

Constitution

Preamble

We, the official representatives of the Park Student Government Association (PSGA), hereby set down this document, the Constitution of PSGA, to specify duties, powers and procedures of the organization.

Article I – Name

The organization will be called the Park Student Government Association.

Article II – Membership

Section 1. Students enrolled full-time, as defined by their academic program, and paying the full-time Student Activity Fee shall be considered full-time members.

Section 2. Students enrolled in any program at Park University not paying the Student Life fee shall be considered associate members.

Section 3. There will be no discrimination towards a student because of race, gender, sexual orientation, national origin, disability, religion, military status/history, or age.

Article III – Purpose

Section 1. The purpose of the PSGA will be:

- A. To serve as a comptroller of the Student Life fee funds;
- B. To promote an interest in and to supervise general student activities relative to the PSGA;
- C. To address and attempt to solve student and campus problems through any means deemed necessary by the PSGA;
- D. To act as a liaison between students and the administration, faculty, and staff;
- E. To represent the expressed wishes of the students;
- F. To head the PSGA as specified in this document.

Article IV – Organization of Student Government

Section 1. The governmental powers of the PSGA will be vested in the PSGA, which will consist of the following:

- A. An Executive Branch;
- B. A unicameral Legislative Branch.

Section 2. The elected officials of the PSGA will consist of the following:

- A. President, Vice President, Business Manager, and Secretary;
- B. Representatives of the student body who will be called Senators.

Section 3. The appointed officials of PSGA will consist of the following:

- A. Media Manager

Section 4. Session of PSGA will last one year from the day of Honor's Convocation of the school year in which they were elected, until the Honors Convocation of the following year. All meetings of PSGA will be considered part of that session.

Article V – Elections

Section 1. PSGA elections will be conducted by secret ballot and administered by the Senate Secretary.

Section 2. President, Vice-President, Business Manager, Secretary, and Senators will be elected by PSGA members.

Section 3. Special elections will be possible. If called, they will be held on a date determined by the Senate. There will be no PSGA assembly or absentee ballots. All other aspects of the election will be as for a regular election.

Section 4. Elections for the four executive seats will take place the first Wednesday and Thursday of April. Elections for the **14 (maximum)** upperclassmen seats will take place on the Wednesday and Thursday of the following week. The incumbent senate will run both election periods, even after the executive winners are announced. **The remaining three Senator positions will be elected in the fall and must be filled by students who are new to Park (either by transfer or as first-time freshmen).**

Section 5. Campaign materials will need to follow the specifications addressed in By-laws (Ref. Article XI).

Section 6. Executive Board Positions

- A. Students who have been approved to be elected into an executive position are eligible for the Executive Board election period.
- B. Students who have been approved for election and are on the ballot may begin campaigning for their respective position on the Monday before elections. Campaigning will end Thursday at midnight when the Executive Board elections come to a close. Materials will need to be taken down by Monday, so the next election period can begin.
- C. Those who were on the ballot but were not elected into an executive position will be eligible to run in the Senator elections the following week, granted they meet the qualifications listed in Article X.

Section 7. Upperclassmen Senator Positions

- A. Students who have been approved to be elected into an upperclassmen Senator seat will participate in this election period, including those who may have lost in the executive position elections.
- B. Any Senator seats leftover from the upperclassmen senator position election period will rollover into the fall elections and can be filled by students who are new to Park.

Article VI – The Executive Board

Section 1. The Executive Board will head the student government and will consist of the following paid members who are elected or appointed independently by position:

- A. President;
- B. Vice-President;
- C. Secretary;
- D. Business Manager;
- E. Media Manager.

Section 2. Senate salaries for the Executive Board will be set prior to April 1 by the Senate each year, for the following year.

- A. Pay periods will be September, October, November, December, February, March, April, and May.

All salary paychecks will be cut by the Friday closest to the 10th of each pay period.

Article VII – Executive Duties

Section 1. The duties of the President are:

- A. To head the Executive Board in which he/she holds the final authority;
- B. To preside at assemblies, meetings, and forums of PSGA;
- C. To produce an agenda for each Senate meeting and see that it is carried out;
- D. To be responsible for Senate representation at meetings of other decision making bodies;
- E. To be an ex-officio member of all Senate committees;
- F. To not be a voting member of the Senate except in the case of a tie, in which he/she will cast the deciding vote;
- G. In the absence of the Vice-President, the President shall serve as the time-keeper and Sergeant at Arms;
- H. In the absence of both the Vice-President and the Secretary, the President will appoint a PSGA member to act as the Secretary;
- I. To establish and be a member of the Student Life Committee and serve as Chairperson in absence of a suitable Senator;
- J. To write a detailed transition statement as outlined in the By-Laws (Ref. Article X, Section 4).

Section 2. The duties of the Vice-President are:

- A. To preside over the Senate in the absence of the President or upon request of the President;
- B. To succeed the President upon removal, resignation, or death;
- C. Be an ex-officio member of all Senate Committees;
- D. To not be a voting member of the Senate;
- E. To act as timekeeper and Sergeant at Arms;
- F. In the absence of the Secretary, the Vice President will act as the Secretary;
- G. In the absence of the Business Manager, the Vice-President will act as the Business Manager;
- H. To establish and serve as Chairperson of the Technology Exploration Committee;
- I. To write a detailed transition statement as outlined in the By-Laws (Ref. Article X, Section 4).

Section 3. The duties of the Secretary are:

- A. To not be a voting member of the Senate;
- B. To record the minutes and make them available to the membership;
- C. To bring to each Senate meeting copies of the Constitution, By-Laws, all current session minutes, a roster of senators, and a listing of all current committee appointments;
- D. To keep attendance records and notify the President when a Senator exceeds two unexcused absences;
- E. To preserve and file all documents;
- F. To organize elections as noted in the Constitution and By-Laws;
- G. To be responsible for a complete inventory of supplies and equipment;
- H. To be responsible for care of supplies and equipment during his/her term and see that the newly appointed Secretary receives all such articles upon the end of his/her term.
- I. To ensure the verification of the cumulative G.P.A. of Executive Officers and Senators for candidacy and throughout the elected term at least once at the start of each 16 week semester;

- J.** To be responsible for official electronic copies of the Constitution and By-Laws, which will be stored on the official Senate website and other Park University online platforms as appropriate;
- K.** To establish and act as Chairperson of the By-Laws Committee;
- L.** To write a detailed transition statement as outlined in the By-Laws (Ref. Article X, Section 4).

Section 4. The duties of the Business Manager are:

- A.** To oversee all Senate accounts and report to the Senate on its financial standing at every meeting or, in the case of an absence, he/she will prepare another member of the Executive Board or Budget Committee to report on the PSGA financial standing;
- B.** To give a written expense report at the end of each semester;
- C.** To meet with a Senate Adviser no less than once a week;
- D.** To establish and act as Chairperson of the Budget Committee;
- E.** To not be a voting member of the Senate;
- F.** To initiate all Senate approved money transfers, salaries and check requests;
- G.** To write a detailed transition statement as outlined in the By-Laws (Ref. Article X, Section 4).

Section 5. The duties of the Media Manager are:

- A.** To not be a voting member of the Senate;
- B.** To oversee the official PSGA website and other Park University online platforms as appropriate;
- C.** To manage the social media accounts of PSGA;
- D.** To write a detailed transition statement as outlined in the By-Laws (Ref. Article X, Section 4).

Article VIII – Executive Qualifications

Section 1. President, Vice-President, Secretary, Business Manager, and Media Manager qualifications:

- A.** Be a full-time PSGA member;
- B.** Have attended college for at least two full-time semesters, and completed at least one semester at Park;
- C.** Have a cumulative G.P.A. of at least 3.0 on a 4.0 scale at the time of application and should be maintained throughout the elected term;
- D.** Be in good University standing;
- E.** Have not been convicted of a felony in the last 20 years and/or not have a felony warrant out for applicant's arrest in any state in the U.S.

Article IX – The Legislative Branch

Section 1. The Legislative Branch of PSGA is the Senate, which will supervise student activities and represent PSGA electorate according to the powers and procedures enumerated in this document.

Section 2. There may be no more than 15 Senators to be chosen at large.

Section 3. Senators shall have one vote in all legislative matters, except in the case of a proxy.

Section 4. The PSGA Senate will:

- A. Meet once a week during the academic year at a set time and day of the week as determined by the Executive Board and Advisors (Ref. By-Laws, Article III, Section 2);
- B. Be considered to have quorum when a simple majority of all Senators are present;
- C. Not adjourn a meeting until the published agenda has been completed, except in the event of:
 - 1. A unanimous vote by all Senators present;
 - 2. A lack of quorum;
 - 3. A successful motion which limits the meeting time.

Section 5. The Senate will have the right to call special meetings.

- A. Open meetings:
 - 1. Can be called by the President or three Senators with 24-hours notice;
 - 2. Can be called by Senate passing a motion to do so.
- B. Closed meetings:
 - 1. Can be called by the President with approval by a simple majority vote of Senators in quorum;
 - 2. Cannot be used to pass legislation;
 - 3. Will consist of the Executive Board, Senate Advisors, and voting members of the Senate, unless Senate chooses by a simple majority to invite other concerned parties.

Article X – Legislator Qualifications

Section 1. Senator Qualifications:

- A. Be a full-time PSGA member;
- B. Have a cumulative G.P.A. of at least 2.5 on a 4.0 scale and should be maintained throughout the elected term;
 - 1. First semester freshmen are exempt from G.P.A. requirements for qualification for candidacy. Once elected first time freshman must maintain at least a 2.5 G.P.A. throughout the elected term.
- C. Be in good University standing;
- D. Have not been convicted of a felony in the last 20 years and/or not have a felony warrant out for applicant's arrest in any state in the U.S.

Article XI – Legislative Duties

Section 1. The duties of a Senator are:

- A. To represent all members of PSGA;
- B. To attend all regular Senate, standing committee, and subcommittee meetings as outlined by the Attendance Policy (By-Laws, Article III, Section 3.);
- C. To contribute in any of the following whenever necessary:
 - 1. PSGA forums;
 - 2. Conferences with all involved parties;
 - 3. Petitions or written statements to students, faculty, or administration dealing with grievances, program changes, or other affairs dealing with the PSGA;
 - 4. Special programs;
 - 5. Any other reasonable actions necessary to realize PSGA purposes.
- D. To implement the activities authorized by their committee and/or board.

Article XII – Powers

Section 1. The powers of the Senate will be:

- A. To act as the Legislative body representing the members of PSGA;
- B. To pass effective legislation to better PSGA's academic social, or campus residential situations;
- C. To request, initiate, or establish any of the following in solving the Senate or campus problems and/or carrying out PSGA purposes:
 1. PSGA forums;
 2. Conferences with all involved parties;
 3. Petitions or written statements to students, faculty, or administration dealing with grievances, program changes, or other affairs dealing with the PSGA;
 4. Special programs;
 5. Any other reasonable actions necessary to realize PSGA purposes.
- D. To oversee PSGA sanctioned organizations:
 1. To request reports from any student organization or committee;
 2. To investigate and restrict PSGA funding of any student organization or committee, including those established by the administration, or otherwise which may infringe upon authority and duties of the PSGA Senate.
- E. To establish sub-organizations at other Park campuses or subdivisions thereof, which will be autonomous except as follows:
 1. All governing documents will be approved by the PSGA Senate;
 2. Activities may require approval of the Senate Advisor or another school official if required by the PSGA Senate Rules of Procedure and/or Park Policy.

Section 2. The Senate will have the power to establish Committees and Boards:

- A. Committees and boards consisting of campus-wide participants will be established to deal with continuing and recurring functions;
- B. The Senate may dissolve, create, or reorganize any committee of PSGA:
 1. At the request of a majority of the members of said committee;
 2. At the request of 2/3 of PSGA members;
 3. Appointments to committees and board are subject to approval by Park's President or the Senate Advisor.
- C. The PSGA Secretary will publicize all committee and board vacancies and accept applications from any eligible PSGA member;
- D. Senate members can belong to more than one committee or board, but cannot serve as chairperson for more than one;
- E. All Senate committees and boards derive their power from the Senate and are ultimately responsible to the Senate. The Senate has the power to hold them accountable for their actions.

Section 3. Balance of Powers:

- A. All Senate actions stand and go into effect immediately unless vetoed by Park's President within ten business days after the action has been approved by the Senate *and* Park's President has been notified. The veto must be accompanied by the written explanation stating Park's President's reasons for vetoing the action;

- B.** Any action of the PSGA Senate may be overridden by the presentation to the Senate of a petition bearing the signatures of at least 1/4 of PSGA members or a majority of the Senate 1/4 larger than the majority necessary to pass the original motion;
- C.** Park's President, the Senate Advisor, and the PSGA Executive Board will each have the power to void any election for cause. Such action must be presented to the Senate in writing and will include the grounds on which the void was issued.

Article XIII – Student Bill of Rights

With the delegation of responsibilities in the Constitution, the following rights are guaranteed to students with reference to PSGA:

Section 1. Any student group organized and certified by the Senate will have the right of expression, free of censorship and prior approval, the right of complete freedom of association and peaceful assembly, so long as these freedoms do not infringe upon the rights of individuals or groups or violate the current Student Code of Conduct.

- A.** There will be no discrimination towards a student because of race, gender, sexual orientation, national origin, disability, religion, military status/history, or age;
- B.** A student accused of violating a PSGA rule or Park regulation will be ensured a fair and speedy hearing when necessary. They will not be required to testify against themselves, they will have the right to representation, to present evidence, and to present a defense before the deciding authority or authorities, as allowed by the bounds of the current Student Code of Conduct;
- C.** No ex-post facto laws may be enacted.

Article XIV – Student Activities Funds

Section 1. The amount of the funds will be agreed upon annually by the PSGA Senate and Park's President.

Section 2. Student activities will be funded from the student activity fees, which will be distributed by PSGA according to the PSGA By-Laws and the most recent version of Robert's Rules of Procedure.

Article XV – Legislative Process

Section 1. Unless otherwise stipulated in the Constitution, any legislation will be passed through the following procedures:

- A.** A motion will be made by a Senator or by an Executive Board member representing their respective committee;
- B.** The motion is seconded by an additional Senator;
- C.** Only senators will be allowed to vote;
- D.** The motion is passed by a simple majority of those voting in quorum.

Section 2. Legislation will be repealed in accordance with the Balance of Powers (Article XII, Section 3, PSGA Constitution).

Article XVI – By-Laws

Section 1. To implement this Constitution, the PSGA Senate will adopt such By-Laws that it deems fitting and proper for the successful operation of the legislation. The By-Laws may not contradict this Constitution.

Section 2. The By-Laws will be considered the operating rules and regulations of the Senate, which clearly defines the criteria and procedures of the Senate operations.

Section 3. The By-Laws will be considered part of the Constitution, but will not require actions of Constitutional amendment, or revision.

Section 4. The By-Laws may be adopted by a single majority vote of the PSGA Senate. The documents will be approved by articles, unless 3/4 of the Senate votes to approve them as complete documents.

Article XVII – Amendments

Section 1. Amendments to this constitution will be initiated by:

- A. A petition of 10% of the PSGA members, or
- B. Simple majority of the Senators in quorum.

Section 2. Amendments will be incorporated into the Constitution as follows:

- A. An election in which 2/3 of those PSGA members vote approving and approval by Park's President.

Section 3. Every year, the By-Laws Committee will review the Constitution and make a public report on its findings including their recommendations of any necessary changes.

Section 4. 3/4 of the PSGA Senators of quorum must approve its Constitution every year, by articles, within the first 30 days of the fall semester, by secret ballot. Provisions will be made on the ballot for approval or rejection of the document as a whole.

Article XVIII – Revisions

Section 1. Revisions of this document will be initiated by:

- A. A petition of 1/4 of PSGA members, or
- B. 2/3 of the Senators of quorum.

Section 2. Revisions of this document will become active following:

- C. The approval by 3/4 of the Senators in two consecutive quorum meetings;
- D. An election held in which a simple majority of PSGA members voting approving the revisions;
- E. Approval by Park's President.

Section 3. The revision of the PSGA Constitution will be adopted:

- F. Upon the approval of Park's President, and;
- G. When the revisions are approved by PSGA in approval voting.