



*Student Government
Association
Constitution*

**BOWIE STATE UNIVERSITY STUDENT GOVERNMENT ASSOCIATION
CONSTITUTION**

Preamble

We the undergraduate students of Bowie State University, understand that the mission of Historically Black Colleges and Universities is to educate and develop individuals to assume leadership in their communities; Therefore, it is necessary that this tradition be upheld in order to secure to us the right of self-government and a holistic education, while sustaining the fundamental law governing the undergraduate student body.

Bowie State University's Student Government Association constitution highlights the objectives for its students to encourage student's initiative, to facilitate scholastic achievement, and to strengthen the student body. Furthermore, the Student Government Association will uphold the core values and mission of this institution while preparing men and women for positions of leadership and service in the community, nation, and world.

In order to ensure this, the students of Bowie State University constitute Student Government Association as a gateway to provide a vehicle whereby leadership skills can be exercised through practical application, in order to support student affairs, to advance and support the general welfare of the student body while promoting harmony between students, administrators, faculty, staff, and alumni. Student participation in shared governance of the university is vital to reinforce the mission of Bowie State University.

We the Student Government Association hereby establish and adopt the following constitution and by-laws. The Student Government Association of Bowie State University adopts this constitution. This constitution supersedes all previous constitutions. This constitution will serve to ensure undergraduate students' roles and responsibilities in shared university governance.

ARTICLE I: Branches, Structure, Membership and Purpose

Section I: Branches:

The Student Government Association shall consist of all duly elected officers of the Executive Branch, the members of the Legislative Branch and the members appointed to the Judicial Branch.

Section II: Structure:

The Student Government Association shall be divided into three branches as follows: Executive Branch, Legislative Branch and Judicial Branch.

- The Executive Branch shall be comprised of: President, Vice-President, Secretary, Treasurer, Solicitor General, Campus Activities Board President, Campus Activities Board Vice-President, Class Presidents, Director of Marketing, Miss Bowie State University, Mister Bowie State University, Senate Member at Large, Historian, Director of Commuter Services, and any appointed members deemed by the President.
- The Legislative Branch shall be comprised of the Board of Senators. The Board of Senators shall consist of: elected senators from each of the Colleges, (1) senator from The Residence Hall Association, (1) senator from Commuter Student Association, (1) Senate Member-At-

Large, (1) senator from the Council Independent organizations (CIO), (1) senator from the National Pan-Hellenic Council (NPHC), each class Vice President, Campus Activities Board Vice President, and at least (1), maximum of (4), elected senator(s) to represent all campus organizations.

- The Judicial Branch shall be comprised of the Solicitor General, Bowie State University Conduct Board and appointed members by the Solicitor General representing each classification.
- Any vacancy in the Student Government Association shall be selected by appointment from the President of the Student Government Association through an application and interview process.
- The Student Government Association shall be under the supervision of an assigned advisor by the Vice President of Student Affairs/or designee.

Section III: Purpose

The purpose of the Student Government Association shall be as follows:

- Shall provide effective student representation, and effective leadership for the Bowie State University student body.
- Shall serve as a forum whereby student opinions, views, and aspirations can be properly discussed and acted upon.
- Shall act as a liaison group between the student body, the faculty/staff, and the University administration.
- Shall provide effective planning, execution and evaluation of all activities affecting the undergraduate body of the Bowie State University community.
- Shall help students and student organizations with special concerns.
- Shall work with the student body and the University administration in bringing about changes in institutional policies and regulations.
- Shall foster and recognize high standards of service, advocacy and professionalism as demonstrated through the Bowie State University's core values, in the furtherance of educational purpose and the overall mission of Bowie State University.
- Shall promote University spirit.
- Shall take all necessary steps to protect the welfare of the student body and to ensure each student the opportunity to develop into a productive Bowie Man and Bowie Woman.

Section IV: Membership

All undergraduate students enrolled at Bowie State University, as so defined by the Office of the Registrar shall be a member of the Student Government Association. All students who meet the necessary qualifications shall be eligible to participate as an officer in the Student Government Association.

ARTICLE II: Executive Branch

1. All executive powers herein granted shall be vested in the Executive Branch of the Student Government Association. The role of the Executive Branch shall be to enforce and execute the actions of the Legislative Branch and the rulings of the Judicial Branch either upon its own initiative or with the aid of the other Branches.

2. The Executive Branch shall be comprised of the Executive Board. The Executive Cabinet headed by the President, shall include: President, Vice-President, Executive Secretary, Executive Treasurer, Solicitor General, Campus Activities Board President, Campus Activities Board Vice-President, Class Presidents, Marketing Director, Miss Bowie State University, Mister Bowie State University, Senate Member at Large, Director of Commuter Services, Historian, and any appointed members deemed by the Executive Cabinet.

Section I: Executive Board Roles & Duties

The role of the Executive Cabinet shall be to:

- Assist the President on rulings relative to bills passed by the Senate by recommending passage or rejection of such proposed legislation.
- Recommend to the President removal of officers from the Executive Cabinet. All recommendations need to be in writing, signed and dated.
- Assist in keeping the President of SGA informed on all matters pertinent to the student body.
- Work with the student body and the University Administration on institutional policies and regulations.

Section II: President

The role of the President shall be as follows:

- The President of the Student Government Association will call and preside at all executive and joint executive legislative meetings and will vote only in the case of a tie.
- The President or designee, by virtue of the position, will automatically serve as a SGA representative on the BSU University Council and will serve on all University committees that require such representation.
- The President will meet with the University President once a month.
- The President will provide the student body each month with information concerning the operation and activities of the Student Government Association and about general university/system wide issues.
- The President shall take care to ensure that this “Constitution of the Student Government Association of Bowie State University” is faithfully executed at all times.
- The President will present to the Senate on the seventh week of both regular academic semesters a comprehensive report on the State of the SGA.
- The President will be bound by the oath of office to provide leadership for the student body.

- The President is responsible for following up on all official student complaints submitted to the Student Government Association.
- The President is not responsible to any particular class or organization but instead represents the general welfare of the student body.
- The President or the Vice President of the Student Government Association shall serve on the USMC (University System of Maryland Student Council).
- The President will appoint students to represent the university at intercollegiate and national activities; will advise the Senate for its approval; and will submit proposals including the budget to the Senate of such appointments.
- The President must execute bills passed in the Senate and approved by the Executive Branch.
- The President shall have veto power of all legislation passed by the Student Legislative Branch (Student Senate) within ten (10) school days.
- The President will appoint and receive Ambassadors, and appoint committees to non-policy posts, without Legislative approval.
- The President-elect will have the power to appoint people to any elected office in the event that no one seeks to run for that perspective office.
- In the event that no one seeks to run for the office of the President of the SGA, the existing President of the SGA will have the authority to appoint a successor with the approval of the existing Student Senate.
- In the event that no one seeks to run for the office of the Vice-President of the SGA, the newly appointed President will have the authority to appoint a Vice-President with the approval of the existing Senate.
- The President will reserve the right to declare a state of emergency and to use such powers as deemed necessary until the next regularly scheduled meeting of the Senate.
- The President will have the power to call emergency meetings.
- The President shall have the power to call the Senate to a special session.
- In case of the removal of the President of the Student Government Association from office or in case of the President's absence, resignation, death or inability to discharge the duties of the office, the line of succession is as follows: Vice- President, Senior Class President, and Junior Class President.
- The President is authorized to act in the best interest of the student body and the Student Government Association during the summer months. Some decisions made, such as appointments to policy posts and appointment of the Treasurer, will be valid for the summer, but will require legislative approval when the newly elected Student Legislature reconvenes.

- The President shall have the authority to suspend, with the majority vote of the Executive Branch, any SGA officer for failure to fulfill three (3) or more duties as assigned within a semester. Suspensions may not last more than thirty' (30) business days.
- The President will have their Christa McAuliffe Residential Community room charges covered by Student Government Association. This remuneration will not include board charges, which will be the responsibility of the Student Government Association President.
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- A. Student Government Association will cover the summer housing charge for the SGA President.
- B. The Student Government Association President will receive a stipend amount up to \$1,500 per semester as determined by the Finance Committee.
- C. If the Student Government Association President is suspended or in the midst of impeachment proceedings, he or she will not receive their stipend at that time.
- D. Approval for the stipend will come from the Vice President of Student Affairs and The Student Government Association Advisor and the Student Government Association Vice President after an evaluation.
- The Student Government Association President will be advised as needed by, the Vice-President of Student Affairs or Designee(s).

Section III: Vice President

The role of the Vice President shall be as follows:

- The Vice President shall serve a dual role by acting as co-chair of the Executive Branch and chair of the Student Senate. Additional roles and responsibilities of the Vice President are stated in Article IV, Section III of this Constitution.
- The Vice President will, at all times, work in close cooperation with the President of the Student Government Association.
- As a member of the Executive Branch, the Vice President will present all bills passed in the Senate to the Executive Cabinet for approval or veto. The Vice President will keep the Executive Cabinet and the President informed of all Senate activities.
- In case of the removal of the Vice President of the Student Government Association from office or in case of the Vice President's absence, resignation, death or other inability to discharge the duties of the office, the line of succession is as follows: Senior Class Vice President and Junior Class Vice President.
- The successor to the office of the Vice President will only hold office temporarily, and elections will be held by the Senate for a new Vice President within 72 hours of the original vacancy.
- Make monthly reports to the Senate.

- Serve as liaison to the Office of University Relations & Marketing.
- Is responsible for activities, communications, and public relations to all local, state, and national organizations affecting Bowie State University Student Government Association.
- The Vice President will assist the President when necessary in making official announcements to the University and the external community.
- The Vice President shall serve on the USMC (University System of Maryland Student Council).
- The Vice President will have the authority to act in the best interest of the student body and the Student Government Association during the summer months. Some decisions made will be valid for the summer, but will require legislative approval when the Student Senate reconvenes.
- The Vice President will have their Christa McAuliffe Residential Community room charges covered by Student Government Association. This remuneration will not include board charges, which will be the responsibility of the Vice President.

A. Student Government Association will cover the summer housing charge for the SGA Vice-President.

B. The Student Government Association Vice-President will receive a stipend amount up to \$1,500 per semester as determined by the Finance Committee.

C. If the Student Government Vice-President is suspended or in the midst of impeachment proceedings, he or she will not receive their stipend at that time.

D. Approval for the stipend will come from the Vice President of Student Affairs and The Student Government Association Advisor and the Student Government Association Vice President after an evaluation.

Section IV Class Presidents

The role of each Class President shall be as follows:

- The Class President of the various classes will serve as liaisons between their respective classes and the Executive Branch.
- The Class President will inform their constituents of Executive Branch actions, and they will inform the Executive Branch of their class actions.
- The Class President will submit proposals to the Executive Branch for their approval.
- The Class President will attend all Executive Branch meetings or send the Vice President.
- The Class Presidents are required to meet with Class members once a month to give updates on relevant issues.

- The Class President will carry out duties and directives as assigned by the Student Government Association President.
- The Class President shall prepare a monthly report to be submitted to the Executive Branch outlining all activities that occurred during the month.
- Class Presidents shall receive a stipend up to the amounts determined by the Finance Committee as follows:
 - Freshmen Class President shall not exceed Five hundred dollars (\$500.00) per semester.
 - Sophomore Class President shall not exceed Seven hundred and fifty dollars (\$750.00) per semester.
 - Junior Class President shall not exceed Seven hundred and fifty dollars (\$750.00) per semester.
 - Senior Class President shall not exceed One Thousand dollars (\$1,000.00) per semester.
- Additional roles and responsibilities of the Class Presidents are stated in Article III, Section XIII of this Constitution.

Section V Student Government Association Director of Marketing

The role of the Marketing Director shall be as follows:

1. The Director of Marketing shall advocate for the students and make them aware of Bowie State University events as well as University updates (i.e. fliers, word of mouth, social media).
2. The Director of Marketing is an appointed position with the approval of the Senate.
3. The Director of Marketing shall meet with University Relations and Marketing (URM) at least twice a semester.
4. The Director of Marketing shall work cohesively with University Relations and Marketing (URM) to include the students' appearance on the university website.
5. The Director of Marketing shall create sponsorship packages and reach out to external connections to financially support school events.
6. The Director of Marketing shall sit on any committee as the Student Government Association President sees fit.
7. The Director of Marketing shall be charged with disseminating publications such as brochures, press releases, position papers, newsletters, etc. to the students of Bowie State University.
8. The Director of Marketing shall be responsible for promoting ALL Student Government Association meetings, events and programs.
9. The Director of Marketing shall be in charge of the current administration social media platforms and they shall monitor all social media for SGA.
10. The Director of Marketing shall implement "new" and "innovative" ways to market the Student Government Association to the Bowie State University community.

11. The Director of Marketing shall receive a stipend up to the amount of seven hundred and fifty dollars (\$750.00) per semester as determined by the Finance Committee.
12. The Director of Marketing is responsible for updating and managing the SGA website on the university portal.

Section VI Student Government Association Executive Treasurer

The role of the Treasurer shall be as follows:

1. The Treasurer will be appointed by the Student Government Association President with the approval of the Senate immediately following the spring elections and before the end of the spring semester. (*If necessary the President will have to call the senate to a special session.*)
2. The Treasurer will keep an accurate record of ALL income and expenditures of the Student Government Association and its entities.
3. The Treasurer will give a full financial report bi-weekly to the President of the Student Government, all Student Government Association Officers, and the Student Government Association Advisor.
4. The Treasurer will prepare a monthly full financial report and make it available to the Student Body.
5. The Treasurer shall make monthly reports to the Senate at the end of the month.
6. The Treasurer, along with the President of the Student Government Association and the Student Government Association Advisor, shall be the only authorized signatures on all financial transactions. Failure to follow this will result in freezing of the Student Government Budget. (*Regardless of responsible party*)
7. The Treasurer will submit all budget transactions to the Student Government Association Advisor for verification of funding and approval.
8. The Treasurer, along with the President, will meet weekly with the Student Government Association Advisor, to receive training on and review the university's budget process and reconcile budget records.
9. The Treasurer will serve as the chair of the Finance Committee. (See Article III, Section X)
10. The Treasurer shall work with the class treasurers on keeping their cabinets in budget.
11. The Treasurer will receive a stipend up to the amount of One thousand dollars (\$1,000.00) per semester as determined by the Finance Committee.
12. The Treasurer shall approve all budget transactions including purchase order (P.O.) expenditures, reimbursements, budget transfers, credit card charges funded by the Student Government Association budget.
13. The Treasurer shall create operating procedures to govern the Finance Committee.

Section VII Executive Secretary

The role of the Executive Secretary shall be as follows:

- The President of Student Government Association without Senate approval shall appoint the Executive Secretary.

- The Executive Secretary shall keep an official record of all bills, proposals, and resolutions passed by the Senate, and job descriptions of all Student Government Association officials, elected and/or appointed.
- The Executive Secretary shall keep an accurate roll of all active officials of Student Government Association.
- The Executive Secretary shall keep and report the minutes of all Executive Cabinet and Student Body meetings.
- The Executive Secretary shall coordinate the clerical duties of all SGA personnel.
- The Executive Secretary shall receive a stipend up to the amount of seven hundred and fifty dollars (\$750.00) per semester as determined by the Finance Committee.

Section VIII Campus Activities Board President

The role of the Campus Activities Board President shall be as follows:

1. The Campus Activities Board shall be under the leadership of a Campus Activities Board President.
2. The Campus Activities Board President is responsible for SGA events regardless of branch origin.
3. The Campus Activities Board President is responsible for submitting a schedule of events to the Executive Cabinet one month prior to the start of a new semester or as indicated by the Student Government Association President.
4. The Campus Activities Board President upon request from the Student Government Association President or Vice President and/or Student Government Association advisor will furnish updates on events.
5. The Campus Activities Board President will work closely with the Treasurer, as all funding for programming has to be presented to the Finance Committee for approval.
6. The Campus Activities Board President should meet at least bi-weekly with the Student Government Association advisor to plan, coordinate and update events and activities schedules.
7. Student Government Association will cover the summer housing charge for the Campus Activities Board President.
8. The Campus Activities Board President will receive a stipend up to and will not exceed the amount of one thousand-five hundred dollars (\$1,500.00) per semester as determined by the Finance Committee.
 - A. The Campus Activities Board will consist of six (6) students – including the Campus Activities Board President and will be responsible for the planning and coordination of all events that are sponsored by the Student Government Association.
 - Campus Activities Board should prepare and make available an activities calendar of all proposed events for the semester for the approval of the Student Government Association advisor and Campus Activities Board advisor.

Section IX Campus Activities Board Vice President

The role of the Campus Activities Board Vice President shall be as follows:

- The Vice President of the Campus Activities Board will work in close cooperation with the Campus Activities Board president.
- The Vice President shall assume the duties and responsibilities of the President in the event of the President's absence.
- The Vice President of the Campus Activities Board is responsible for keeping the student organizations/clubs abreast to bill proposals passed under the legislative branch.
- The Vice President of the Campus Activities Board will be the Vice Chair of the House of Organizations under the Senate including all active organizations.
- The Vice President will work with the Campus Activities Board Treasurer and the Student Government Association Executive Treasurer to ensure that each active student organization receives allotted money as deemed appropriate by the their allotted money to program (Should not exceed \$500).
- The Vice President of the Campus Activities Board is responsible for submitting a schedule of activities for the next month on the last Friday of the month prior.
- The Vice President of the Campus Activities Board should meet with the President of the Campus Activities Board and the Vice President of the Student Government Association bi-weekly for the purpose of coordinating/updating events and activities schedule.
- The Vice President shall sit on the Senate and provide an update of activities at each Senate meeting.
- Student Government Association will cover the summer housing charge for the Campus Activities Board Vice President.
- The Campus Activities Board Vice President will receive a stipend up to and will not exceed the amount of seven hundred and fifty dollars (\$750.00) per semester.

Section X Mister and Miss Bowie State University

The role of Mister and Miss Bowie State University shall be as follows:

- Mister Bowie and Miss Bowie State University shall represent the Student Government Association and the University at official functions, thus serving as the official ambassadors of the University and the Student Government Association.
- At the beginning of their reign, Mister and Miss Bowie State University shall create an advising committee consisting of the Student Activities Coordinator, Student Government Association President and two advisors of choice approved by the Student Activities Coordinator.
 - One chosen by Mister Bowie and one chosen by Miss Bowie:
 - Mister and Miss Bowie and the Advisory Committee shall meet at least twice a month as a whole with all members of the committee.
- During each regular semester Mister Bowie and Miss Bowie State University will be required to establish and maintain a platform by performing at least three on or off campus community service projects each semester and at least three programs.

- Each project should enhance not only the student body but also the community around Bowie State University. Mister and Miss Bowie Advisory Committee, and the Student Government Association must approve each project.
- Each project shall be documented and reported to the Mister Bowie and Miss Bowie State University Advisory Council and the Student Government Association President respectively.
- Miss and Mister Bowie State Shall each host one program catered to freshmen women (for Miss) and men (for Mister) during the week they move on campus. This program may be included as one of their three programs for the fall semester.
- Mister and Miss Bowie State University have the option of programming through the League of Extraordinary Gentleman and the Society of Sophisticated Ladies or any equivalent group throughout their reign. They have the option for it to be funded as an organization under the campus activities board.
- Should Mister Bowie and Miss Bowie State University fail to meet or perform the requirements of the title, their crown shall be removed as determined by the advisor committee and approved by the legislative branch.
- In case of removal from office or resignation, death, or other inability to discharge the duties of Mister Bowie and Miss Bowie State University upon the first day of each semester; the line of succession shall be as follows: Mister or Miss Black and Gold and in the event that they are not able to assume the position it will be Mister or Miss Essence.
- Mister Bowie and Miss Bowie State University shall have their room charges covered by Student Government Association.
 - If Mister and Miss Bowie State want to stay in Christa McAuliffe Residential Community, the Student Government Association will cover the cost of lowest rate. It will be Mister & Miss Bowie State's responsibility for covering any remanding balance.
- Student Government Association will cover the summer housing charge for Mister & Miss Bowie State University.
- Mister and Miss Bowie will receive a stipend each up to and will not exceed the amount of seven hundred and fifty dollars (\$750.00) per semester.
- Mister Bowie and Miss Bowie State University shall receive financial support for sponsored activities and events as decided by the Finance Committee.
- Mister and Miss Bowie State University have the option to fundraise immediately after being elected and throughout their reign to assist the sponsored parties (i.e. The Office of Student Life, and The Student Government Association). In order to help with the cost of attire, community service initiatives, travel, for them and their royal court members.
- The Student Government Association will work collaboratively to help fund the following: Mister and Miss Bowie State University with coronation, expenses for the National Alumni Hall of Fame Pageant (Miss HBCU) and the Mister HBCU Pageant, travel, and activities.
- Mister Bowie and Miss Bowie State University shall serve on committees as designated by the Student Government Association President.
- Mister Bowie State University shall organize the Mister. Bowie State University competition, and Miss Bowie State University will organize the Miss Bowie pageant. This will be done in conjunction with the Student Government Association Advisor or designee, the Elections Committee and the Mister and Miss Bowie Advisory Committee.

- Mister and Miss Bowie State University shall conduct at least two royal court meetings with their court every month and conduct mid -year evaluations for all members of the royal court.

Section XI Bowie State University Royal Court

There shall be two attendants to Mister and Miss Bowie State University and they shall be officially named Mister and Miss Black & Gold and Mister and Miss Essence. These positions are not Student Government Association officer positions and will not have representation on the Executive Board, unless they are designated by Mister and Miss Bowie State University to represent them. In this event, there shall be only one vote submitted for Miss BSU and one submitted for Mister BSU.

The roles and responsibilities of the attendants to Mister and Miss Bowie State University are as follows:

1. The attendants must fill out an application and be interviewed by the Mister and Miss Bowie State University and Advisor within the first two calendar weeks.
2. They must meet the qualifications set forth for all appointed Student Government Association positions and the approval of the Mister Bowie and Miss Bowie State University Advisory Committee:
 - A. Must have 45 credits or more
 - B. Must have a Cumulative GPA of 2.7 or higher.
 - C. Two letters of recommendation upon applying for the position of an attendant.
 - D. A letter of intent shall also be turned in at the time of applying.
3. The attendants shall assist Mister and Miss Bowie State University with their platforms.
4. Be prepared at all times to fill in for Mister and Miss Bowie State University when needed.
5. Assist and provide input and feedback to Mister and Miss Bowie State University in determining all programs done on behalf of the Royal Court.
6. Assist Mister and Miss Bowie State University in producing monthly reports to Student Government Association informing them of the status of the Royal Court (i.e., upcoming events, needs, outcomes of programs, etc.).
7. Represent the Bowie State University Royal Court at all on and off campus programs and events when such representation is deemed appropriate.
8. Shall have the option of hosting their own programs and community service events.

Sub-Section XII Class Royals

The Royal Court shall be comprised of Mister and Miss Bowie State University, the four (4) class queens, and the four (4) class kings. The duties and responsibilities of the Class Queens and Kings are outlined below:

Class Queens

1. Officially represent their respective classes at any functions on or off the University campus.
2. The Class Queens shall serve as ambassadors of their respective classes, the University, and the Student Government Association.

- The Class Queens shall perform **two community service projects** each semester, which should be approved by Mister and Miss Bowie State University and their Advisory Committee before the first day of each semester.
 - These community service projects should be unique and not done by a class royal the previous year. The community service should also be designed to enhance their respective classes and the university.
- 4. The Class Queens shall be a part of the Royal Court.
- 5. Class Queens must maintain a cumulative GPA of a 2.7.
- 6. Any disciplinary action needed in regards to academics, conduct, or behavior will be addressed by Mister and Miss Bowie State University and appropriate actions will be taken with the approval of their Advisory Committee, Student Government Association President, Coordinator of Student Activities and the Vice President of Student Affairs or designee.
- 7. Attend all regularly scheduled class meetings, sporting events, seminars, workshops, pep rallies, lectures, school sponsored events and willing to accept responsibility for any duties or activities that are assigned by Student Government Association /University including but not limited to committee reports, projects, community service, fund raisers, speaking engagements, leadership conferences, meetings.
- 8. Assist Mister and Miss Bowie State University with the Coronation planning, attend rehearsals and practices.
- 9. Perform duties assigned by the University/Mister and Miss Bowie State University Advisors Committee.
- 10. The Class Queens will report to Miss Bowie State University with their programs and community service event ideas for approval, then submit them to their respective class executive boards.
- 11. The Class Kings and Queens are The Student Government Association officer positions and shall be sworn in at Fall Convocation.

Class Kings

1. Officially represent their respective classes at any functions on or off the University campus.
2. The Class Kings shall serve as ambassadors of their respective classes, the University, and the Student Government Association.
3. Before the first day of each semester, The Class Kings shall present **two community service projects** and **two programs** each semester, which should be approved by their class executive boards and Mr.&Ms. Bowie State University. .
 - A. These community service projects should be unique and not done by a class royal the previous year. The community service should also be designed to enhance their respective classes and the university.
4. The Class Kings shall be a part of the Royal Court.
5. Class Kings must maintain a cumulative GPA of a 2.7.
6. Any disciplinary action needed in regards to academics, conduct, or behavior will be addressed by Mister and Miss Bowie State University and appropriate actions will be taken with the approval of their Advisory Committee, Student Government Association President, and The Vice President of Student Affairs.
7. Attend all regularly scheduled class meetings, sporting events, seminars, workshops, pep rallies, lectures, school sponsored events and willing to accept responsibility for any duties or

activities that are assigned by Student Government Association /University including but not limited to committee reports, projects, community service, fund raisers, speaking engagements, leadership conferences, meetings.

8. Assist Mister and Miss Bowie State University with the Coronation planning, attend rehearsals & practices.

9. Perform duties assigned by the University/Mister and Miss Bowie State University Advisors Committee.

10. The Class Kings will report to Mister Bowie State University with their programs and community service event ideas for approval, then submit them to their respective class executive boards.

11. The Class Kings and Queens are The Student Government Association officer positions and shall be sworn in at Fall Convocation.

Section XIII Classes of Student Government Association

Sub-Section I

The Senior, Junior, Sophomore, and Freshmen classes shall have representatives that will work on their behalf. The class cabinets shall be composed of seven basic officers, the Class President, the Class Vice President, the Class Royals, the Class Treasurer, the Class Secretary, with the option of a Class Historian.

Sub-Section II Class President

- Class President shall have all powers granted in the Executive Branch article of the Constitution.
- Class President shall deliver a “State of the Class” address to the full Senate and the student body at the beginning and end of each semester.
- Class President shall meet with their constituents once a month.
- Class President shall have the power create positions for their respective cabinets. Each position created must include a detailed description of the position to be given to the Executive Secretary and Solicitor General. Class Presidents shall also be able to remove officers from their cabinet with the approval of the Student Government Association advisor and the class advisor. When removing persons from positions, after thorough investigation, persons can only be suspended or removed if they are not in compliance with their job description and/or violated the Student Code of Conduct.
- Class President shall be bound by the oath of office to provide leadership for their respective student body.
- Class Presidents shall have the ability to assign additional duties to their officers.
- Class Presidents shall receive a stipend in an amount as sanctioned by the Finance Committee.

- Senior class president is to serve on the commencement committee and attend all commencement related meetings.

Sub-Section III Class Vice President

- Class Vice President shall assist the Class Presidents in presiding over all class meetings.
- Class Vice President shall perform all designated duties of the Class President in their absence.
- Class Vice President shall see to it that all functions of class committees are carried out.
- Class Vice President shall be the Senate representation for their respective classes. They will report to their Presidents and cabinets on all Senate activities.
- Class Vice Presidents will serve as the executive board for the Senate. Their roles and responsibilities will be outlined in accordance to the Vice President's agenda. The Senior Class Vice President will serve as the Vice Chairperson of the Senate. The Junior, Sophomore, and Freshman Vice Presidents will serve as Executive Senators.

Sub-Section IV Class Royals

- The Class Kings and Queens shall represent their respective classes at official functions as designated by their Class President.
- The Class Kings and Queens shall serve as ambassadors of their respective classes, the University, and the SGA.
- The Class Kings and Queens shall be part of the University Royal Court.
- The Class Queens/King will report to the class executive board with their programs and community service events ideas for approval, then submit them to Miss/Mister Bowie State University.

ARTICLE III Legislative Branch

Section I Membership

The Senate shall consist of the Vice President of the Student Government Association, a Vice Chairperson, Elected Senators from each school, a Senate Member-at-Large, and Legislative Aides.

Section II Duties of the Senate

The Senate shall be the voice of the students at Bowie State University. The duties of the Senate shall be as follows:

- The Senate shall meet at least twice a month. The meetings shall be scheduled at the conveyance of the majority of the full Senate or when designated by the Senate Chairperson.
- The Senate shall not assemble during Mid-Term and Final Examination periods.
- The Senate shall maintain an official record of its actions to be made available to the public on request.
- The Senate shall override a presidential veto with a two-thirds vote.
- The Senate shall conduct official business only when a quorum is in attendance.
 - A quorum shall constitute as two-thirds of all seats. If there is a problem with this, the Senate Chairperson shall be able to determine a new quorum.
- The Senate shall be able to determine by a two-thirds approval the rules of its proceedings and publish them as a Senate Code. If the code is established, all Senators shall be bound to follow the code.
- The Senate shall operate during the summer and winter with the Senators in the immediate area.
- The Senate shall approve by a two-thirds vote all Student Government Association bills, proposals, ordinances, and resolutions designed to generate funds or revenue.
- The Senate shall approve the annual Student Government Association budget.
- The Senate shall review and approve budgets of all Student Government Association departments and branches.
- The Senate shall recommend sanctions be imposed against any registered student organization violating the Student Code of Conduct.
- The Senate shall approve by two-thirds vote resolutions reflecting the opinions of the student body.
- The Senate shall have the power to request the appearance of any Student Government Association personnel, all elected student members, members of all campus organizations, and all other students to testify when deemed necessary.

- The Senate shall confirm with a two-thirds vote Legislative Aides.
- The Senate shall have the sole power to grant the President of Student Government Association powers of legislative address to for the removal of all Student Government Association personnel, excluding officials of the Legislative and Judicial Branch.
- The Senate shall have the sole power to impeach, and remove from office all Student Government Association Officials and all other student elected officials.
- The Senate shall place all officials under oath of affirmation during an impeachment trial.
 - A. The Senate Vice-Chairperson shall administer the oath. No person shall be convicted of impeachment and removed from office without the occurrence of three-fourths vote of the members present, which shall constitute a quorum of the Senate.
- The Senate shall call a general referendum of the Student Body in order to render a decision regarding proposed legislation.
- The Senate shall be able to hold public open meetings from which no one may be excluded. By a two-thirds vote of the Senate, it may go into closed session to discuss private deliberations.
- The Senate shall take any necessary suitable action to fulfill the duties and powers expressed or implied in this Constitution.
- The Senate shall approve the annual Student Government Association budget proposal before submission to the Vice President of Student Affairs no later than 5 days after the new fiscal budget has been posted.

Section III Senate Chairperson

The role of the Chairperson shall be as follows:

- The Vice-President of SGA will serve as the Senate Chair Person will call and preside over all meetings of the said body and vote only in the case of a tie.
- The Senate Chairperson will keep the Senate abreast of communications received by the Student Government Association.
- The Senate Chairperson must act in accordance to the directives in bills passed by the Student Senate and approved by the Executive Branch.
- The Senate Chairperson will delegate responsibility to Student Senate members as necessary for the proper functioning of the Student Government Association.

- The Senate Chairperson may appoint a committee to execute a desired Student Government Association function in accordance with the stated purposes of this Association.

Section IV Vice Chairperson

The role of the Vice Chairperson shall be as follows:

- The Senior Class Vice President will serve as the Vice Chairperson of the Senate.
- The Vice Chairperson shall conduct all business of the Student Senate in the absence of the Chairperson.
- The Vice Chairperson shall represent the Student Senate during times when the Vice President is called to act on behalf of the Executive Branch.

Section V Senators

The role of the Senate Representatives, from hereafter-called Senator, shall be as follows:

- The Legislative Branch shall be comprised of the Board of Senators. The Board of Senators shall consist of a maximum of Nineteen (19) Senators Elect:
 - A. Five (5) Academic Senators from each school within the University:
 1. Two (2) Senators from the School of Arts and Science
 2. One (1) Senator from the School of Education
 3. One (1) Senator from the School of Business
 4. One (1) Senator from the School of Professional Studies
 - One (1) Senator from the National Pan-Hellenic Council (NPHC)
 - One (1) Senator from the Council Independent Organizations (CIO)
 - One (1) Senator from the Residence Hall Association (RHA)
 - One (1) Senator from the Directors of Commuter Services' Board
 - All four (4) class Vice Presidents shall serve as a senators:

- Freshmen Class Vice President
 - Sophomore Class Vice President
 - Junior Class Vice President
 - Senior Class Vice President/Vice Chairperson
-
- The Campus Activities Board Vice President shall serve as a senator
 - At least (1), maximum of (4), elected senator(s) to represent all campus organizations.
 - The Senate Member-at-large shall serve as a senator.
-
- Each Senator will have one vote in the Senate.
 - Each Senator will keep all constituents informed of Student Government Association legislation, administrative action and all other issues that concern directly or indirectly the student body.
 - Each Senator should be aware of Student Government Association programs and projects and keep all constituents informed of such.
 - Each Senator should be aware of student needs and propose programs to address those needs.
 - Each senator performs duties as assigned by the Chairperson and/or the Vice Chairperson

Section VI Student Senate Member-At-Large

The role of the Senate Member-At-Large shall be as follows:

- The Senate Member-At-Large will be an elected position.
- Senate Member-At-Large will have the same duties and obligations as other Senators as stated in Article IV, Section V of this Constitution.
- The Senate Member-At-Large must participate on at least one committee and in one Student Government Association project during each semester in office.
- They will also conduct routine evaluations about the effectiveness of student government association with its policies.

- They will also assist the Campus Activities Board Vice President and Dean of Students to evaluate organizations at the end of the fall semester to determine which ones will become inactive.
- They will coordinate community service initiatives that will include, but not limited to, reaching into the Bowie Community and surrounding high Schools.
- They will create a community service program that will include Bowie State University students to participate and contribute to the community.
- The Senate Member-At-Large shall sever as Senator under the senate.
- The Senate Member-At-Large will receive a stipend up to and will not exceed the amount of seven hundred fifty dollars (\$750.00) per semester as determined by the Finance.

Section VII Executive Director of Commuter Services

The role of the Executive Director of Commuter Services shall be as follows:

- The Executive Director of Commuter Services shall be responsible for working to improve the commuter experience at Bowie State University.
- The Executive Director of Commuter Services shall have a board consisting of four representatives, one from each class.
- The Executive Director of Commuter Services shall be elected.
- The Executive Director of Commuter Services shall conduct regular evaluations and surveys to receive back from commuter students.
- The Executive Director of Commuter Services shall do research on other universities and the systems in which they serve their commuters.

Section VIII Legislative Branch Secretary

The role of the Legislative Branch Secretary shall be as follows:

- The Vice-President of the Student Government Association will appoint the Legislative Branch Secretary.
- The Legislative Branch Secretary will prepare the agenda for meetings.
- Keep and read the minutes of the meetings.
- Maintain communication between branches with respect to the instruction and reports.
- Act as custodian meetings.

- Maintain communication between branches with respect to instruction and reports.
- Act as custodian of the Legislative Branch Records.
- Perform all other duties as assigned by the Vice-President of Student Government Association.

*Legislative Aides may be appointed to assist officials of the Senate by a two-thirds vote of the Senate.**

Section IX Executive Historian

The role of the Executive Historian should be as follows:

- The President of Student Government Association with Senate approval, shall appoint the Executive Historian.
- The Executive Historian will keep official records of all photography and videography of Student Government Association events.
- The Executive Historian will serve as the chair of the Historian Committee.
 - The Historian Committee may consist of the Executive Historian, the Campus Activities Board Historian, Historian of Commuter Services and the class historians.
- The Executive Historian will receive a stipend up to and will not exceed the amount of three hundred and fifty dollars (\$350.00) per semester as determined by the Finance Committee.

Section X Requirements for Organizations and Clubs

- An organization or club must meet the following requirements before it can be eligible as an approved organization by the Vice President of the Campus Activities Board.
- The organization or club must have at least four (4) active members with the exception of Greek Lettered Organizations.
- The Organization or club must have one member from the organization or club to represent them at the Organizational General Body meetings.
- The organization or club must present a list of officers to the Vice-President of the Campus Activities Board.
- The organization must present a list of current members to Vice-President of the Campus Activities Board.

- The organization and clubs will receive minutes from the senate meetings if requested to the Senate Chair Person.
- The organization or club must have a current constitution on file with the Legislative Branch at the beginning of each academic year.
- The organization must present a well-defined purpose that does not conflict with university guidelines, policies, and procedures to the Vice President of the Campus Activities Board.
- The Vice President of the Campus Activities Board will only approve new organizations in the fall semester. This process will only occur once an academic year.

Section XI Representation of Classes and Organizations

1. Each Class must provide at least one student per semester off their executive board to serve on a Student Government Association committee or assist in a project as requested by the President or Vice-President of the Student Government Association.

- Failure to comply with such a request will result in the suspension of that class from the student senate and the freezing of its funds for a period of one (1) month.
- At the end of that period the class will be readmitted under the Student Government Association legislative branch.

2. Each class and member of an organization will submit a monthly report that meets the following criteria:

- Class Monthly reports should be submitted to the Student Government Association legislative branch the first Friday of each month that school is in regular session.
- Student organization Monthly reports should be submitted to the Vice President of the Campus Activities Board the first Friday of each month that school is in regular session.
- Each report should include the names of officers and members.
- The report should include all actions taken, activities sponsored, funds requested and allocated, spent and/or returned to the Student Government Association.
- The report should indicate whether a member or officer has resigned, been impeached, or become inactive.
- The report should include the number of meetings held during the month (the time, place, and attendance).
- The report should address any problems or concerns being encountered by the organization. The report should be typed.

- Each class and member organization must meet at least once a month. Member organizations must maintain at least two-thirds (2/3) of the original number of members to remain active in the Student Government Association.
- Class Senators must attend Student Senate meetings. Failure of a class to attend any of three Student Senate meetings or failure to attend one third (1/3) of the regularly scheduled meetings will result in the freezing of the class' budget, and the suspension of that class from the Student Government Association for the remainder of that semester. Exceptions may be made at the discretion of the Chairperson.
- Student Organizations must attend Organization General body meetings deemed by the Campus Activities Board Vice President. Failure of a Student Organization attending any of three Organization General body meetings or failure to attend one third (1/3) of the regularly scheduled meetings will result in the freezing of the organization budget, and the suspension of that organization from under the Campus Activities Board for the remainder of that semester. Exceptions may be made at the discretion of the Campus Activities Board Vice President.

**Failure of a class or organization to submit a monthly report will result in a fine determined by the Finance Committee. Failure of a class or organization to submit monthly reports for any three months of the regular school year will result in the freezing of that class' or organization's funds. **

Section XII Finance Committee

The roles of the Finance Committee shall be as follows...

The Finance Committee shall create the budget for the Student Government Association. They shall also be responsible for approving all financial requests by active organizations and executive board members. The Committee will consist of six members (Student Government Association Treasurer, each class treasurer and Campus Activities Board Treasurer), The role of the Finance Committee shall be as follows:

1. The Student Government Association Treasurer will act as Chairperson of the Finance Committee.
2. The Finance Committee will create a proposed budget two weeks prior to the Senate summer retreat or as indicated by the Student Government Association President.
3. The Finance Committee must meet at least once a week throughout the regular semester.
4. The Finance Committee will be responsible for establishing a means by which open communication regarding financial matters occurs between all branches.
5. The Finance Committee is solely responsible for informing and advising the Student Government Association entity on all financial matters, transactions and/or problems relevant to the Student Government Association budget.
6. All stipends for elected or appointed Student Government Association officials, as stipulated in this Constitution, must be sanctioned by the Finance Committee*.

7. Each year when constituted the Finance Committee shall take an oath in the best interest of the student body.

8. During the fiscal year when the Finance Committee is unable to meet (summer break, winter break, etc.) the Student Government Association President, Vice-President, Treasurer, and the Coordinator of Student Activities (or his/her designee) shall act as the de facto Finance Committee, with the approval of the Vice-President of Student Affairs.

** Student stipends are a provision that this Constitution allows for students who dedicate their time and efforts to the positions that they were elected. Stipends are not meant to be designated as salaries for Student Association Government officers. As such, stipend amounts cannot exceed one thousand five hundred dollars (\$1500.00) for any one position, unless outlined in this constitution. Stipend amounts may be recommended to the Finance Committee but the final approval must come from the Student Government Association Advisor and the Vice-President of Student Affairs. **

*** The two appointed members couldn't hold a position in Student Government Association. ***

ARTICLE IV JUDICIAL BRANCH

All judicial powers herein granted shall be vested in the Judicial Branch of the Student Government Association. The Judicial Branch shall be charged with the sole power to interpret the Constitution.

Section I Membership

The Judicial Branch will consist of the office of the Solicitor General, members of the Bowie State University Judicial Board, and the Residence Hall Judicial Board.

Section II Solicitor General

The role of Solicitor General shall be as follows...

The Solicitor General serves as the general administrative officer for the Residence Halls and the University Judicial Boards. The office of the Solicitor General shall be charged with the responsibility of enforcing the Constitution and internal operating procedures. The role of the Solicitor General includes, but is not limited to, the following:

- The Solicitor General shall ensure the enforcement of the Constitution, rules of the Student Government Association and student code of conduct.
- The Solicitor General shall advise the Executive and Legislative branches involving all Constitutional and legal matters.
- The Solicitor General shall become familiar with the duties of all elected and appointed officers of the Student Government Association.
- The Solicitor General shall be given access to any documentation pertaining to allocation or usage of funds by the Student Government Association.

- The Solicitor General shall be given access upon request to all original legislation pertaining to the amendments or revisions of the Student Government Association constitution.
- The Solicitor General shall advise students of their rights when they have been charged with an offense.
- The Solicitor General shall evaluate the judicial system at least once each semester and submitting recommendations to the University's Judicial Affairs Officer.
- The Solicitor General shall have the power to review issues and/or questions not covered through the constitution and create a response and/or mode of action to resolve such.
- The Solicitor General shall implement at least two educational programs on behalf of the Judicial Affairs Officer and the Title IX Coordinator for students per semester as it relates to the University Code of Conduct and other University policies regarding student rights and responsibilities.
- The Solicitor General shall hear and decide on all grievances from clubs and organizations that are results of actions taken against them by either the Executive and/or the Legislative Branches.
- The Solicitor General shall work collaboratively with the President of SGA and advising him/her on all constitutional inquiries.
- The Solicitor General shall cite precedents for the Judicial Board.
- The Solicitor General shall recommend board members to the Judicial Affairs Officer.
- The Solicitor General shall have a conduct board consisting of undergraduate/graduate students, staff and faculty.
- The Solicitor General shall implement a training program in conjunction with the Judicial Affairs Officer for participants in the University judicial system.
- The Solicitor General shall resolve jurisdictional questions between SGA branches and clubs and organizations*.
- The Solicitor General shall be aware of reports of violations by students to any campus Judicial Board.
- The Solicitor General shall have the power to recommend for suspension any Student Government Association member for failure to fulfill three (3) or more duties. Suspensions may not last more than thirty' (30) business days.
- The Solicitor General must authorize and sign off on all suspension of the following: Class elected officials, Student Organizations, elected senators, and any elected official.

- The Solicitor General must serve on at least one Student Government Association committee and/or assist in special projects as designated by the President of the Student Government Association.
- The Solicitor General will receive a stipend up to the amount of one thousand dollars (\$1,000) per semester.
- The Solicitor General will report to the Student Life/Office of Student Affairs and serve as an ex-officio officer on the SGA Executive Board.
- The Student Government Association President, Vice President of Student Affairs, the Student Government Association Advisor, and the Judicial Affairs Officer will appoint the Solicitor General by an application and interview process of each candidate.

ARTICLE V ELECTIONS

Section I Election Procedures

1. The undergraduate Student Government Association elections will be held annually on the first Tuesday in April (This date may be altered by the *Student Government Association Advisor*).
2. The elections campaign season will not last longer than two weeks. The Elections Committee will determine the two-week period.
3. Election specifics, i.e., time, place, date, to be determined by the Elections Committee. It is the responsibility of the Elections Committee to ensure that all mechanisms for the Elections are in place, i.e., voting machines, election monitors, etc.
4. All candidates for the Office of the President must have a Vice-president running mate at the time of filing their application. This also applies to candidates running for class president but does not apply to candidates running for president of clubs and organizations unless otherwise stated in that club or organization's charter or constitution.
5. Elections shall be administered by an impartial committee of seven (7) students; four (4) members will be chosen by the Student Senate and three (3) will be appointed the highest ranking executive officer who is not a candidate for office in the elections. If there is none, then they will be appointed by the Student Government Association Advisor.
6. **The following candidates must run together:**
 - All Class President and Vice President candidates
 - Student Government Association President and Vice President
 - Campus Activities Board President and Vice President
7. The Elections Committee Chair shall be selected through an application process open to the undergraduate student body. Once applications are turned in, the Senate will approve five candidates that will present to the executive board, of Student Government Association. The

executive board will then select two candidates that will be interviewed by the Vice-President of Student Affairs or his/her designee. The Vice-President of Student Affairs will then choose the Election Chair. It shall be the Vice President of Student Affairs' responsibility to see that the selection process has been completed.

8. All members of the committee must have a 2.5 cumulative GPA, in addition to no judicial or sanctions within the past six (6) months.

9. No person holding any elected office under the Student Government Association may be a member of the committee, nor can they endorse any candidate running for future office.

10. All applicants shall receive a copy of the Student Government Association constitution highlighting pertinent areas for their interested position.

11. All applicants shall have the opportunity to receive pre-clearance before submitting their application.

12. Any applicant that currently holds a Student Government Association position and had/is suspend in a position the semester prior to elections or semester of elections is automatically ineligible to run in the present/occurring election season.

13. Student Government Association officials are not allowed to endorse any candidate running for future office. If any Student Government official is accused of this, the Elections Chair will submit the case to the Senate with a suspension hearing to follow.

14. The Elections Chair must collaborate with the current Mister and Miss Bowie State and hold a Mister and Miss Bowie State University Pageant.

A. The pageant will reduce the number of candidates to two per position. The pageant will be scored on a point system.

B. The results of the pageant will declare the winner of Mister or Miss Bowie State University in case of a tie.

15. In the case of a tie for the general elections for any elected position of the Student Government Association, excluding Mister and Miss Bowie State University, a special-election will be held one week following the original election in the same place, and at the same times, in order to break the tie. In case of a tie for Mister and Miss Bowie State University, the candidate with the most points from the pageant will become Mister and Miss Bowie State University.

**Good standing is defined as having no judicial infraction and not being on academic probation.*

Section II Elections Committee Chairperson

The responsibilities of the Elections Chairperson are as follows:

- Applications for the Elections Committee Chairperson shall be available to the undergraduate student body.

- After the submission of all applications, the Senate will select the top five most qualified candidates in no particular order.

2. The current Executive Board of the Student Government Association will select the top two candidates. The selection of the Election Committee Chairperson will be done by the Office of Student Affairs *shall serve as the Chief Administrator for Student Government Association Elections*

*Shall have the power after consultation with the Vice President of Student Affairs and The Student Government Association Advisor to authorize a “judicial forgiveness” policy for those candidates with judicial violation that were acquired during his or her freshman year or very minor judicial infractions.*The term “minor” shall be defined by the Vice President of Student Affairs at the time of the respective election.

To oversee the work of the committee. To represent the committee before the SGA and the administration. To act on behalf of the committee when it is unable to meet. To communicate wills of all candidates for SGA and Class positions on behalf of the committee when necessary.

Elections Committee

The responsibilities of the Elections Committee are as follows:

- The Elections Committee is responsible for overseeing the election process and enforcing the election policies.
- The Elections Committee shall set up a mandatory meeting with all candidates.
- The Elections Committee shall organize at least two (2) candidate forums and the Presidential/Vice Presidential Debate.
- The Elections Committee shall organize and distribute a calendar of election events to the candidates and the student body.
- The Elections Committee shall meet at least once per month from November through February, and at least once per week in the month of March.
- The Elections Committee has jurisdiction over all elections and programs associated with the election process.
- To market Student Government Association on a university wide level.
- No person holding any elected office under the Student Government Association may be a member of the Elections Committee.
- All members of the committee shall be full-time students in good standing with the University.

Section III Elections Administration

- Applications shall be made available from the Student Government Association Organization Office and the Office of Student Life on last class day of the fall semester.
- Applications shall be turned in to the Office of Student Life on the Second Wednesday in February **no** later than 5:00 p.m.
- The Office of Student Life shall verify all information on the application.
- Any false information on the application will automatically disqualify the potential candidate from running.
- All applicants will receive a copy of this policy and a list of the Elections Committee members' names and telephone numbers. From that point on, a candidate shall not accept ignorance of the provisions of the policy as any form of excuse for violations of the policy.
- The Elections Committee shall conduct at least one mandatory meeting of all candidates to inform them of their rights and responsibilities.
- All candidates must be present at this meeting. If the date and time of the meeting pose a conflict, the candidate must submit a written notice to the Elections Committee Chairperson at least 48 hours prior to the scheduled meeting. All available members of the Elections Committee must be present at this meeting.
- The date and time of the meeting shall be published in the Elections Committee's Calendar of Events.
- There shall be absolutely no write-ins or petitioners.
- The polls shall be open on Election Day from 8:00 a.m. to 8:00 p.m. at areas designated by the Elections Committee and the Student Government Association Advisor.
- The Elections Committee Chairperson will assign election monitors during the indicated hours.
- Two (2) voting machines shall be used in all Student Government Association and Class Elections in each poll location.
- Names of candidates will appear on the ballot exactly as they appear on the candidates' petition.
- Candidates' names shall appear on the ballot in alphabetical order; the order shall reverse each year.

- Candidates shall be notified promptly by the Elections Committee of their level of position and number on the ballot.
- There shall be no absentee voting.

Section IV Election Policy/Regulations

- No campaigning shall be allowed in any classroom while class is in session, or in any Student Government Association sponsored event (except the candidate's forum).
- Campaigning shall be defined as any written, printed, or spoken plea or statement supporting any candidate by the candidate or their campaign team.
- All campaign literature, flyers, posters, etc. must be approved by the Office of Student Life. Campaign materials should only be posted in designated areas. The Elections Committee at the candidates' mandatory meeting shall provide a copy of the University's posting policy.
- Campaign material cannot be placed on any vehicles.
- There shall be no campaigning or campaign literature within 50 feet of the polling site on Election Day. The polling site shall be defined as the building in which the elections is held.
- Campaign literature must be removed from the election site prior to Election Day (as determined by the election chair); candidates and their staff will be solely responsible for taking down their own literature.
- Candidates are responsible for removing their campaign materials and for cleaning up the campus within 48 hours after the polls close. Candidates found by the Elections Committee to be in violation of this regulation shall be assessed a fine of one dollar (\$1.00) per day and fifty cents (\$0.50) per poster or flyer. These fines may be appealed to the *Student Government Association Advisor*.
- Any candidate or agent of a candidate shall make no slanderous statements. No destruction of property shall be permitted. No behavior unbecoming of a candidate for office shall be permitted.
- No Student Government Association office supplies or monetary funds may be used to facilitate a campaign.
- In addition to the candidate forums sponsored by the Elections Committee, any other organization may sponsor such an event, provided that they are impartially conducted and a member of the Elections Committee is present.
- Any complaint from a candidate(s) must be presented in written form and submitted to the Elections Committee Chairperson. Should the Elections Committee deem the complaint legitimate, appropriate action will be taken within 48 hours of the initial complaint.

Section VII Elections Violations

Violation of any of the following shall result in immediate disqualification of candidate's petition for office if either of the following occurs:

- Failure to notify the Elections Committee of inability to attend mandatory meetings within at least 48 hours of the meeting date
- Failure to attend mandatory meetings
- Failure to respond to an inquiry of the Elections Committee within 48 hours
- Failure to adhere to any other election regulations outlined in this Constitution.

** Any candidate who has a grievance with the Student Government Association Elections process should submit the grievance in writing to the Elections Chairperson and copy the Student Government Association Advisor, for appeal purposes only. The grievance should clearly and concisely state the nature of the complaint. The Elections Committee will have 48 hours to respond, in writing, to any and all grievances. The candidate may appeal a grievance decision made by the Elections Committee to the Student Government Association Advisor.*

Section VIII Class Elections

- Sophomore, Junior, and Senior Class officers shall be elected during the month of March, along with Student Government Association officers.
- Freshmen Class elections shall be held during the Fall Semester no later than the third Wednesday after the start of the semester.
- The Student Government Association President and Vice President shall conduct and preside over Freshman Class elections.
- Miss and Mister Bowie State University shall preside over the Freshman Class Pageant.
- Classes officially commence and shall be conducted by a committee appointed by the Vice President with Executive Branch approval.
- Candidates for all class offices are subject to the same application and election regulations and election procedures as Student Government Association elected officials.
- Candidates for class offices must have at least a 2.7 cumulative GPA.
- Candidates will gain approval to run for a class office only if their acquired credits and currently enrolled credits total the amount needed for that respective class

(I.e. 30 – Sophomore, 60 – Junior, 90 – Senior).

- Candidates who wish to hold the office of Class President must have a Vice-President running mate. The same GPA and credit requirement will exist for Vice President Candidates as well.

Section IX Senator Elections

- Each College within the University must have its elections during the spring semester.
- Elections must be held two weeks after the Student Government Association elections.
- After elections have been held, each club and organization must submit its new list of officers to the Campus Activities Board Vice President and the Office of Student Life before the end of the semester.

Section IX Inauguration Procedures

- The Student Government Association will assume and maintain full responsibility of office from the day after spring graduation to the day of the following graduation.
- At the inauguration of the Student Government Association officers, they will take the following oath:

"I do solemnly affirm that I shall faithfully execute the duties of the office of (state office) and shall to the best of my ability uphold and defend the Constitutions of the Bowie State University and the Student Government Association."

- There will be an understudy/shadowing period for each Student Government Association elected officer beginning immediately upon the day of election and continuing until the assumption of full authority. During this period, the president-elect may make tentative appointments subject to the approval of the new Student Senate.
- The inauguration of Student Government Association officers elect shall take place during the Fall Convocation.

ARTICLE X REQUIREMENTS FOR Student Government Association ELECTED OFFICIALS

Section I

President and Vice President Student Government Association

The President and Vice-President will be elected by plurality vote among the undergraduate student body. Students seeking the offices of the President and Vice-President must have a

cumulative grade point average of 2.7 and have no current judicial violations and/or housing policy violations throughout the election process and maintain a cumulative grade point average of 2.7 and have no judicial violations and/or housing policy violations throughout his or her tenure. At the time of application, persons seeking the office of President or Vice President must have acquired Sixty' (60) credit hours. Both candidates must be in good standing with the university as stated in the student handbook, must be a full-time student, and must have attended Bowie State University for at least two concurrent semesters, and must not have been absent from the University during the semester which immediately precedes elections.

Section II Senate Member-at-Large

- The Senate Member-at-Large will be elected by plurality vote during Student Government Association elections held in the month of March.
 - Persons seeking the office of Senate Member-at-Large must have a cumulative grade Grade point average of 2.7 or better, must have acquired at least forty-five (45) BSU credits* and must have no student code of conduct violations or violation of Bowie State University Housing Policies and Procedures on record at the time of application.
3. The Senate Member-at-Large will assume and maintain full responsibility from the day after commencement to the day of the following spring commencement.

Section III Mister and Miss Bowie State University

- Mister and Miss Bowie University will be elected by plurality vote among the undergraduate student body.
- The candidates for Mister and Miss Bowie State University must have a 2.7 cumulative grade point average, and must have obtained at least sixty (60) credit hours from Bowie State University at the time of filing an application, and must have no student code of conduct violations or violation of Bowie State University Housing Policies and Procedures on record at the time of application.
- The candidates for Mister and Miss Bowie State University are subject to the same election procedures as all other Student Government Association elected officials.
- The candidates for Miss Bowie State University must be female and the candidates for Mister Bowie State University must be male.

Section IV Campus Activities Board President and Vice-President

The Student Activities Board President and Vice-President will be elected by plurality vote of the student body during Student Government Association elections held in March. The persons seeking the office of Student Activities Board President and Vice President Coordinator must have a cumulative grade point average of 2.7 or better, must have acquired at least Sixty (60) Bowie State University credits and must have no student code of conduct violations or violation of Bowie State University Housing Policies and Procedures on record at the time of application.

The Student Activities Board President and Vice President will assume and maintain full responsibility from the day after commencement to the day of the following commencement.

The (45) credit hours are required for all students seeking to hold Student Government Association positions. However, for transfer students the amount of Bowie State University credits needed is thirty' (30). Once transfer students have acquired thirty' (30) Bowie State University credits, they may run for a Student Government Association position, assuming that they have transferred in at least fifteen (15) credits from their prior institution.

ARTICLE VII IMPEACHMENT

In the case of an impeachment, a committee consisting of the Solicitor General, student senate, along with the *Student Government Association Advisor* and the Vice President of Student Affairs will be responsible for the impeachment proceedings of the accused Student Government Association elected official.

Reasons for impeachment include but are not limited to: failure to comply with the duties of their position outlined in this constitution, executive board by-laws, position expectations treason, bribery, and misdemeanors.

A motion to impeach an elected official must be made by a member of the student senate and initially presented to the Solicitor General and will in turn present the motion to the student senate. Once the student senate has recognized the articles of impeachment, the articles must then be approved by a majority vote of the student senate before a hearing can commence. If the articles pass, with the Solicitor General presiding, the senate will then hold a hearing to try the accused individual. In order to find the accused individual responsible, the attending senate members must be at a two-third-majority vote.

Article VII Requirements for Non-Elected Positions

All students holding non-elected Student Government Association offices, chairing committees, or representing the Association in any manner must be in good judicial standing with the University and must have at least a 2.5 Cumulative grade point average. If any non-elected officials are not able to meet the GPA requirement for their respective position then officials will be placed on academic suspension until midterms the following semester. They will have the

opportunity to enroll in summer and winter classes in efforts to raise their GPA by the start of the next semester in order to be taken off suspension.

Article VIII Requirements for Elected Positions

All students holding elected Student Government Association offices (i.e. Senators, Class Presidents and Vice Presidents, Executive branch members, members of the Royal Court, and chairing committees, or representing the Association in any manner) must be in good judicial standing with the University and must have at least a 2.7 Cumulative grade point average.

ARTICLE IX ORDER OF PROCEEDINGS

All proceedings of this Association and the duties of the officers will be governed by Robert's Rules of Order Newly Revised.

ARTICLE X AMENDMENTS

- Amendments to this constitution can be proposed/introduced in writing by any branch of the Student Government Association or by any undergraduate student attending Bowie State University through legislative or executive board representation every odd year in the Fall semester at the Senate meeting deemed by the Chairperson of the Senate. Amendments must be voted on with two-thirds approval from both the Senate and Executive Branch before being passed for full approval by the advisor of The Student Government Association and Vice-President of Student Affairs.

ARTICLE XI EFFECTIVENESS OF CONSTITUTION

- This Constitution shall become effective immediately upon receiving the approval of the Student Government Association and the Vice-President of Students Affairs.
- This Constitution shall only be considered an official document if all signatures are present for authorization.
- A constitution convention shall only be held if necessary in the fall semester of every odd academic year.

**** A constitution convention is a gathering of The Student Government Association Legislative branch, where amendments that have been submitted in writing will be voted on or approved to this constitution. Any approved amendments will be passed for approval by the Vice President of Student Affairs to then make revisions to the current constitution in place. ****