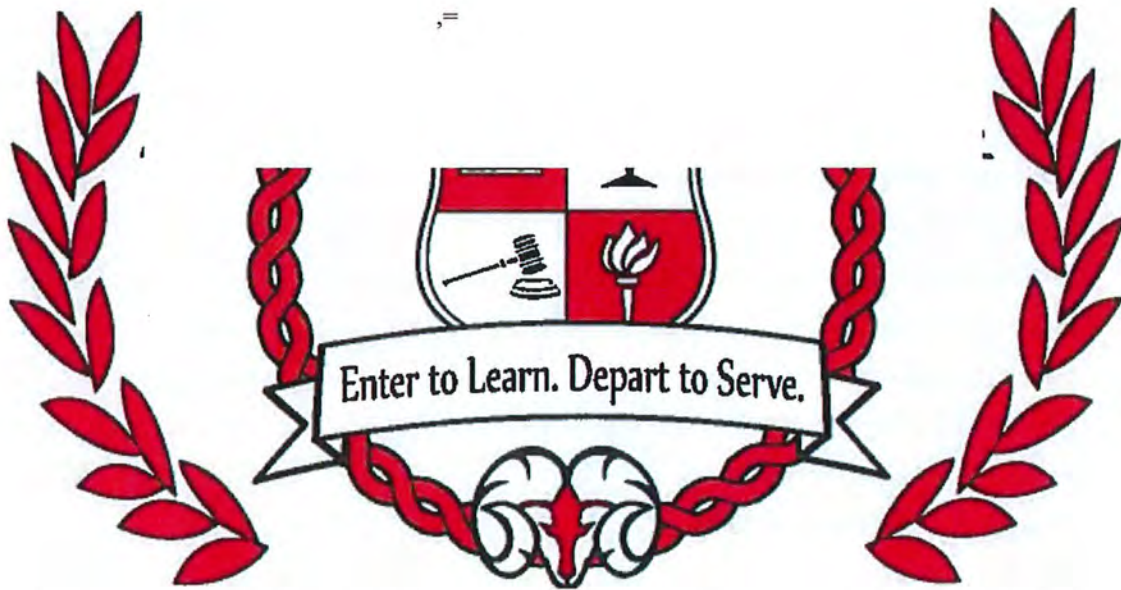


**THE CONSTITUTION AND BYLAWS  
OF THE**



**STUDENT GOVERNMENT ASSOCIATION**

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## **PREAMBLE**

We the students of Winston-Salem State University, in hopes of establishing responsible self-government dedicated to the preservation of relevant customs and traditions, the encouragement of academic excellence, and the advancement of the Student Body through leadership, self-expression, freedom, integrity and justice, to these ends resolve that the Student Body of Winston-Salem State University shall ordain and establish this Constitution for the Student Government Association.

## **Article I. - Name and Purpose**

The name of the organization under this Constitution shall be the Student Government Association (SGA) of Winston-Salem State University.

The purpose of this organization shall be:

1. To promote the general welfare of the university by improving ideas and standard in keeping with the times in which we live.
2. To protect the general welfare of the student body by developing unity among students for the benefit of the university.
3. To act in all cases as the governing representative of the student body.
4. To promote student participation in all recognized university activities.
5. To protect the rights, interests (academic and financial) and overall University experience for the student body.

## **Article II. - Membership and Eligibility to Vote Electorate and Executive Cabinet**

All currently enrolled students shall be members of the SGA with rights to vote in all elections. The entirety of the students shall elect an Executive Cabinet of the SGA. These elected officers shall hold office for one year if they uphold the dignities of the office (must not be on conduct or academic probation).

## **Article III. - Structure**

All Legislative power of the SGA shall be vested in the legislative branch and all Executive powers shall be vested in the Executive Branch.

## **Article IV. Legislative Branch- Student Senate**

### A. Organization and Structure

The membership of the Student Senate shall be based upon the Constitution of the Winston-Salem State University Student Senate and all associated rules.

### B. Duties and Powers of the Student Senate

1. Determine, by a plurality, its rules and procedures.
2. Censure or dispel a member by two-thirds vote.
3. Be the supreme authority of all student elections.
4. Approve the appointments and recommendations of the Student Body President.
5. Determine, by majority, to enter a closed session.

6. Require information and appearance from any student government official or officer of any organization receiving funds from the Office of University Student Activities and Engagement or SGA.
7. Enact all laws (by-laws) necessary and proper for carrying out the powers granted in the Constitution.
8. Override any presidential veto of legislation by two-thirds (2/3) majority vote.
9. Create any committees it deems necessary and proper for carrying out the powers granted in this constitution.
10. Shall have the just and proper authority to sanction organizations not in compliance with Student Senate regulations.
11. Shall approve all newly created student organizations by guidance of the Office of University Student Activities and Engagement and Campus Life.
12. Shall have the just and proper authority to dispel any organizations.
13. Shall approve funding for all student organizations under the Office of University Student Activities and Engagement and Campus Life.

#### C. Student Senate President

1. Qualifications

The President of the Student Senate shall be the SGA Vice-President.

2. Duties and Powers

- a. The President of the Student Senate shall preside over all Student Senate business meetings.
- b. The President of the Student Senate shall have oversight of all Student Senate agenda items.
- c. The President of the Student Senate shall be responsible for creating all subsidiary committees and bodies necessary to fulfill his/her duties.
- d. The President shall appoint a secretary to be responsible for recording and disseminating to fulfill his/her duties.
- e. The President of the Student Senate shall forward all approved legislation to the Student Body President within forty-eight hours.

#### D. Membership of the Senate

1. The student senate shall be determined at the General Elections held in the spring (and/or fall) of the academic school year. The members of the Student Senate shall be apportioned upon membership in their respective organization, college,

school and/or faculty; the number of senators for each college/faculty will be determined by the formula expressed in Section D.2. The Student Senate can also consist of 2 graduate student senators and 8 class senators, 2 per class (freshman, sophomore, junior, senior).

2. There will be a minimum of 1 senator per school/faculty. There will be one voting member from every registered student organization. Additional senators will be added based on the student population in the respective school/faculty/program. One additional student shall be added for every 1-300 students. For example, if the Nursing Department has 1125 students, they would be granted one senator and an additional senator for every 300 students. This would equate to a total of 5 senators in the Nursing Department.

## **Article V. Executive Branch**

### A. Executive Cabinet

1. Executive Board Positions

The Executive Cabinet shall exist to assist the Student Body President in his/her duties as outlined in Article VI, Section A. The Executive Cabinet shall be composed of the following elected officers (to be determined by majority vote in the general student body elections) and appointed officers (to be determined by Student Body President):

- i. Student Body President
- ii. Student Body Vice President
- iii. Attorney General
- iv. Chief of Staff (Appointed)
- v. Executive Secretary
- vi. Executive Treasurer
- vii. Director of Public Relations
- viii. Secretary of Commuter Affairs (Appointed)
- ix. Secretary of Veteran Affairs (Appointed)

2. Non-Voting Executive Cabinet Members

The following office(s) shall serve as ex-officio members of the Executive Cabinet. An ex-officio member shall be defined as a member who holds a non-voting position. The SGA Executive Cabinet in conjunction with active members may appoint other ex-officio members as they see fit. Apart from Political Action Committee chair, all

the following non-voting executive cabinet members shall be elected by and from the student body.

- i. Campus Activities Board President
- ii. Political Action Committee Chair
- 111. Miss Winston-Salem State University
- iv. Mister Winston-Salem State University
- v. Campus Life & Marketing Committee President
- vi. Class President

3. Presidential Appointees

In addition to the elected officers, the Student Body President may appoint any offices he/she deems necessary to fulfill his/her duties as outlined in Article VI, Section 1. The following offices shall be considered recommended offices, to be appointed as ex-officio members.

- i. Political Action Committee Chair
- 11. Chief of Staff
- 111. UNCASG Campus Liaison
- iv. Graduate Student Representative

4. Conditions of Term

All elected officers of the Executive Cabinet shall be elected during the spring and will take office during the fall of the following academic year. Both elected and appointed candidates must have been full-time students of Winston-Salem State University for at least two completed semesters prior to election. All candidates, except for the SGA President as defined by the qualifications, must have a minimum cumulative grade point average of 2.70 at the time he/she submits his/her application for office. Once elected, they must maintain a minimum average of 2.50.

1. Transition Book

Shall provide a period of transition complete with a transition binder for his/her successor to begin immediately following Spring Elections.

11. Student Conduct Hearing Clause

Apart from the Attorney General, both elected and appointed SGA members shall not serve on the Student Conduct Board, but can serve as advocates.

## B. The Student Body President

### 1. Qualifications

- i. The Student Body President shall be elected by and from the Student Body.
- ii. The candidate for President shall have served as a documented member of the SGA for at least one full academic year prior to his/her application to run for office.
  - Eligible service includes Executive Cabinet, Class Councils, and Student Senate
  - Any appeals shall be directed to the Student Elections Committee with oversight provided by the Assistant Vice-Chancellor for Student Affairs - Campus Life.
  - Transfer students must have completed at least one full semester prior to his/her application to run for office.
111. The President shall have a minimum 3.0 grade point average at the time of application and maintain, while in office, a cumulative GPA of no less than 2.7 on a 4.0 scale.
- iv. Each candidate must submit an SGA budget proposal for the approaching academic year during the time of general elections.
- v. Each candidate must participate in an interview prior to the beginning of campaign season. This interview shall mirror the Miss and Mister WSSU candidate interview model.

### 2. Duties, Powers, and Responsibilities

- i. Shall be the chief representative and official spokesperson for the Student Body to the administration, faculty, staff, and the surrounding community.
- ii. Shall serve and complete his/her term over a 12-month period (June 1-May 30).
11. Shall enforce the Constitution and its by-laws.
111. Shall preside at all meetings of the Executive Cabinet.
- iv. Shall make recommendations to the Student Senate in the interest of the Student Body.
- v. Shall represent the Student Body on all boards or bodies of which he/she is a member.
- vi. Shall call and preside over such meetings of the Student Body as he/she deems necessary and proper.
- vii. Shall exercise his/her veto power over legislation by the Student Senate within a seven-business day period of receiving the legislation, by giving formal



written notice of veto action to the President of the Student Senate.

- vn1. Shall establish bodies subsidiary to him/her as he/she deems necessary and proper to aid him/her in the performance of his/her duties.
- ix. Shall serve as an ex-officio member of all SGA committees.

- x. Shall call for the resignation with cause, of his appointees, as well as Executive Cabinet Members, who do not execute their written/formal duties and responsibilities.
- xi. Shall secure from the Administration of Winston-Salem State University all that is necessary for the performance of his/her duties.
- xii. Shall delegate the power of the office to others to aid in the administration of the SGA.
- xiii. Shall approve all financial transactions of the SGA.
- xiv. Shall present a monthly President's Report of accomplished tasks before the Student Senate and student body in an open forum.
- xv. Shall provide a period of transition complete with a transition binder for his/her successor to begin immediately following Spring Elections.
- xvi. Shall perform all duties incidental to this office.
- xvii. Shall submit a yearly budget for Student Senate approval in the Spring Semester prior to the beginning of his/her term.
- xviii. Shall consult with the Executive Cabinet on all matters requiring SGA finances.
- xix. Shall refer all appointees to the Student Senate for confirmation and shall appear before the Student Senate to justify his/her support and submit written legislation in support of his/her nominee.
- xx. The President shall manage all class presidents, meeting monthly to ensure fluidity of responsibilities and ease of communication from SGA President to Class Council Presidents.
- xxi. The President shall be a member of the Council of Student Body Presidents of the University of North Carolina Association of Student Governments and shall make good faith effort to attend all the University of North Carolina Association of Student Governments meetings.
- xxii.** The President shall serve as a member of the WSSU Board of Trustees with full voting rights. The President is expected to attend all WSSU Board of Trustees meetings barring any mitigating extenuating circumstances preventing such attendance and report back to the Student Body all information he/she deems necessary to provide, not contravening the seat as Trustee.
- xxiii. Shall sit on the budgetary committee with the Vice Chancellor of Finance and Administration.

xxiv. Shall have scheduled meetings with the Chancellor of the university in order to establish mentorship and receive assistance concerning all SGA endeavors relative to their respective position.

## C. Student Body Vice President

### Duties and Powers

- i. The Student Body Vice-President shall be elected by and from the Student Body.
- ii. Shall preside in the absence of the President or in the case of his or her inability to serve.
- m. Shall preside as President of the Student Senate and shall serve as the coordinator between SGA committees and the Student Senate.
- lv. Shall act as a liaison for all SGA committees and the Executive Cabinet. All the committees will be established in such a manner as to comply with this Constitution.
- v. Shall report to the Executive Cabinet weekly on activities and progress pertaining to Executive Cabinet goals.
- vi. Shall refer legislation passed by the Student Senate to the Student Body President within five business days.
- vii. Shall establish ad hoc committees, upon Student Senate approval, to assist in the performance of his/her duties:
  - Committee on University Affairs
  - Committee on Academic Affairs
  - Committee on Campus Life
  - Committee on Business and Finance
  - Committee on Senate Rules and International Affairs
  - Committee of Graduate Relations
- viii. Shall create and implement legislative trainings for all senators and offices within the student senate to cover how to run and function in meetings using Robert's Rules of Order, the procedures which govern the Student Senate and all other necessary components. Trainings shall be created and provided during the summer prior to the beginning of the elected term.
- ix. Shall appoint the chair of standing or ad hoc committees, upon majority approval of the Student Senate.
- x. Shall serve as Committee Chair of any committee, standing and/or ad hoc, that is without a chairperson.
- xi. Shall serve as ex-officio of all Student Senate committees.
- xu. Shall have exclusive authority over the Student Senate agenda.

- xm. Shall perform all other duties incidental to the office of Student Body Vice President
- xiv. In the absence of the Student Body Vice-President, refer to the Student Senate Constitution for the line of succession.
- xv. Shall begin the process of gathering members of the Student Senate at the end of student elections.
- xvi. Shall have scheduled meetings with the Provost of the university in order to establish mentorship and receive assistance concerning all SGA endeavors relative to their respective position.

D. Campus Activities Board President\_

Duties and Powers

- i. Shall direct the planning of recreational programs and activities for the entire student body.
- n. Shall preside over all CAB meetings and serve as ex-officio of SGA Executive Cabinet
- 111. Shall work with the Office of University Student Activities and Engagement to see that recreational facilities are available at specific times.
- 1v. Shall plan the student Homecoming concert and activities during the Homecoming week.
- v. Shall make practical use of all funds and must be in constant consultation with the Executive Treasurer concerning expenditures.
- v1. Shall plan the Spring Homecoming/Ram-Fest concert and activities during the week.
- vii. Shall coordinate one campus wide community service project each semester.
- vm. Shall coordinate community service projects for the Association
- 1x. Shall coordinate the SGA Speaker Series in conjunction with the student senate.
- x. Shall report to the Executive Cabinet weekly on activities and programs planned as well as progress pertaining to Executive Cabinet goals.
- xi. Shall serve as a non-voting member of the Student Senate Committee on Campus Life.
- xu. Shall serve as Registered Organization Council Chair.
- xiii. Shall serve as the liaison between Campus Activities Board and SGA.

## E. Attorney General

### Duties and Powers

- i. Shall serve as chairperson of the Student Conduct Council and be responsible for the proceedings.
11. Shall inform students of their rights and responsibilities under the Student Code of Conduct and Student Handbook through various mediums.
111. Shall establish bodies subsidiary to him/her as he/she deems necessary and proper to aid him/her in the performance of his/her duties.
- 1v. The duties of the Student Conduct Council shall be to hear all referred cases which fall within the jurisdiction of the Student Conduct Council as stipulated in the Student Code of Conduct and Student Handbook.
- v. Shall represent the best interests of the Student Body in the revision process of the Student Handbook and the Student Code of Conduct on behalf of the SGA.
- vi. Shall serve as a non-voting member of the Judicial Affairs Committee.
- vii. Shall serve as a member of the College Advisory Board for the City of Winston-Salem as representative of Winston-Salem State University.
- viii. Shall have scheduled meetings with the University Attorney in order to establish mentorship and receive assistance concerning all SGA endeavors relative to their respective position.

## F. Chief of Staff

### Duties and Powers

- i. Will complete **10 office hours a week.**
11. Shall collect all executive board members reports, preparation for executive board meetings.
111. Shall preside in the place of SGA president or SGA Vice-President if neither can attend required meetings.
- iv. Shall assist all executive board members as needed.
- v. Shall work in tandem with the Executive Secretary and Student Government Association President.
- vi. Shall compile and maintain a portfolio of all SGA business, initiatives and events to be submitted for end-of-year (EOY) documents as well as the transition flash drive and/or binder for the incoming SGA administration.
- vii. Shall have scheduled meetings with the Chancellor's Chief of Staff in order to establish mentorship and receive assistance concerning all SGA endeavors relative to their respective position.

## G. Executive Secretary

### Duties and Powers

- i. Shall assist all Class Council Secretaries.
- ii. 11. Shall provide leadership workshops for all registered organization secretaries.
- iii. 111. Shall coordinate the responsibilities of the secretarial staff.
- iv. 1v. Shall keep records of all minutes and attend to correspondence of the SGA President.
- v. Shall record and proofread all minutes that are taken in Executive Cabinet meetings, including Executive Session.
- vi. Shall work in tandem with the Chief of Staff and Student Government Association President.

- vii. Shall e-mail minutes to the Executive Cabinet within 48 hours after meetings and print out a hard copy to be included in the SGA Portfolio.
- viii. Shall read minutes from previous Business Meeting in every Executive Cabinet meeting. The President shall appoint another Executive Cabinet member in absence of the Executive Secretary.
- ix. Shall have scheduled meetings with the Chancellor's Executive Secretary in order to establish mentorship and receive assistance concerning all SGA endeavors relative to their respective position.

#### H. Executive Treasurer

##### Duties and Powers

- i. Shall monitor all monetary affairs of the Executive Cabinet.
- ii. Shall assist all Class Council Treasurers with budgetary issues.
- iii. Shall keep a complete and accurate record of all funds received and expended.
- iv. Shall report to the Student Senate on financial matters at the request of the Student Body President, Student Body Vice President, and CAB President.
- v. Shall report to the Executive Cabinet weekly on all monies spent on a weekly basis.
- vi. Shall serve as a non-voting member of the Student Senate Committee on Business and Finance.
- vii. Shall maintain a relationship with the Campus Life budget manager.
- vi. Shall work in tandem with the Vice Chancellor of Finance and Administration concerning university funds.
- vii. Shall have scheduled meetings with the Vice Chancellor of Finance and Administration in order to establish mentorship and receive assistance concerning all SGA endeavors relative to their respective position.

#### I. Director of Public Relations

##### Duties and Powers

- i. Shall coordinate communications for the student body regarding SGA initiatives.
- ii. Shall simultaneously serve and work with the Campus Life & Marketing Committee President regarding Student Government Association matters relative to duties and responsibilities.
- iii. Shall design and present marketing material for the SGA to be disbursed among the various communities and constituencies in which the SGA functions and serves.



- iii. Shall create a monthly SGA newsletter.
- iv. Shall have the liberty in appointing additional positions to aid him/her in the work pertaining to this office.
- v. Shall coordinate meetings with the Office of Marketing and Communications and other related offices to ensure that all communications regarding SGA are updated.
- vi. Shall be responsible for any other duties notwithstanding those outlined in this document.

- vii. Shall be responsible for maintaining the SGA section of the school's website and any social media accounts.
- viii. Shall have scheduled meetings with the WSSU Director of Public Relations in order to establish mentorship and receive assistance concerning all SGA endeavors relative to their respective position.

J. Miss and Mister Winston-Salem State University

Qualifications and Responsibilities

- i. Shall be a senior within the next calendar year.
- ii. Miss WSSU and Mister WSSU shall have a minimum 3.0 grade point average at the time of application and must maintain a 2.7 GPA average on a 4.0 grading scale throughout the academic year to remain in the position.
- iii. Shall have the responsibility of representing the university at school related functions and at other colleges and universities.
- iv. Shall be responsible to the SGA for coordinating, implementing, and executing programming and community service activities for the Student Body including, but not limited to:
  - One (1) Male [Mister] Empowerment Event
  - One (1) Female [Miss] Empowerment
  - One (1) Academic Event
  - One (1) event at discretion
  - One (1) Campus Wide Community Service event per semester
- v. Represent the SGA and the University at official functions as designated by the SGA President and/or SGA Advisor.
- vi. Serve as ambassadors of the University and the SGA. During each regular semester they will be required to perform at least two (2) community service projects each, which should be approved by the SGA Executive Branch and the SGA/Royal Court Advisor. These community service projects shall be designed to enhance the Winston-Salem State University Community or the community at large. Each project is to be documented and reported to the SGA President and the Miss WSSU/Mister WSSU Advisory Council respectively. Should Miss WSSU or Mister WSSU fail to meet or perform the requirements of the role, the person shall be removed from office.
- vii. Miss WSSU and Mister WSSU must organize and delegate Royal Court meetings twice a month with the Royal Court Advisor.
- viii. During any athletic programming, it is required for Miss WSSU and Mister WSSU to be visible to the student body in the appropriate attire, the Miss WSSU and Mister WSSU must remain in the appropriate attire for the duration of the athletic event, i.e., Football Games (Home and Away [as required]),

Championship games, any athletic conferences (i.e. CIAA) unless otherwise cleared by the Royal Court Advisor.

- ix. In the case of removal from office, resignation, death, or other inability to uphold the duties of Mister WSSU or Miss WSSU, the line of succession shall be as follows: first runner-up, second runner-up, etc. In the case there is no

runner-up, the SGA President, Royal Court Advisor and Senior Class Advisor shall have the power to designate the manner in which the new Miss or Mister WSSU is selected.

- x. Miss WSSU and Mister WSSU shall be assigned to work alongside and assist the Office of Advancement and Alumni Relations to be the liaison between the students and alumni.
- xi. Mister WSSU will organize the Mister WSSU competition/showcase, and Miss WSSU will organize the Miss WSSU pageant/showcase. This will be done in conjunction with the Director of Student Activities or designee, the Elections Committee and the Mister and Miss WSSU Royal Court Advisor.

#### K. Political Action Committee Chair

- I. shall be the principle executive officer of the PAC
- II. Shall deliver a report at all SGA Executive Board meetings.
- III. shall preside at all meetings of the board, and shall perform such other duties as may be required of any committee chair which includes:
  - a. Appointment of PAC Executive Secretary upon 2/3 vote of the SGA Executive Board
  - b. Schedule committee meetings that best fit the schedule of majority members
  - c. Organize a minimum 2 initiatives/events in relation to social/political issues per semester
  - d. Receive documented minutes from executive secretary and report minutes to the SGA chief of staff.
- IV. Shall have scheduled meetings with the WSSU Director of External Relations in order to establish mentorship and receive assistance concerning all SGA endeavors relative to their respective position.

#### L. Secretary of Veteran Affairs

- 1. Shall address the issues and concerns of veterans enrolled or working at WSSU.
- 2. Shall raise awareness of veterans on campus.
- 3. Shall sponsor/co-sponsor recognition events for veterans (i.e. Veterans Day).
- 4. Shall be a source of information for students, faculty, and staff veterans at WSSU
- 5. Shall facilitate outreach to regional military affiliated organizations.
- 6. Shall work in tandem with finance and administration to create and uphold a Veteran's Center on campus.
- 7. Shall be responsible for any other ethical duties notwithstanding those outlined in this document required and incidental to the office of Veteran Affairs.

#### M. Graduate Student Representative

- i. Shall serve as the chairperson of the Committee of Graduate Student Relations.
- ii. Shall attend the University of North Carolina Association of Student Governments meetings and be a member of the Graduate Student Relations Committee.
- iii. Shall represent the interests of WSSU graduate students and serve as the official spokesperson for the graduate students to the administration, faculty, staff, and the surrounding community.
  - a. attend department meetings where they act as liaisons between graduate students and faculty, communicating the needs of the graduate students to faculty members and participating in departmental decisions, including decisions about the graduate curriculum, on behalf of the graduate students.
- iv. Shall execute at least one initiative per semester in collaboration with the Executive Cabinet for the Student Body.

## M. Class Council Members

### 1. Class Presidents

- Shall coordinate at least 2-3 class events per semester.
- Must be present at all town hall meetings held by the SGA, accompanied by their councils.
- Shall represent the best interest of their respective classes in all SGA meetings.
- The Senior Class President shall serve on the executive board of the WSSU National Alumni Association as the liaison between the student body and the alumni.
- Class Council members must have a 2.7 GPA upon application and maintain a minimum of a 2.5 GPA, while in office.
- Freshman officers must hold at least 2.5 at the completion of the Fall semester.
- Must host monthly class body meetings.
- Must give a monthly written report to SGA Vice President.

### 2. CLASS VICE PRESIDENT (Senior, Junior, Sophomore, and Freshman)

The Class Vice President shall:

- Assist the Class President and shall be elected by the student body of his/her Class.
- Perform the duties of the Class President in the event of his/her absence or incapacity. He/She shall succeed to the Class President in the event of his/her absence or incapacity. He/She shall succeed to the Class Presidency should the office become vacant, in which event, the Class Vice Presidency shall remain vacant pending an election.
- Help in the implementation of programs and activities.
- Must be a member of the Class Officers Association.

### 3. CLASS SECRETARY (Senior, Junior, Sophomore, and Freshman)

The Class Secretary shall:

- Assist the Class President and shall be elected by the student body of his/her Class.
- Be responsible for clerical duties of the class and shall take minutes at all of Class and Class Officers Association Meetings.
- Submit all minutes of meeting to Class Advisors within forty-eight (48) hours.
- Help in the implementation of programs and activities.
- Must be a member of the Class Officers Association.
- Must attend meetings of the Class Officers Association.
- Secretary of Class Officers Association shall be appointed by the Class Officers Association Chairperson.

### 4. CLASS TREASURER (Senior, Junior, Sophomore, and Freshman)

The Class Treasurer shall:

- Assist the Class President and be elected by the student body of his/her Class.

- Maintain up-to-date and accurate accounting of monies, which should be available for review upon request.
- Be responsible for the implementation of all fundraising activities as approved by the University.
- Make monthly written reports to the Class on the financial transactions of his/her office showing the amount expended and the amount on hand with supporting evidence of Class authorization.
- Submit financial report to SGA Treasurer or Financial Committee.
- Help in the implementation of programs and activities.
- Must be a member of the Class Officers Association.
- Must attend meetings of the Class Officers Association.

#### 5. CLASS QUEEN (Senior, Junior, Sophomore, and Freshman)

- The Class Queen shall:
  - Along with the Class King, be the official representation of the Class.
  - Assist the Class President and be elected by the student body of her Class.
  - Be responsible for the implementation of Class community service projects.
  - Help in the implementation of programs and activities.
  - Participate in all activities and special events in which Miss WSSU or the Class deems necessary.
  - Be available upon request to serve as meeting representative in the absence of Miss WSSU.
  - Must be a member of the Class Officers Association.
  - Must attend meetings of the Class Officers Association.

#### 6. CLASS KING (Senior, Junior, Sophomore, and Freshman)

The Class King shall:

- Along with the Class Queen, be the official representation of the Class.
- Assist the Class President and be elected by the student body of his Class.
- Be responsible for the implementation of Class community service projects.
- Help in the implementation of programs and activities.
- Participate in all activities and special events in which Mister WSSU or the Class deems necessary.

Be available upon request to serve as meeting representative in the absence of Mister WSSU

#### N. Appointees

The Student Body President shall have the right to appoint any position deemed necessary to the fulfillment of his duties and these appointees shall sit on the Executive Cabinet at the pleasure of the President.

All appointees to the Executive Cabinet shall have a right to vote unless such privileges are revoked by the Student Body President.

Appointees must be approved by the Student Senate as expressed in Article V, Section I.

## **Article VI- Bylaws**

### A. Line of Succession and Chain of Command

In absence of the Student Body President due to out-of-state travel, illness, or other temporary means, the Student Body Vice-President shall have charge of SGA operations, unless ordered otherwise by the Student Body President.

In the case of the President's permanent incapacity to serve and subsequent resignation or removal from office, the duties will be assumed by the following, in order of succession:

- I. Student Body Vice President
2. Campus Activities Board President
3. Attorney General
4. Chief of Staff
5. Executive Treasurer
6. Executive Secretary



7. Director of Public Relations
8. Graduate Student Representative
9. Miss Winston-Salem State University
10. Mister Winston-Salem State University

## B. Impeachment Proceedings and Removal from Office

1. At any time, an SGA executive officer may be brought up for impeachment by a majority vote of the Executive Cabinet or Student Senate legislation sponsored by representatives of 2/3 of all senators.
2. If the impeachment proceedings begin in the Senate, immediately, the matter shall be referred to the Executive Cabinet for consideration. The Cabinet shall vote and its recommendation shall be forwarded to the Student Senate. In the event that the Cabinet opposes impeachment, the Student Senate may override the Cabinet by a vote representing 2/3 of all Senators in favor.
3. If the impeachment proceedings begin in the Executive Cabinet, the matter shall be referred to the Student Senate and removal from office shall be dictated by a two-thirds vote of members present with the presence of a quorum.
4. At any time, the Student Body President may ask for the resignation of an elected SGA executive officer.

If the officer refuses to comply or does not respond, the matter shall immediately be brought before the Executive Cabinet for deliberation. The President shall have the burden of proof to justify the removal of the executive officer in question. A vote on the removal is mandatory and shall be moved to the Student Senate along with a recommendation on the vote itself from the Executive Cabinet. If the Student Senate votes for removal, the officer shall be removed. The officer is entitled to one appeal to the SGA Executive Cabinet at its next regularly scheduled meeting following the Student Senate vote regarding the resignation matter. If the Student Senate does not support removal, the President can appeal to the Assistant Vice-Chancellor for Student Affairs. In the case of unsatisfactory appeal, the President may appeal to the Associate Vice Chancellor/Dean, then the Vice Chancellor of Student Affairs.

## C. Elections

### I. Election Committee

The duties of the Elections Committee will consist of the following:

- a. Reviewing the nominating applications for all candidates
- b. Securing academic eligibility for all candidates through the Office of the Registrar.
- c. The Elections Committee shall consist of seven (7) members who shall administer all Student

Government Elections The members shall be selected from the Student Senate or SGA by the SGA Advisor.

- d. No election officers shall be in any manner affiliated with the campaign of any candidate participating in the election.
- e. The Elections Committee shall be responsible for advertising the availability of Student Government Association applications and Student Government Association elections.
  - f. The Elections Committee shall be responsible for planning, organizing, and implementing a forum for individuals interested in running for a Student Government Association position.
- g. The Elections Committee shall establish and maintain protocol and procedure guidelines in order to conduct Election Committee business.

1. Schedule

There shall be a campus-wide election on the first Wednesday in April each year for the purpose of electing officers of the Executive Council.

All class officers shall be elected on the first Wednesday in April by their respective classes.

Freshman Class Officers shall be elected during the week of Ramdation of each year. Only freshman class members will be allowed to vote for officers in this election.

2. Special Elections

Special elections shall be held when deemed necessary by the Executive Cabinet and shall be supervised by the Student Senate and the office conducting elections.

3. Appointments

Appointments shall be held when deemed necessary by the Executive Cabinet and shall be supervised by the Student Senate and the office conducting elections.

The following shall be required to appoint an actively enrolled student into a committee that shall stand as the representative body of any position/office deemed vacant at the general election: This subsection does not apply to the position of Student Government Association President and will be filled as according to **Article VII- Bylaws §1. Line of Succession and Chain of Command.**

1. An interview with a panel consisting of elected officials shall require a fully completed application with all required documentation, in alignment with the general elections' guidelines
- ii. Power of approval of the applicants into a committee contingent upon the vacant position, shall be vested by the student senate.

D. Financial Matters

1. Authorization to Spend

All funds shall be housed within university financial sectors and may be withdrawn only on the signature of the Student Body President or his/her written proxy and the Vice-Chancellor for Student Affairs or his/her designated proxy.

Funds shall be expended as approved for the purposes outlined in Article II of the Constitution and in accordance with the budget approved by the Student Senate. This budget may be revised by the Student Body President and Executive Treasurer under the advisement of the Executive Cabinet.

AU those who have access to SGA funds, shall complete a money request voucher and submit it to the Executive Treasurer.

2. Compensation and Clothing Allowance

*i. Compensation*

1. The Student Body President of the WSSU SGA shall be compensated over a 12-month period (June 1- May 30) during a one-year period). The salary shall be five hundred dollars (\$500.00) per month, when employed.
2. The salary of the Student Body Vice President of the WSSU SGA

shall be three hundred fifty dollars (\$350.00) per month, when employed.

3. The salary of Attorney General shall be three hundred dollars (\$300.00) per month, when employed. Increases to wages ratified by the Student Senate shall take effect in the following academic year upon approval from the Vice-Chancellor for Student Affairs.
3. The SGA President, Miss WSSU, and Mister WSSU shall be granted on-campus housing as well as the lowest meal plan at no cost to the officers. These funds shall be allocated through the SGA budget.

#### 11. *Clothing Allowance*

The following members of the SGA shall receive a clothing allowance, as outlined below:

1. The Student Body President shall receive a clothing allowance equal to the amount of nine hundred dollars (\$900.00) per year. This allowance shall be used for the purpose, with no exception, for business professional clothing. Items purchased must be approved of by the SGA Advisor.
2. The Student Body Vice President shall receive a clothing allowance equal to the amount of seven hundred fifty dollars (\$750.00) per year. This allowance shall be used for the purpose, with no exception, for business professional clothing. Items purchased must be approved of by the SGA Advisor.

All voting members of the Executive Cabinet, excluding the Student Body President, Vice President, and Mr. and Miss Winston-Salem State University, will receive one (1) solid black professional suit and complimenting attire, not to exceed the cost of two hundred fifty dollars (\$250.00). The Student Body President and Vice President are required to use their respective allowances to purchase their suit and complementing attire.

#### E. Student Organizations

The Registered Organization Council (ROC) shall be the organizational liaison between organizational presidents, student government and the Office of University Student Activities and Engagement.

#### F. Meetings

The Student Senate shall meet no less than twice per calendar month on a schedule set forth by the Student Body Vice-President with the approval of the voting members of the Student Senate.

The Executive Cabinet shall determine its own meeting times and places.

All SGA Executive Cabinet meetings shall be conducted using Roberts Rules of Order.

## G. Ratification

This Constitution shall go into effect upon its affirmative vote by 2/3 of the Student Senate, majority approval of the student body via a referendum and approval by the WSSU Board of Trustees.

## H. Amendments

1. The SGA President and the Student Senate shall jointly recommend any needed changes in this Constitution. These recommendations shall be referred to the Vice Chancellor for Student Affairs or his/her designee. After due consideration, the SGA President and SGA Advisor shall offer its recommendation to the Student Senate President. The Student Senate shall then cast a vote of approval for the amended Constitution. The Vice Chancellor for Student Affairs and the SGA President will then seek approval of the University Board of Trustees. After Board of Trustee approval, the SGA will distribute the document to the entire Student Body for review.
2. The amendment(s) in question must be distributed via e-mail or hard copy to the entire student body at least forty-eight hours prior to the time a vote is taken. Ratification of the Constitution shall occur during official elections recognized by the Office of University Student Activities and Engagement, which include fall, spring, and official special elections.
3. In case of controversy in the interpretation of this constitution, the interpretation shall be from the SGA Advisor.

## I. Revision Clause & Oath of Office

1. The WSSU SGA governing documents (Constitution and Bylaws) shall be subject to revision every two years. Any changes made to the documents are subject to the guidelines hereto set forth in these documents. All changes will be adopted and enforced immediately after ratification.
2. The officers of the Executive Cabinet shall take the following oath:

I do solemnly promise that I, \_\_\_\_\_, will faithfully execute the duties of my office and will do the best of my ability to preserve, protect, and abide by the constitution of the Student Government Association of Winston-Salem State University.

## G. Ratification

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Responsible Division: Vice Chancellor for Student Affairs  
Authority: Board of Trustees  
History: Adopted and Amended: June 12, 2015  
Amended: March 16, 2021



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Kelvin E. Farmer  
Chairman, Board of Trustees  
Winston-Salem State University

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Coretta Bigelow  
Secretary, Board of Trustees  
Winston-Salem State University

Responsible Division: Vice Chancellor for Student Affairs  
Authority: Board of Trustees  
History: Adopted and Amended: June 12, 2015  
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**\*This amendment was approved Friday, March 19, 2021 by the WSSU Board of Trustees.**