Section 2: A mandatory transitional meeting shall be conducted by the current

SGA for the incoming SGA in April of each year following elections. The meeting will consist of a trade of knowledge, experience, and notebooks of the previous officers. This notebook will contain all events, proposals, calendars, budgets, and experiences of the past officers. The presidents of each class and the executive board must maintain their individual binders.

Section 3:

The President shall:

- a. Preside at all meetings of the SGA.
- b. Be responsible for all functions of the SGA.
- c. Represent the SGA for public occasions.
- d. Serve as the direct liaison between all Tougaloo College Administration and the Student Body.
- e. Inform SGA and student body of all concerns from the administration of Tougaloo College and vice versa.
- f. Provide monthly reports of activities relating to SGA.
- g. Appoint Chairman of the Elections Supervisory Committee.
- h. Appoint Chief Justice for Judicial Council.
- i. Serve as Chairman of the Executive Committee.
- j. Serve as Chief Ex-officio of all SGA committees, except Elections Supervisory Committee and mediator at the request of committee(s). Final decisions are made with each chair of the committee, respectfully, with the approval of the advisor.

Chief of Staff:

- a. The Chief of Staff shall be appointed by the President.
- b. The Chief of Staff shall be responsible for the coordination of the overall association under the supervision of the President.
- c. The Chief of Staff shall plan meetings of the Presidential Cabinet/Association, under the direction of the President.
- d. The Chief of Staff shall represent the President in cases where the President and Vice President are unavailable.
- e. The Chief of Staff shall perform specialized assignments delegated by the President.
- f. Is a voting member of the Student Government Association

Section 4:

The Vice President shall:

- a. Perform all the duties of the President in his/her absence or inability.
- b. Assists the President with tasks in relation to the SGA.
- c. In the event of the resignation, removal, or death of the president, the Vice President shall automatically ascend to the role of president for the remainder of the term of presidency.

- d. Serve as Chairman of the Student Activities Council and preside over all meetings.

Secretary of Student Activities:

- a. The Secretary of Activities shall be appointed by the SGA VP.
- b. The Secretary of Activities shall assist the SGA VP in day-to-day activities.
- c. The Secretary of Activities shall send correspondence to the members of the SAC.
- d. The Secretary of Activities shall call roll at SAC meetings.
- e. The Secretary of Activities shall keep record of attendance to meetings and events.
- f. Is a voting member of the Student Government Association.

***Additional appointments made by the Vice President with the consideration of the Executive Board**

1. Secretary of Public Relations
2. Photographer(s)
3. Graphic Designer(s)
4. Disc Jockey(s)
5. Event Decorator

Secretary of Public Relations:

- a. The Secretary of Public Relations shall be appointed by the SGA Vice President.
- b. The Secretary of Public Relations shall have oversight of all publications and media created by the Student Government Association.
- c. The Secretary of Public Relations shall have authority over all SGA Social Media, Photography, Videography, Digital and Print Media.
- d. The Secretary of Public Relations shall assist the president in speech writing upon request.

Photographer:

- a. The SGA Photographer(s) shall take high quality pictures at all SGA sponsored activities.
- b. The SGA Photographer(s) shall edit pictures and videos
- c. The SGA Photographer(s) shall be able to commit time to tasks and complete them in a timely manner.

Graphic Designer(s):

- a. The SGA Graphic Designer shall create attractive flyers for all SGA sponsored media.
- b. The SGA Graphic Designer shall be able to develop videos that will be posted on social media.

- c. The SGA Graphic Designer shall complete tasks within a timely manner so that they may be approved by advisors.
- d. The SGA Graphic Designer shall be able to communicate effectively and accept criticism.

Disc Jockey (DJ):

- a. The SGA DJ shall play music at all the designated SGA sponsored activities
- b. The SGA DJ shall develop appropriate playlists in advance to activities.

Event Decorator:

- a. The SGA Event Decorator shall decorate for all SGA sponsored events
- b. The SGA Event Decorator shall be responsible for the overall atmosphere of the event.
- c. The SGA Event Decorator shall make every event memorable.

Secretary of Community Service:

- a. The Secretary of Community Service shall be an SGA member appointed to the position.
- b. The Secretary of Community Service shall for the duration of the academic year maintain at least one (1) available service opportunity in the surrounding area or via online means per month.

Section 5:

The Chief Justice shall:

- a. Be Appointed by the SGA President with approval of former Chief Justice and SGA E-board approval.
- b. Be the main student educator of the student handbook.
- c. Train students of the student body on the student handbook through forums and educational seminars.
- d. Be a member of the judiciary council and participate in judicial training.
- e. Bring to the SGA the nominations for the Judicial Council associate justices.
- f. Liaison between Public Safety and Residential Life.
- g. Impeachment investigator and mediator between SGA Executive board.

Section 6:

Mister & Miss Tougaloo College shall:

- a. Serve as a host/hostess and ambassadors for the college (on and off campus).
- b. Assist in the recruiting process.
- c. Represent Tougaloo College in pageants.
- d. Be advisors to all members of the Student Body.
- e. Host forums, informative, and social events for the student body.
- f. Shall have a procedural manual for their respective positions that each person must read and follow.

- g. Chair the Royal Court

Section 7:

Class Presidents shall:

- a. Be responsible for monthly meetings with the SGA.
- b. Conduct monthly class meetings.
- c. Have an agenda at each meeting.
- d. Serve as a member of SGA President's Advisory Cabinet.
- e. Represent the class on public occasions.
- f. Report class activities, business, and concerns to the SGA.
- g. Select and appoint members to class committees.
- h. Report SGA business to the class.

Section 8:

Class Vice Presidents shall:

- a. Assume the duties in the absence, removal, or inability of the president.
- b. Oversee the functioning of class committees.
- c. Support the class president in any matter needed, in respect to SGA affairs.

Section 9:

Class Representatives shall:

- a. Plan and promote class activities.
- b. Be responsible for organizing community service projects for the class.
- c. Attend required meetings of the Student Activities Council.
- d. Serve as a member of Student Activities Council Executive board to assist the SAC Chair in official matters.

Section 10:

General Secretary shall:

- a. Be responsible for secretarial needs of the SGA.
- b. Responsible for all internal and external correspondence.
- c. Record minutes of all general and executive SGA meetings.
- d. Promptly post minutes of the SGA.
- e. Notify SGA members of called or special meetings.

Section 11:

General Parliamentarian shall:

- a. Ensure meetings are orderly.
- b. Assist members in understanding procedures.
- c. Be knowledgeable of Robert's Rules of Order and the SGA Constitution.

ARTICLE VI COMMITTEES

Section 1:

Executive Board

The Executive Board shall have general control of the affairs of the SGA subject to the

authority granted by its members. The Executive Board shall consist of the President, Vice President, Mister & Miss Tougaloo College.

Section 2: Standing Committees

Student Activities Council shall:

- a. Be responsible for the creation and implementation of the campus co-curricular activities sponsored by clubs and organizations, within the SGA.
- b. Coordinate activities of all registered student organizations.
- c. Be made up of representatives from all registered student organizations, in addition to Class Representatives.

Royal Court

- a. Chaired by Mister and Miss Tougaloo College.
- b. Are responsible for publicity for all class activities.
- c. Assist Mister & Miss Tougaloo College with publicity for all SGA and Royal Court activities.
- d. Shall consist of class misses and misters.
- e. Host events on and off campus.
- f. Assist in recruiting and are ambassadors for the institution.

Judicial Council

- a. Chief Justice will serve as a member of the council.
- b. Shall serve as a mediator to SGA affairs including but not limited to impeachments.
- c. Shall be responsible for upholding/enforcing student handbook.
- d. Shall be an unbiased representation of SGA and Student Body.
- e. Consist of four (4) students (Chief Justice and three (3) Associate Justices) plus faculty and staff.

Section 3: Ad Hoc Committees

- a. Ad Hoc committees may be added upon the recommendation of the Executive Committee.
- b. Non-functioning committees shall be promptly discharged.

**ARTICLE VII
ELECTION PROCEDURES**

Section 1: Election Committee

The SGA President shall appoint the Election Committee Chairperson. The chairperson shall have the following responsibilities:

- a. Select committee members and present committee to the SGA Executive Board, SGA advisor, and Dean of Student Services
- b. Call meetings with Election Committee
 - 1. Three meetings
 - i. The first meeting will be to train the new election committee
 - ii. The second meeting will be to review the rules and regulations and to make sure the committee is well versed.
 - iii. The third meeting will be with the Executive Board.
- c. Shall report results of all elections during SGA meeting after elections.
- d. Publicize all dates and deadlines of elections.
- e. Supervise the tabulation of ballots and prepare a certified copy of results, with signatures from the Dean of Student Services and the Director of Student Engagement for posting
- f. Hear, with committee, any election appeals.
- g. Enforce all rules and regulations set forth under Article VII
- h. With the consent of the Election Committee, make recommendations to the SGA on necessary revisions of election regulations.
- i. Assume any other responsibilities that the SGA may deem necessary.
- j. At no times shall any person actively involved in campaigning be a member of the Committee. A member may disqualify himself/herself or be disqualified by the Committee at the request of a candidate. If the Committee fails to disqualify a member upon petition by a candidate, said candidate may appeal the decision to the Student Government Association. A member who is disqualified shall not in any way participate in the Committee's action for that specific election. An alternate Committee member will be nominated by the Chair and approved by SGA Executive Board.

Section 2: Election Time

- a. Elections will be held for the offices of SGA and the Royal Court in the spring of each semester in March or April and is based on the academic calendar. The freshman class officers shall be elected for SGA and Royal Court the week following Freshman Orientation.

Section 3: Ballots and Voting

- a. All elections will be held by secret ballot.
- b. All ballots must be kept for 72 hours after official results are posted. If the election is not contested, ballots will be destroyed.
- c. All students who qualify for an office shall have his/her name placed on the ballot in alphabetical order by last name.
- d. Tougaloo College students will vote electronically through secure links received via their college email, which is the **Official** means of communication.
- e. It shall be illegal for any person to fraudulently procure or to knowingly assist in procuring the election of a candidate or group of candidates by any means.
- f. A candidate shall win by accumulating a simple majority of the total number of votes cast.

Section 4: Campaign Regulations

- a. There will be an interest meeting for all positions before the elections. This meeting is not a substitution but an addition to the mandatory candidates' meeting.
- b. The Student Government Association's advisor will be responsible for gathering the cumulative grade point average of each possible candidate, prior to application pick-up.
- c. SGA advisor and Election Committee will vet and review all applications prior to campaign meeting. After application is reviewed the committee will send out Acceptance or Rejection notices to Executive Board and Mister and Miss Tougaloo College applicants.
- d. After application is accepted a Campaign meeting will be held to go over campaign rules and more.
- e. All activities for campaigning must be cleared through the Office of Student Engagement.
- f. No campaign rallies, concerts, etc., should be held in or around academic areas during class hours.
- g. No placing of campaigning materials on trees, glass surfaces, pool tables, games, salad bar, or traffic signs. (*See Residential Hall Coordinators for placing of material within the residence halls.*)
- h. Campaigning may begin immediately following the SGA Kick-Off Rally.
- i. Verbal campaigning will be defined as speaking to or appearing before any group to influence decisions in the election.
- j. All verbal campaigning must adhere to professional manner.

- k. Removal of campaigning materials must take place within 24 hours after the election, unless candidates qualify for run-off election.
- l. Elections results are not official until 24 hours after results are posted due to appeal guidelines.
- m. There should be no deliberate removal, destruction, or defacing of any items of campaigning materials of any candidate.

Section 5: Qualification of Candidates for President and Vice President:

- a. Candidates for President must be of at least a rising senior and up classification who will be graduating the following year (academic advisors will be contacted to ensure that the student is on track to graduate).
- b. Candidates for Vice President must be of at least a rising junior.
- c. Candidates must possess a 3.0 cumulative grade point average.
- d. Candidates must be in good standing with the college (citizenship, financially current, and complete physical on file).
- e. Candidates must submit a petition with signatures of no less than twenty (20) percent of the current enrollment.
- f. Candidates for President must have one year of leadership within the SGA.
- g. Candidates for Vice President must have one year of leadership (Verified Student Leader Position or an Executive board position on a certified SAC club or organization) in a club or organization that has been approved by the Office of Student Engagement.
- h. If elected to a SGA position, there is a wardrobe fee that will be made payable by the end of the academic school year.

Section 6: Qualifications of Candidates for Mister and Miss Tougaloo College

- a. Candidates for Mister Tougaloo must be born male.
- b. Candidates for Miss Tougaloo must be born female.
- c. Candidates must be of junior classification that will be graduating the following year (academic advisors will be contacted to ensure that the student is on track to graduate).
- d. Candidates must possess a 3.0 cumulative grade point average.
- e. Candidates must submit a petition with signatures of no less than twenty (20) percent of the current enrollment.
- f. Candidates must be in good standing with the college (citizenship, financially current, and complete health records on file).

- g. Candidates for must have one year of leadership in a club or organization (Verified Student Leader Position or an Executive board position on a certified SAC club or organization) that has been approved by the Office of Student Engagement.
- h. If elected to a SGA position, there is a wardrobe fee that will be made payable by the end of the academic school year.

Section 7: Qualifications of Candidates for Class Officers

- a. Candidates must have the appropriate credit hours for the position being sought.
- b. Candidates must possess and maintain a 2.8 cumulative grade point average.
- c. Candidates must be in good standing with the college (citizenship, financially current and health records on file).
- d. Candidates must submit a petition with signatures of not less than twenty (20) percent of the current enrollment of their class.
- e. If elected to a SGA position, there is a wardrobe fee that will be made payable by the end of the academic school year.

Section 8: Violation of Election Policies

- a. The Election Committee may disqualify any candidate after a violation has occurred.
- b. The Committee may impose a fine up to \$100.00 for violation of election policies.
- c. The Committee shall address all violations within 72 hours of written complaint.

Section 9: Appeal Process

- a. If a candidate wishes to appeal an election, the appeal must be filed within 24 hours of poll closing.
- b. The Election Committee chair must be notified in writing of the appeal.
- c. The Election Committee may disqualify a candidate ex-post facto, order a recount, or the reopening of the poll for a second vote.
- d. The final decision of the Election Committee can't be repealed

**ARTICLE VIII
MEETINGS**

Section 1: Regular Meetings

Regular meetings of the SGA will be held on the 1st and 3rd Fridays, 5th if needed, during the academic year. Dress code: Business or SGA attire

Section 2: Time and Place

The time and place of the SGA meetings shall be determined at the beginning of each academic year.

Section 3: Special Meetings

Special meetings may be called at any time and place within two days of such meeting by notice from the President or his/her designee. Dress code: Business or SGA attire

Section 4: Quorum

The quorum shall be at least two-thirds of the total membership of the SGA Officers.

Section 5: Order of Business

Unless altered or suspended at any meeting by the majority vote of the members present, the following shall be the order of business at meetings of the SGA:

- Ascertainment of members present
- Reading of previous minutes
- Reading of correspondence
- Report of Officers
- Report of Committees
- Unfinished Business
- New Business

Rules of procedure laid down in Robert's Rules of Order shall govern the SGA except as otherwise herein provided.

**ARTICLE IX
EXPULSION, SUSPENSION, OR REMOVAL OF OFFICERS**

The SGA has the right to expel, suspend, or remove any officer based on the following sections:

Section 1: Attendance

- a. Attendance at SGA meetings is defined as presence from the initial roll call through adjournment.
- b. SGA members who have a total of three (3) unexcused absences will be evaluated for removal by the SGA's advisor.
- c. Excused absences will be determined by the SGA's Advisor.
- d. Three (3) tardies will constitute an absence.
- e. Absence from mandatory workshops will count as a regular absence.

- f. Absentee notices can be denied based on severity and reason for the absence. Absentee notices will be evaluated, documented, and archived by the advisor and SGA President.

Section 2: Academic Integrity

- a. Each officer is required to maintain the 3.0 cumulative grade point average for Executive Board and Royal Court chairs and 2.8 for class positions at which he/she was elected. If he/she fails to meet the cumulative grade point average at the end of the semester, the SGA's advisor will be responsible for removing the SGA member.

Section 3: Conduct

- a. Each officer is expected to conduct him/herself, in all official matters, in a manner, which allows the best representation of his/her constituents.
- b. Any code of ethics violation which is but is not limited to the academic integrity, social media conduct, or judicial proceedings will be evaluated by the advisor and Dean of Students. This violation, depending on its severity, will cause for the removal of the officer.
- c. SGA members must adhere the student handbook.

Section 4: Inactive Membership

An officer of the SGA may enter into inactive membership under these terms:

- I. If role and obligations to the office are unfulfilled because of extremely low attendance, academic pressures (i.e. failing grades, reports from professors or advisors, etc.), conduct, work related conflicts, and other behaviors deemed by the advisor as a conflict with the mission and purpose of the SGA.
- II. Inactive membership does not supersede or overrule the entire article ix which outline how a member of student government association will be removed or disciplined. If there is a case of expulsion, suspension, removal, or inactive membership of an officer, the final determinant of expulsion, suspension, removal, or inactive membership will be decided by the SGA's advisor and SGA President.

Under the terms listed in *Inactive Membership*, the officer who goes into inactive membership forfeits:

- I. Wearing any SGA paraphernalia to any **official** event.

- II. Participating in any SGA events as an officer (i.e. operational meetings, leadership trainings, and social, intellectual, and/or informative events).
- III. Voting and other privileges as notated in SGA's Constitution.

Section 5: Fulfillment of Officer Responsibility

- a. Fulfillment of officer or committee responsibility shall be determined by evaluation of the execution of duties of officers as outlined and the duties of committee chairs assigned.
- b. Any misuse of the Student Government Association's property (keys, letterhead, SGA office, etc.) can result in immediate suspension/expulsion from the SGA.
- c. Evaluations shall be done at the end of each semester for each member of SGA by the E-board, SGA Peers, and SGA Advisor. This will determine eligibility for Spring elections and provide improvement for the upcoming semester. Based on SGA business

Section 6: Process: Warning Letters

- a. Will be given at 2 tardies. After a warning letter has been received the next offense will result in an absence.

Tardy Policy:

- 1. There shall be two (2) forms of absences and tardies that may be received by members of the Student Government Association: excused and unexcused.
- 2. Submitting an excuse to the proper individuals in the appropriate time frame shall not guarantee an excused absence or tardy shall be received.
- 3. Excused absences shall be given if the excuse is submitted at least 24 hours before the event and/ or for the following reasons:
 - a. Death of Immediate Relative
 - b. Class or required attendance at an official university function
 - c. Documented Illness or Health Condition
 - d. Other reasons shall be at the discretion of an individual approved to give an excused or unexcused absence or tardy.
- 4. Unexcused absences and tardies shall be considered anything that does not fall into one of the categories listed in clause B of this section.
- 5. The following individuals shall have the authority to assess whether an absence or tardy shall be counted as excused or unexcused:
 - a. The Advisor
 - b. Executive President
 - c. Chief of Staff
- 6. The individuals listed in Clause E of this section shall have the authority to waive the twenty-four (24) hour requirement in cases they deem appropriate.

- a. Will be given at 2 absences. After a warning letter has been received the next offense will result in expulsion.

Office Hours:

1. Certain members of this government, as stated in the SGA Constitution and the Code of Laws, shall be required to complete a certain number of office hours. The hours shall be as follows:
 - a. The President shall work a schedule of no less than five (5) office hours per week. The schedule shall be set at consistent times each week. This shall be publicly posted on the President's office door.
 - b. The Vice President shall be required to complete no less than four (4) office hours per week.
 - c. The Chief Justice shall be required to complete no less than four (4) office hours per week.
 - d. The Chief of Staff shall be required to complete no less than three (3) hours per week.
2. Office hours shall be logged daily through paper or electronic means. Office hours may not be backdated. The officers listed in Clause 1 shall be responsible for logging office hours by the end of each week. They shall submit these hours for verification to the Secretary or his/her designee no later than two (2) class days after the weekends.

**ARTICLE X
BYLAWS**

- Section 1:** Amendments to this Constitution may be made at any regular meeting by a two-thirds vote of the SGA, provided that due notice of the proposed amendments have been given to the SGA at the previous regular scheduled meeting. Amendments shall become effective immediately after a referendum of twenty percent of the Student Body votes, with a majority in favor for adoption.
- Section 2:** Any student may initiate a petition with the student body. The SGA shall act upon the petition provided it is signed by not fewer than twenty percent of the enrolled student body within the academic calendar and two weeks before elections. Therefore, the matter can be properly addressed by the current SGA before any election conflict can occur.
- a. Campus concerns and petitions (i.e. cafe or grill problems, student activities available, etc.) will be brought to the SGA.
 - b. Election concerns and petitions will be handled by the election committee, the advisor, and the Dean of Students.
- Section 3:** Special election to fill vacancies may be called upon by the SGA or the SGA has the right to make appointments to fill vacancies.
- Section 4:** Reports, of any nature, must be typed, dated, and copied in order to be presented to the SGA.

- Section 5:** Due to a conflict of interest, SGA members who belong to other organizations cannot submit proposals.
- Section 6:** Proposals may be rejected or tabled for any reason as deemed by the SGA.
- Section 7:** The SGA shall approve two (2) students to serve on the Judiciary Council and two (2) students to serve on the Disciplinary Review Committee.
- Section 8:** Upon removal or the step down of a SGA position, these are the following steps of order:
- a. The Vice President will be claiming the presidency position.
 - b. The SGA will vote, in house, on which current SGA member will assume the vice presidency position.
 - c. The Executive Board will appoint a secretary or parliamentarian, if a vacancy should occur.
 - d. The class officer positions do not have to be filled. If the presidency position is vacant, the Vice President will assume the position.
- Section 9:** All campus organizations must register with the SGA through the Student Activities Committee.
- Section 10:** All campus organizations, in order to be considered active, must comply with the rules and regulations set forth by the Student Activities Committee.