

The University of Texas at San Antonio Student Government Association Constitution



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PREAMBLE

We, the students of The University of Texas at San Antonio (UTSA), in recognition of our shared responsibility and partnership with students, the administration, faculty, and staff to fulfill the mission of UTSA, do hereby adopt and establish this Constitution for The University of Texas at San Antonio Student Government Association.

ARTICLE I: General Provisions

Section 1: Name

A. The official name of this organization is The University of Texas at San Antonio Student Government Association, also referred to as the Student Government Association or SGA.

Section 2: Purpose

- A. The purpose of SGA is to serve as a voice and advocate for the UTSA student body by:
1. Promoting student rights and responsibilities.
 2. Promoting cooperation and partnership among the students, student organizations, and the University faculty, staff, and administration.
 3. Promoting the interests of student life.
 4. Promoting education and learning.
 5. Reviewing and making recommendations on matters affecting the university community.
 6. Providing for the exchange of information, ideas, and opinions throughout the university community.
 7. Fostering a sense of university community.
 8. Promoting and developing leadership opportunities for students.

Section 3: Nondiscrimination

A. SGA shall not discriminate, and shall discourage discrimination on the basis of ancestry, citizenship, creed, economic background or status, ethnic identity, ethnicity, gender expression, gender identity, intellectual disability, national origin, philosophy, physical disability, race, religion, sex, or sexual orientation. In adhering to this policy, the SGA will not advocate the restriction of any one's freedom of public speech, assembly, expression, or association.

Section 4: Membership

A. The membership of SGA shall include all full-time and part-time students who are currently registered at UTSA.

ARTICLE II: Elections

Section 1: Elections

- A. SGA General Elections shall occur for all Executive Officer positions and Senators, excluding Freshman Senators, before spring break; Freshman Senator Elections shall be held before the first week following the fall census date. Election results must be posted in the designated SGA posting place as well as online, ranking delegates in descending order according to the number of votes received, or percentage of votes attained.
- B. Successful Executive Officer candidates must receive a majority of the votes cast for each position to be declared the winner. If no candidate receives a majority, the top two candidates will go into a run-off election. Senator candidates receiving a plurality of the vote will be declared the winner.

Section 2: Qualifications

- A. Candidates must be currently enrolled students at UTSA.
- B. Candidates must have a minimum cumulative GPA requirement, prior to the first day of each semester.
 - 1. Undergraduate students must have a cumulative UTSA GPA greater than or equal to 2.25.
 - 2. Graduate students must have a cumulative UTSA GPA greater than or equal to 3.00.
- C. Candidates must remain in good standing, as defined in the Student Code of Conduct, with the University.

Section 3: Tenure

- A. Elected representatives shall assume office when officially sworn in by taking the SGA Oath of Office, and shall serve until the next election, their resignation, or until any other form of removal from office.

Section 4: Minimum Number of Voters

- A. There shall be no constitutional provision requiring a minimum number of voters participating in any general or special election in order to validate the election.

ARTICLE III: The General Assembly

Section 1: Composition

- A. The General Assembly shall be comprised of all elected Senators from each college and classification. General Assembly members may not hold any additional other recognized SGA position, with the exception of Committee Chair, and Speaker of the Senate. Each college within the university shall have one (1) Senator per one thousand students. There shall be four (4) Senators for each class division of Freshman, Sophomore, Junior, Senior and Graduate. No categories shall have more than five (5) Senators. The next years representation shall be established through enrollment numbers as calculated on the census day of the fall semester. No Senator shall serve more than a total of four (4) terms as an Undergraduate student or a total of four (4) terms as a Graduate student.

Section 2: Duties and Responsibilities

- A. To represent and communicate the opinion and needs of the student body to the administration, faculty, staff, and other appropriate entities.
- B. To confirm justices to the SGA Judicial Branch, as appointed by the SGA President.
- C. To review, discuss, consider, and take any necessary action through legislation on all issues which concern the campus or students.
- D. To serve as an open forum where opinions on matters of concern can be exchanged.
- E. Execute all legislation of the General Assembly.
- F. To approve the SGA annual budget and any spending which would exceed \$250 of the budgeted amount.
- G. To serve on at least one SGA Committee.
- H. To make opportunities available for their constituents, to share opinions and viewpoints.
- I. To attend all meetings of the General Assembly their chosen committee, and mandatory SGA events.
- J. To protect, defend, and uphold the SGA Constitution.

Section 3: Powers

- A. Enact SGA legislation.
- B. To recommend to the student body proposals and programs that will strengthen the University community.
- C. To override SGA Presidential vetoes with a two-thirds vote.

ARTICLE IV: Officers

Section 1: Composition

- A. The Executive Officers of SGA shall include a President, Vice President, Secretary, Treasurer, and a Speaker of the Senate. Executive Officers, with the exception of the Speaker of the Senate, will be elected through a campus-wide election as outlined in the SGA Constitution and By-Laws. Officers shall serve no more than two (2) terms in any single Officer position. Only the President and Vice President may run on a ticket with one another; no other Officer shall be able to run on a ticket.

Section 2: Officer Duties and Responsibilities

- A. To oversee and implement SGA procedure and policies
- B. Meet weekly with SGA Advisors.
- C. Serve a minimum of two office hours each week to be published on the Student Government Website or in the SGA Office.
- D. To report on activities taken by the Officer at all meetings of the General Assembly.

Section 3: Executive Decision

- A. An Executive Decision is a directive by the President and are reserved for instances when it is not practical to call a meeting of the General Assembly or when the Constitution is vague and/or does not clearly instruct the President as to the appropriate action. An Executive Decision requires two-thirds approval of the Executive Officers before the Decision can be enacted.
- B. The General Assembly will have the authority to overturn an Executive Decision with at least a majority vote.
- C. Executive Decision must be announced at the next General Assembly meeting, and sent electronically to all members of SGA including the Advisors.
- D. Executive Decisions may not change or alter this Constitution or the associated By-Laws.
- E. An Executive Decision cannot be used for any expenditure.

Section 4: The President

- A. The President shall serve as Chief Executive Officer of the SGA.
- B. The President shall be limited to serving two terms as SGA President.
- C. The President shall serve and/or appoint delegates to the University of Texas System Student Advisory Council.
- D. The President shall preside over meetings of the Executive Cabinet.
- E. The President may ask active members to attend meeting of the Executive Cabinet.
- F. The President shall report on SGA activities to the General Assembly.
- G. The President may approve or veto all legislation passed by the General Assembly within ten (10) class days. Any bill not signed or vetoed within this time shall be considered approved.
- H. The President shall attend meetings of the University Executive Assembly.
- I. The President shall fill vacancies in the Judicial Branch with a two-thirds majority General Assembly approval.
- J. The President shall have the power to nominate individuals to University committees.
- K. The President shall create an agenda for the Executive Cabinet meetings.

- L. The President shall have the power to appoint General Assembly Committee Chairs.
- M. The President shall have the power to create Programs.
- N. The President shall have the power to call special sessions of the General Assembly at a time after 5:30PM local time, and to be held on a regular, weekday class day. Special sessions must be announced three days in advance.
- O. The President shall represent SGA in meetings with other student government associations, the university, institutions, media, business firms, agencies of the government, and the general public.
- P. The President must provide a State of the SGA address to the General Assembly at least once a semester during any regularly scheduled General Assembly meeting.

Section 5: The Vice President

- A. The Vice President shall preside over meetings of the General Assembly, voting only in the event of a tie.
- B. The Vice President shall create the agenda for the General Assembly with input from the other Executive Officers.
- C. The Vice President shall assume the duties and responsibilities of President in the prolonged absence or incapacity of the President; or, if the office of the president is vacant, until a special election can be held to fill the position.
- D. The Vice President shall install all members of SGA.
- E. The Vice President may select a Parliamentarian for the General Assembly.
- F. The Vice President shall remove anyone from a meeting of the General Assembly who is acting unruly.
- G. The Vice President shall represent SGA in meetings with other Student Government associations, the university, institutions, business firms, agencies of the government, and the general public.
- H. The Vice President shall serve as an ex-officio member of all SGA Committees.

Section 6: The Treasurer

- A. The Treasurer shall ensure funds are spent according to the budget approved by the General Assembly.
- B. The Treasurer shall create and be prepared to defend the SGA budget to the Student Services Fee Committee.
- C. The Treasurer shall oversee use of any discretionary funds.
- D. The Treasurer shall create weekly reports on current and proposed SGA spending, including but not limited to LeaderFund.
- E. The Treasurer shall report monthly on the SGA's current budget to the General Assembly.
- F. The Treasurer shall provide a detailed budget report upon request that will include all expenditures, all planned expenditures, all discretionary funds, as of their current status when requested.
- G. The Treasurer must present the budget in detail before the General Assembly at the last General Assembly of each fall and spring semester.
- H. The Treasurer shall present the budget to the General Assembly as outlined in this Constitution.

Section 7: The Secretary

- A. The Secretary shall record minutes of the General Assembly meetings and distribute

- them in time for the next meeting of that body.
- B. The Secretary shall keep a record of the current general membership and contact list in addition to membership of committees.
- C. The Secretary shall furnish General Assembly minutes and reports upon request.
- D. The Secretary shall provide a schedule of SGA meeting dates, times, and locations to be published online and in the SGA Office.
- E. The Secretary shall have discretion over what constitutes an absence.

Section 8: The Speaker of the Senate

- A. The Speaker of the Senate shall act as a liaison between the General Assembly and the Executive Cabinet.
- B. The Speaker of the Senate shall assume the duties and responsibilities of the Vice President in their prolonged absence or incapacity; or, if the office of the Vice President is vacant, until a special election can be held to fill the position.
- C. The Speaker of the Senate shall serve as an ex-officio member to all committees.
- D. The Speaker of the Senate shall direct and guide the work of SGA in studying, formulating, and recommending general policies and procedures to the university.
- E. The Speaker of the Senate shall assist Committee Chairs with their respective duties and responsibilities.

Section 9: Line of Succession

- A. In this Constitution, an extended absence shall be defined as an absence without contact lasting ten (10) regularly scheduled class days in the fall or spring semester, or an absence without contact lasting twenty (20) regularly scheduled class days in the summer.
 - 1. Contact in this instance shall be considered contact with any of the current Officers and/or the SGA Advisor(s).
 - 2. In the event that a role is assumed from succession, the newly vacant role shall be the role which a special election is held for. The Officer, who assumes a new role, assumes the role until the next General Election has taken place. Only one Officer shall assume a new role through this process per vacated position; the position that the Officer vacates to assume a role of the vacated position shall be considered vacated pursuant to this section, and a special election will be held for that position with the winner remaining in that position until the next General Election.
- B. In the prolonged absence of the President, the Vice President will assume the President's role.
- C. If both the Vice President and President are absent for an extended period of time, or their positions are vacant, the Speaker of the Senate will assume the role of the President and the Treasurer will assume the role of the Vice President.
- D. If a role cannot be filled according to this process, a Special Election for that position will take place.
- E. These roles are assumed until the next General Election.

ARTICLE V: The Executive Cabinet

Section 1: Purpose

- A. The Executive Cabinet serves as advisors to the President and is comprised of the Vice President, Treasurer, Secretary, Officers, the Speaker of the Senate, Chief of Staff, Committee Chairs, Programs Directors and the SGA Advisor(s), ex-officio.

Section 2: Meetings

- A. The Executive Cabinet may meet in closed session when; discussing personnel issues, discussing individual students, or discussing other activities deemed to be confidential according to the UT System Handbook of Operating Procedures in accordance with applicable federal and state law, and University of Texas System regulations.

ARTICLE VI: Judicial Branch

Section 1: Purpose

- A. The Purpose of the Judicial Branch is to interpret this Constitution, associated By-Laws, and any piece of SGA legislation passed through the General Assembly.

Section 2: Composition

- A. The Judicial Branch is comprised of five (5) Justices.
- B. Justices are appointed by the President and approved by the General Assembly with a two-thirds majority vote.
- C. Justices terms expire upon resignation or impeachment.

Section 3: Powers and Responsibilities

- A. The Judicial Branch shall meet twice a semester.
- B. The Judicial Branch shall provide specific polling locations for SGA General Elections.
- C. The Judicial Branch shall oversee SGA General Elections.
- D. The Judicial Branch shall facilitate one (1) well structured dialogue and debate between Officers who are running in General Election.
- E. The Judicial Branch shall enforce this Constitution and the SGA By-Laws.
- F. The Judicial Branch shall oversee the SGA impeachment process.
- G. The Judicial Branch shall write an opinion for each decision which they render. The most senior Justice of the winning side of a controversy shall write the opinion, and if they may pass the opinion down in order of seniority to all Justices on the winning side.

Section 4: Addendums to the By-Laws

- A. After a Judicial Ruling is made in the instance that this Constitution and associated By-Laws or any other Student Government Association Legislation is in dispute or unclear an Addendum must be added to the By-Laws.
- B. Addendums cannot be repealed or overturned by an Amendment to the By-Laws, but may be overturned by a Constitutional Amendment or another Addendum.
- C. Addendums will be formatted the same as Amendments to the By-Laws and be placed in their corresponding section along with the name of the current Chief Justice's name and the date that the Addendum was added.

Section 5: Removal from Office

- A. When no longer in good standing with the university.
- B. Upon failure to maintain the same GPA standards that candidates have.
- C. When they are found in violation of Constitution or By-Laws.
- D. All of these conditions are only met as determined by the SGA Advisor(s).

Section 6: Enforcement of Penalties

- A. The Judicial Branch shall remove members from office or impose other penalties:
 - 1. Given a preponderance of evidence for violations of the SGA Constitution and/or By-Laws.
 - 2. Given evidence of violations of the Student Code of Conduct, as determined by the Office of Judicial Affairs.

3. Given evidence of violations of federal, state, or local law, as dictated by the UTSA Office of Student Conduct and Community Standards.
4. After following the procedures outlined in Section 4 of this article.

Section 7: The Chief Justice

- A. The Justices must elect from among themselves a Chief Justice to:
1. Preside over meetings of the Judicial Branch.
 2. Maintain a written record of all judicial proceedings.
 3. Produce minutes of SGA Judicial proceedings and meetings when asked by either the SGA Officers or the SGA Advisors.
 4. Call meetings of the Justices.
 5. Call any Judicial Hearing authorized by this Constitution and associated By-Laws.

ARTICLE VII: Program Creation

Section 1: Process

- A. SGA Programs dedicated to a specific purpose can be created by the President with a majority vote of Executive Officers and are subject to specifications outlined in the SGA Constitution and associated By-Laws.

ARTICLE VIII: Meetings

Section 1: The General Assembly

- A. The SGA General Assembly shall meet weekly during the academic year through the first study day of each semester, with the exception of official university breaks. The Vice President, with the consent of the SGA Advisor(s) shall determine time, date, and place.
- B. In the absence of the Vice President, the Speaker of the Senate shall preside over the General Assembly meetings.
- C. The General Assembly shall provide a forum where any student may speak.
- D. Quorum of the General Assembly shall be equal to 50% of currently filled Senate seats plus one (1).

Section 2: Called Meetings of the General Assembly

- A. The President may call special meetings by Executive Decision. The meetings must be held at a reasonable time during the academic year and public notice must be posted outside the SGA Office within twenty-four (24) hours of the meeting.

Section 3: Attendance

- A. If a member of the assembly fails to attend a combination of three (3) General Assembly meetings, committee meetings, or mandatory SGA events, in any semester, that member shall lose their position in the General Assembly.
- B. General Assembly attendance will be taken at the beginning and end of each General Assembly meeting. If a member is not present either time attendance is taken, the member shall receive a half absence; if the member is absent at both times attendance is taken, the member shall receive a full absence.
- C. An individual marked absent for any reasons may appeal the absence to the General Assembly and the absence may be removed with a two-thirds vote.

Section 4: Committees

- A. The SGA Committees shall meet at least weekly during the academic year through the first study day of each semester, with the exception of official University breaks. The Committee Chair shall determine the time, date, and place.
- B. The Committee Chair may call special meetings as necessary. Called meetings of Committees do not count towards attendance.

Section 5: Executive Cabinet Meetings

- A. The Executive Cabinet shall meet weekly at a time and place determined by the President.
- B. The President may call special meetings as necessary.
- C. The President shall convene meetings of the Executive Cabinet.
- D. The Vice President, Treasurer, Secretary, Speaker of the Senate, Chief of Staff, and SGA Advisors are encouraged to attend meetings of the Executive Cabinet.
- E. The Secretary shall record the minutes of Executive Cabinet meetings and produce them with a two-thirds vote of the SGA Officers.

Section 6: The Judicial Branch

- A. Shall meet as necessary as called by the Chief Justice.

ARTICLE IX: Parliamentary Authority

Section 1: Governing Rules

- A. The rules contained in the latest version of Robert's Rules of Order shall govern the SGA in all cases to which they are applicable unless they are inconsistent with the Constitution and By-Laws of the SGA. This shall be executed by the Parliamentarian and may be appealed only to the Vice President during a General Assembly meeting.

ARTICLE X: Legislation

Section 1: Meetings of the General Assembly

- A. The General Assembly shall pass legislation controlling and governing SGA activities.
- B. Any Senator or Committee Chair of the General Assembly may present legislation during the General Assembly providing their legislation has been placed on the agenda of that meeting.

Section 2: Recognition

- A. The Student Government Association shall recognize the following types of legislation when brought to the floor of a General Assembly meeting: amendments to this Constitution and associated By-Laws, petitions, resolutions, recommendations, and memorandums.
- B. Legislation requested as Emergency Legislation may be considered at the meeting where it is presented, and must pass the approval of a two-thirds majority of the General Assembly.
 - 1. Constitutional and By-Law amendments may not be considered emergency legislation.

Section 3: Amendments to This Constitution

- A. Amendments to this Constitution take effect after:
 - 1. Proposed amendments are considered at no fewer than two (2) meetings of the SGA General Assembly.
 - 2. A copy of the proposed amendments are distributed with the agenda. They are also provided to the Vice President of Student Affairs and/or his/her designees for feedback.
 - 3. A three-fourths majority vote of The General Assembly
 - 4. Amendments must then go to the Student Body for approval following procedures outlined for General Elections.
 - 5. The approval of the Vice President for Student Affairs.
 - 6. The approval of the President of UTSA

Section 4: Amendments to the By-Laws

- A. Amendments to the associated By-Laws take effect after:
 - 1. Proposed amendments are considered at no fewer than two (2) meetings of the SGA General Assembly.
 - 2. A two-thirds majority vote of the General Assembly

Section 4: Petitions

- A. A petition is a call to action by the UTSA Student Body.
- B. No amendment to this Constitution or associated By-Laws shall be created that will require a minimum number of signatures for a petition to be recognized by the SGA.
- C. The General Assembly may adopt a petition with a two-thirds vote.

Section 5: Resolutions

- A. A resolution may only be voted on the week after it is presented before the General Assembly.

B. The General Assembly may adopt a resolution with a majority vote.

Section 6: Recommendations

A. The General Assembly may adopt a recommendation with a majority vote.

Section 7: Memorandums

A. The General Assembly may adopt a memorandum with a majority vote.

ARTICLE XI: Voting Eligibility

Section 1: Voting Members

- A. Voting members of the SGA General Assembly shall be all Senators and the Vice President, who votes only in the event of a tie.

Section 2: Nonvoting Members

- A. Members who have a voice in the General Assembly but do not have a vote include the President, Secretary, Treasurer, Appointments, a Committee Chair who does not hold a Senate position, Program Directors, and the SGA Advisor(s).
- B. All students at UTSA, representatives or employees of the university, and members of the public may attend the General Assembly, as non-voting observers. A member of the General Assembly may yield the floor to a nonmember to address the Assembly through an appropriate sponsorship.

ARTICLE XII: General Assembly Committees

Section 1: Purpose

- A. General Assembly Committees investigate student concerns and are open to all students. The committee chairs are appointed by the President in consultation with the other Executive Officers. Each committee will prepare a weekly report which will be presented at the General Assembly, summarizing the student body concerns, actions taken, and subsequent results. Each committee, with exception of Downtown Affairs, shall consist of at least eight (8) Senators. Senate committee chairs shall hold no other position in SGA.

Section 2: Committee Chair Qualifications

- A. Committee Chairs must be currently enrolled students at UTSA.
- B. Committee Chairs must have a minimum cumulative GPA requirement, prior to the first day of each semester. The GPA requirement shall be identical to the GPA requirement for all elected positions.
- C. Committee Chairs must remain in good standing, as defined in the Student Code of Conduct, with the University.

Section 3: Powers and Responsibilities

- A. Committee Chairs shall assist the President in carrying out their platform.
- B. Committee Chairs shall attend all General Assembly meeting, meetings of their committee, and mandatory SGA events.
- C. Committee Chairs shall hold weekly committee meetings every week class in session during the fall and spring semesters.
- D. Committee Chairs shall protect, defend and uphold the SGA Constitution and By-Laws.
- E. Committee Chairs shall facilitate all committee meetings for their assigned area and take attendance.
- F. Committee Chairs shall take minutes within their committee that will include the attendance, and e-mail the minutes to the Secretary within a timely fashion.
- G. Committee Chairs may appoint a Vice Chair and Secretary of their committee.

Section 4: Accountability

- A. If a Committee Chair fails to attend three (3) Committee meetings (unexcused absences) in any semester, that member shall lose their positions.
- B. Should a Committee Chairs actions come in to question, the SGA President shall be contacted immediately so the President may be aware of the concern, in addition, the person holding the concern should meet with the Chair to rectify the matter.
- C. The Secretary shall ensure that each committee will have a reasonable disbursement of members if the requirements requirement regarding number of Senators per committee cannot be met.

Section 5: The Academic Affairs Committee

- A. The Academic Affairs Committee shall research student concerns related to the administrative units of the University, reporting to the Vice President of Academic Affairs.
- B. The Academic Affairs Committee shall recommend policy and actions to the Vice

- President of Academic Affairs.
- C. The Academic Affairs Committee shall make recommendations to the General Assembly on what action should be taken involving Academic Affairs.
 - D. The Academic Affairs Committee shall coordinate all efforts to address student concerns, with approval from the General Assembly, including town hall meetings and legislation.
 - E. The Academic Affairs Committee shall prepare a report summarizing the student body concerns, action taken, and subsequent results, for distribution to the University community.
 - F. The Academic Affairs Committee shall consist of at least eight (8) Senators.

Section 6: The Student Affairs Committee

- A. The Student Affairs Committee shall research student concerns related to the administrative units reporting to the Vice President for Student Affairs.
- B. The Student Affairs Committee shall recommend policy and actions to the Vice President for Student Affairs.
- C. The Student Affairs Committee shall make recommendations to the General Assembly on what action should be taken to address student concerns.
- D. The Student Affairs Committee shall coordinate all efforts to address student concerns, with approval from the General Assembly, including town hall meetings and legislation.
- E. The Student Affairs Committee shall prepare a report summarizing the student concern, action taken, and subsequent results, for distribution to the University community.
- F. The Student Affairs Committee shall consist of at least eight (8) Senators.

Section 7: The Business Affairs Committee

- A. The Business Affairs Committee shall research student concerns related to the administrative units reporting to the Vice President for Business Affairs.
- B. The Business Affairs Committee shall recommend policy and actions to the Vice President for Business Affairs.
- C. The Business Affairs Committee make recommendations to General Assembly on what action should be taken to address student concerns.
- D. The Business Affairs Committee shall coordinate all efforts to address student concerns, with approval from the General Assembly, including town hall meetings and legislation.
- E. The Business Affairs Committee shall prepare a report summarizing the student concern, action taken, and subsequent results, for distribution to the University community
- F. The Business Affairs Committee shall consist of at least eight (8) Senators.

Section 8: The Downtown Affairs Committee

- A. The Downtown Affairs Committee shall be inactive unless requested by a majority vote of the General Assembly; the President must appoint a Committee Chair at the same meeting that the Committee is created; the Committee Chair must be approved with a majority vote of the General Assembly at the same meeting.
- B. The Downtown Affairs Committee shall have the same operations as the Academic Affairs Committee, the Student Affairs Committee, and the Business Affairs

Committee of this Article applied to the committee; the requirement regarding number of Senators shall not apply to this committee.

- C. The Downtown Affairs Committee shall consist of at least three (3) Senators.

Section 9: The Internal Affairs Committee

- A. The Internal Affairs Committee shall be inactive unless requested by a majority vote of the General Assembly; the President must appoint a Committee Chair at the same meeting that the Committee is created; the Committee Chair must be approved with a majority vote of the General Assembly at the same meeting.
- B. The Internal Affairs Committee shall have the same operations as the Academic Affairs Committee, the Student Affairs Committee, and the Business Affairs Committee of this Article applied to the committee; the requirement regarding number of Senators shall not apply to this committee.
- C. The Internal Affairs Committee Shall consist of at least three (3) Senators.

Section 10: Ad Hoc Committees

- A. Ad Hoc Committees shall consist of at least three (3) Senators.
- B. Ad Hoc Committees shall be created with a majority vote of the General Assembly to focus on a specific topic; the President must appoint a Committee Chair at the same meeting that the Committee is created; the Committee Chair must be approved with a majority vote of the General Assembly at the same meeting.

ARTICLE XIII: Finances

Section 1: Disbursement of Budgeted Expenditures

- A. Budgeted expenditures shall be disbursed with the approval of the SGA Treasurer and the Advisor(s).

Section 2: Disbursement of Unbudgeted Expenditures

- A. Unbudgeted expenditures in excess of \$250 shall be disbursed with a majority vote of the General Assembly, approval of the SGA Treasurer, and approval of a SGA Advisor.
- B. Unbudgeted expenditures that amount to less than \$250 shall require either a majority vote of the General Assembly or the approval of the SGA Treasurer, in addition to one (1) SGA Advisor to be approved. The sum of these expenditures cannot be used for the purchase of a single item in excess of \$250. The sum of these expenditures exceeding \$250 cannot be used for the purchase a multiple of the same item unless the General Assembly approves the purchase(s) with a two-thirds vote.
- C. The General Assembly can propose up to \$250 in unbudgeted expenditures to be voted upon at the next meeting of the General Assembly; these expenditures may be approved with a majority vote. Approval for these expenditures shall be the same as Section 2, B of this Article.

Section 3: Approval of the Budget

- A. The annual budget shall be organized into distinct expense categories and be presented by the second General Assembly meeting of the fall semester.
- B. The annual budget shall not be presented to the General Assembly without a verbal explanation and justification for each expense category.
- C. The annual budget shall not be presented to the General Assembly without a verbal explanation and justification of the proposed expenditures included in each expense category in addition to their estimate costs.

ARTICLE XIV: Executive Officer Stipends

Section 1: Disbursement

- A. Executive Officers of SGA are paid a stipend based on their completing the requirements of their positions. The amount of the stipends and how the stipend will be disbursed is outlined in the By-Laws.

ARTICLE XV: Disbursement of Organizational Assets

Section 1: Disbursement

- A. Upon the dissolution of SGA, organizational assets will be placed in trust with the Vice President for Student Affairs. These assets will be disbursed to the next UTSA Student Government body that is recognized by the University of Texas Board of Regents.

ARTICLE XVI: Faculty and Staff Advisors

Section 1: Selection

- A. Advisor(s) openings shall be filled with input from current and incoming SGA Officers through processes outlined by the University.

Section 2: Powers and Responsibilities

- A. Advisors shall maintain records required by the federal and state government, the University of Texas System Board of Regents, and UTSA administration.
- B. Advisors shall maintain the most recent version of the SGA Constitution and associated By-Laws.
- C. Advisors shall maintain a record of all Legislation passed by the Senate and approved by the SGA President.
- D. Advisors shall be involved in all aspects of SGA.
- E. Advisors shall provide advice and opinions on issues facing student government.
- F. Advisors shall clarify student government's position to faculty, staff, and administration as necessary.
- G. Advisors shall assist in planning events for SGA.
- H. Advisors shall refrain from overriding the SGA, its actions, and/or its members, with the exceptions of possible violations of University Policy, as well as violations of local, state, and/or federal laws, or in instances of severe liability exposure to the organization and University.
- I. Advisors shall verify expenditures of the SGA and manage its account.
- J. Advisors shall meet weekly with SGA Officers.
- K. Advisors shall verify the GPA of recognized SGA positions during election periods.
- L. Advisors shall aid in the continuity of the organization by attending SGA meetings and by being available for advice and consultation.
- M. Advisors shall inform the SGA President and/or the General Assembly when the SGA may be taking an action that could violate applicable laws and/or policies.
- N. Advisors shall be appointed by the Vice President for Student Affairs.

ARTICLE XVII: Removal from Office

Section 1: Reasons for Removal

- A. Any member of SGA, excluding appointments, who holds a position, may be removed from office in accordance with the process and procedures outlined in the SGA Constitution and By-Laws.
- B. A letter must be provided to an SGA Advisor outlining the specific accusations. Once this has occurred, the SGA Advisor, through the Chief Justice will notify all individual(s) involved within five (5) class days of a scheduled hearing in front of the Judicial Branch.
- C. Causes for removal from office include:
 - 1. Neglect of duties.
 - 2. Breach of the SGA Constitution and/or By-Laws.

Section 2: Process

- A. An individual may be removed from office/position providing there has been:
 - 1. Documentation of a meeting with the individual(s) involved.
 - 2. Documentation of a meeting with the individual(s) with the Advisor present.
 - 3. An opportunity for the individual(s) to resign.
- B. Any student shall have the right to initiate (using steps outlined under Article XXV) Judicial Branch proceedings to remove any Senator, Officer (appointed or elected), or Justice if they fail to meet the duties as prescribed in this Constitution and the By-Laws, providing the steps outlined in this Constitution (Article XV, Section A) have been fulfilled.
- C. The hearing shall be called to order and shall proceed in the following manner:
 - 1. The Chief Justice shall read the charges against the accused individual, explain the rights of the parties and entertain questions from either party concerning the procedures to be followed;
 - 2. The accuser shall proceed to present evidence and witnesses in support of the accusations;
 - 3. The accused individual shall present evidence and witnesses in support of his/her defense to the accusations;
 - 4. Each party may then present rebuttal evidence;
 - 5. Argument may then be presented by each party; and the Judicial Branch will then decide the course of action to follow which could be any of the following:
 - i. Dismissal of the charge.
 - ii. Remove from office.
 - iii. Censure the individual and allow him/her to remain in office.
 - 6. An accused individual who fails to appear in person at his or her hearing shall remain accountable. The hearing will be held without the accused individual's presence, and a decision will be rendered.
- D. All Judicial Branch actions under this article require a majority vote of the branch. The removal of Officers requires a two-thirds vote of the General Assembly.

ARTICLE XVIII: Initiative and Referendum

Section 1: Initiative

- A. Members of the Student Body shall have the right of statutory initiative.
- B. An initiative shall be defined as original legislation proposed by any member of the Student Body.

Section 2: Initiative Initiation

- A. Should a member or members of the Student Body wish to propose legislation for a vote of approval by the entire Student Body, they shall notify the SGA President in writing and thereafter be given thirty days to petition the Student Body to bring said initiative to a vote.
- B. Should the number of signatures collected from among the Student Body, by the petitioner(s) within the prescribed time limit, be equal to at least three percent (3%) of the registered students at UTSA, and verified, said initiative shall then be brought to the student body following procedures outlined for General Elections and providing at least a fourteen (14) calendar day notification. The election must occur within thirty (30) calendar days of the verification.
- C. A majority of the total ballots cast by the Student Body shall be necessary for approval of the initiative.

Section 3: Referendum

- A. Members of the Student Body shall have the right of referendum.
- B. A referendum shall be defined as a vote by the Student Body, upon any matter passed through by the Student Government Association.
- C. Matters related to student fees do not require petition and automatically go before the Student Body for a vote, following procedures outlined for general elections.
- D. The General Assembly may also refer a vote on legislation to the students. Bringing legislation before the students shall require a majority vote of the General Assembly. The legislation must be voted on by the students within the next thirty (30) class days. The results must be displayed outside of the SGA Office within five (5) days of being known by the SGA Advisor(s) and/or the SGA Officers.

Section 4: Referendum Initiation

- A. Should a member or members of the Student Body wish to subject a proposition to a vote of approval by the entire Student body, they shall: notify the President in writing within two (2) weeks of a Student Government Association vote of said proposition, and thereafter be given thirty (30) days to petition the Student Body to bring said proposition to a referendum.
- B. Should the number of signatures collected from among the Student Body, by the petitioner(s) within the prescribed time limit, be equal to at least two percent (2%) of the registered students at UTSA, and verified, said initiative shall then be brought to the student body following procedures outlined for General Elections and providing at least a fourteen (14) calendar day notification. The election must occur within thirty (30) calendar days of the verification.
- C. Should the petition fail to meet the requirements necessary to enact a referendum, the original decision of the Student Government Association shall stand as binding.

- D. A majority of the total ballots cast by the Student Body in the referendum election shall be necessary for approval of the referendum.

Section 5: Results

- A. The results of the initiative or referendum must be displayed outside of the SGA Office within five (5) class days of being known by the SGA Advisor(s) and/or the Officers.

ARTICLE XVIV: Summer Sessions

Section 1: Definition

- A. The summer sessions of the University of Texas at San Antonio are not considered regular session for the General Assembly. Student Government business during the summer sessions shall occur by Executive Decision and will be reported at the first meeting of the General Assembly in the fall.

ARTICLE XX: By-Laws

Section 1: Establishment

- A. The SGA will establish By-Laws as necessary. Upon their ratification, they become a part of this Constitution. The By-Laws serve as an addendum to this Constitution.

ARTICLE XXI: Ratification

The Constitution shall be considered ratified upon approval of the SGA General Assembly, the UTSA Student Body, the Vice President of Student Affairs, the UTSA President, and the Executive Vice Chancellor of the UT System.

Following the ratification, the election process outlined will begin in the Spring 2015 elections. This Constitution and associated By-Laws render all previous SGA Constitutions and By-Laws null and void.

This Constitution and By-Laws were ratified on March 4, 2015.