



University of Central Arkansas  
Student Government Association  
**Constitution**

**Updated: June 29, 2023**

**PREAMBLE**

We, the students of the University of Central Arkansas, in order to better provide for our social, cultural, and educational pursuits, do hereby ordain and establish this Constitution for the Student Government Association of the University of Central Arkansas.

**ARTICLE I**

The Organization

Section 1. The name of the organization shall be the University of Central Arkansas Student Government Association, hereafter referred to as SGA.

Section 2. The core values of SGA shall be service, transparency, integrity, and community.

Section 3. The motto of the SGA shall be "Students First".

Section 4. The vision of SGA shall be: "SGA aspires to be a united and engaged organization that acts and advocates on behalf of the UCA students to ensure their success and achievement".

Section 5. The mission of SGA shall be: "SGA shall always put 'Students First' by considering all student input, fairly allocating student activity funds, serving as a liaison between the students, faculty, staff, and administration, addressing student-related policies, and formally representing the student body of UCA at all times and under all circumstances".

**ARTICLE II**

The Senate

Section 1. SGA representation from each class shall be as follows:

- A. Class President
- B. Class Vice-President
- C. Five (5) Class Representatives

Section 2. Additional SGA representation shall be as follows:

- A. Five (5) senators from the academic colleges with one senator representing each individual academic college. The primary senator will be chosen by the Executive Board. The Primary Senator from the Academic College will be responsible for the same duties as the other class presidents.
- B. Three (3) Graduate Senators. The Graduate Senator with the highest vote count will be the Primary Graduate Senator. The Primary Graduate Senator will be responsible for the same duties as the other class presidents. In the case of a tie for Primary, the Executive President, with majority approval of the senators present at the next scheduled meeting, will choose the Primary Graduate Senator.
- C. Two (2) Non-Traditional Senators. A Non-Traditional Senator will be defined as an undergraduate student who is 25 years or older, married, a veteran, active-duty, reservist, a transfer student, or is a parent to fully encompass the definition of a UCA non-traditional student.
- D. One (1) International Senator. The International Senator will be defined as any student studying at the university with an F-1 or J-1 visa.

Section 3. Senator Oath of Office

A. The elected representatives of SGA shall be bound by oath or affirmation, to support this constitution, but no religious test shall ever be required as a qualification to any office or public trust under SGA of the University of Central Arkansas. The Oath of Office shall be spoken as provided:

a. "I do solemnly swear that I will support, protect, and defend the Constitution of the Student Government Association of the University of Central Arkansas, and will to the best of my ability, advocate for the betterment of all constituents represented in our governing body."

Section 4. Duties of a Senator

- A. Shall attend all regular and special meetings of SGA.
- B. Shall participate in SGA sponsored activities.
- C. Shall serve on SGA and University committees as assigned.
- D. Shall act in a manner consistent with the SGA Code of Conduct.

Section 5. Qualifications of a Senator

- A. All candidates running for an SGA representative position must have a cumulative grade point average of at least 2.500 at the end of the semester prior to the election, and must maintain a grade point average of at least 2.500 for each semester that they hold office.
  - a. Freshman candidates who have not earned credit as a college student on campus prior to the election will be exempt from this initial qualification.
  - b. Transfer students will be subject to the 2.500 GPA requirement since they have been a college student prior.
- B. All candidates running for any SGA representative position that is not specific to the Graduate Representative position must be classified as an undergraduate student.
  - a. The only exception is in the case of a Post-Baccalaureate student in which Art. II, Sec. 5, Letter C and 5, Sub-letter a outlines.
- C. All members of SGA must be enrolled in at least twelve (12) semester hours at UCA throughout their term in office, with the exception of the Graduate and Post-Baccalaureate students.
  - a. Senior Senators may also be exempt from the 12-hour requirement during the semester prior to their graduation.
- D. The Senior Class Officers and Senators must have no less than ninety (90) hours of college credit after receiving a high school diploma or GED, including hours in which the senator is currently enrolled.
  - a. Post-Baccalaureate students may occupy one (1) of the five (5) Senior Class Representative positions. The Post-Baccalaureate Senator must have earned a Bachelor's degree and be pursuing a Post-Baccalaureate certificate at UCA.
- E. The Junior Class Officers and Senators must have no less than sixty (60) and no more than eighty-nine (89) hours of college credit after receiving a high school diploma or GED, including hours in which the senator is currently enrolled.

- F. The Sophomore Class Officers and Senators must have no less than thirty (30) and no more than fifty-nine (59) hours of college credit after receiving a high school diploma or GED, including hours in which the senator is currently enrolled.
- G. The Freshman Class Officers and Senators must have less than thirty (30) hours of college credit after receiving a high school diploma or GED, including hours in which the senator is currently enrolled.
- H. The Academic College Representatives must have declared a major in one of the following colleges: Arts, Humanities and Social Sciences; Business; Education; Health and Behavioral Sciences; or Natural Sciences and Mathematics.
  - a. The candidate must have twelve (12) hours in the college they are representing or have a letter of recommendation from a faculty member in their respective academic college.
  - b. Candidates for the College of Education Representative position may also be classified as a secondary education major, whose department is not housed in the College of Education (i.e. Secondary English, Family and Consumer Sciences Education, Secondary Math, etc.), so long as a letter of recommendation from a faculty member in the College of Education is included with their application.
  - c. Candidates' credit hours shall be verified through the Office of the Registrar prior to the election.
- I. Concurrent credits received in high school shall not be considered towards a Senator's eligibility requirements for office.

#### Section 6. Removal of a Senator

- A. SGA shall have the power to remove any officer or elected member by a two-thirds (2/3) vote of the total membership of SGA or if the officer has received seven (7) demerits.
- B. If an Academic College Representative no longer has a declared major in their respective academic college during their term in office, they shall lose their position.
- C. Any senator who is removed during their term shall not be eligible to fill vacancies for the remainder of that term.
- D. Individuals removed from SGA due to failing to meet the grade point average outlined in Article II, Section 5A, whose cumulative grade point average from the

semester immediately following their removal meets the required minimum, may run in the elections for the following term.

E. Individuals removed from SGA under other circumstances are ineligible to run in elections for the following term.

Section 7. Appointment of a Senator

A. Applicants running for open senator positions in the spring semester shall not include hours in which they are currently enrolled on their application.

B. When a vacancy occurs in SGA, the position shall be filled in one of the following ways:

a. In the case of an individual class office, candidates should petition the Ways and Means Committee.

i. The Committee's appointments shall be ratified by a two-thirds (2/3) vote of the full SGA.

b. In situations where there are less than 50% of the class representatives remaining, the Cabinet shall (with majority approval of the full SGA) determine the method of filling the vacancy via one of the following procedures:

a. Special election by the student body.

b. Accepting applications from the student body from which the SGA Ways and Means Committee shall elect a member (not available for selection of an Executive Office).

**ARTICLE III**

The Executive Officers and Appointees

Section 1. The Executive Board shall be as follows:

- A. Executive President
- B. Executive Vice President
- C. Vice-President of Operations
- D. Vice-President of Finance

Section 2. Executive President Duties

- A. Shall be chairperson of all SGA meetings.

- B. Shall represent the student body whenever the occasion occurs.
- C. Shall assist the other members of SGA when called upon.
- D. Shall have the authority to appoint Senators to serve on ad-hoc committees and shall be an ex-officio member of all committees.
- E. Shall have the authority to call a special meeting of SGA at any time, provided proper notification is given.
- F. Shall have the authority to veto any SGA legislation, provided that the veto comes before the next regularly scheduled meeting.
  - a. A two-thirds ( $\frac{2}{3}$ ) vote of the SGA is required to override the President's veto.
- G. Shall vote in SGA meetings during the Summer session.
- H. Shall serve as the Student Representative on University Committees that meet during the summer or appoint a member of the Summer SGA to fill the vacancy until the fall semester.
- I. Shall turn over records, in good order, to the succeeding Executive President.

Section 3. Executive Vice President Duties

- A. Shall assist the Executive President as directed.
- B. Shall assume all obligations and authorities of the Executive President in the absence of the Executive President.
- C. Shall assist the other members of the SGA when called upon.
- D. Shall serve as the chairperson of the Ways and Means Committee.
- E. Shall oversee the SGA office and make arrangements for its maintenance.
- F. Shall oversee the live stream and archival of the senate meetings.
- G. Shall send a grievance letter to the family of any student who passes away while enrolled at UCA.
- H. Shall administer demerits.

- I. Shall appoint the Parliamentarian, to be approved by a majority vote of SGA.
- J. Shall appoint the Sergeant-At-Arms, to be approved by a majority vote of SGA
- K. Shall appoint the Historian, to be approved by a majority vote of SGA.
- L. Shall turn over the records, in good order, to the succeeding Executive Vice President.

Section 4. Vice President of Operations Duties

- A. Shall record the minutes of all SGA meetings and make them available to the public
  - a. If a roll call vote occurs in the meeting, each individual Senators' vote shall be included in the minutes of said meeting.
  - b. Minutes shall be provided to members and advisors of SGA within forty-eight (48) hours following the meeting, and two (2) copies of the minutes shall be kept on file.
- B. Shall call roll and record the attendance at each meeting.
- C. Shall assist the other members of the SGA when called upon.
- D. Shall be responsible for the creation, distribution, and archival of the SGA newsletter.
- E. Shall be responsible for the management of the SGA email channel in conjunction with one (1) advisor, designated by the Executive Board.
- F. Shall compile a list of names, addresses, and phone numbers of each SGA member and keep this record up to date. A copy of the list shall be given to each member and extra copies shall be kept in the SGA office. A copy shall also be given to the SGA advisors and The Echo.
- G. Shall post the time and place of special meetings and notify The Echo whenever such meetings are called.
- H. Shall serve as chairperson of the Public Relations Committee.
- I. Shall assume all obligations and authority of the Executive President in the absence of the Executive President and the Executive Vice President.

J. Shall turn over the records, in good order, to the succeeding Vice President of Operations.

Section 5. Vice President of Finance Duties

A. Shall be the manager of all SGA funds, keep accurate records of all money received and disbursed, and make a complete report of financial records to the SGA at the first meeting of each month.

B. Shall disburse funds only as directed by a majority vote of SGA.

C. Shall deposit all funds only in an account provided by accounts payable of the University of Central Arkansas.

D. Shall provide copies of all financial records upon request.

E. Shall be the manager of the Student Activity Fee.

F. Shall serve as chairperson to both the Student Activity Fee Allocation (SAFA) Committee and the Finance Committee.

G. Shall oversee the return of all unused allocated funds.

H. Shall be responsible for making an end-of-year report of all SGA accounts to be placed in permanent records for successive SGA senators.

I. Shall make a complete weekly report of SGA finances at each meeting.

J. Shall turn over the financial records, in good order, to the succeeding Vice President of Finance.

Section 6. Chief of Staff Duties

A. Shall assume the duties of SGA office manager, coordinating with the SGA Executive Vice President to set duties, training, and schedules for SGA office workers..

B. Shall assist the SGA Vice President of Finance with matters concerning SAFA, Emergency SAFA, accounts payable, budgets, and reporting.

C. Shall work up to twenty (20) hours per week in the SGA office and shall direct and participate in the duties of SGA office workers.

D. The SGA Executive Board, with advisor input, will hire the Chief of Staff to work in the SGA office



Section 7. Sergeant-At-Arms Duties

- A. Shall have the right to remove any SGA Senator, advisor, or visitor who is disrupting the orderly operations of the SGA meetings.
- B. Shall have the right to remove any SGA Senator, and issue demerits as needed, for non-compliance with the dress code.
- C. Shall be appointed by the Executive Vice President subject to approval vote of the majority of SGA, per Art. III, Sec. III, Letter I.

Section 8. Parliamentarian Duties

- A. Shall advise the Senate on questions of parliamentary procedure, in accordance with Robert's Rules of Order and the SGA Special Rules of Order.
- B. Shall be appointed by the Executive Vice President subject to the approval vote of the majority of SGA, per Art. III, Sec. III, Letter J.

Section 9. Historian Duties

- A. Shall develop and maintain accurate, annual histories of the Senator's highlights for the term to submit to the Executive Vice President at the end of the academic year.
- B. Shall keep a record of all senators on the SGA for the term they serve to submit to the Executive Vice President at the end of the academic year.
- C. Shall keep a binder of all resolutions for the year to turn into the Executive Vice President.
- D. Shall complete any other tasks pertaining to the SGA history, as assigned by the Executive Vice President.
- E. Shall be appointed by the Executive Vice President subject to the approval vote of the majority of SGA, per Art. III Sec. III, Letter K.

Section 10. Advisors

- A. The SGA shall have at least three (3) advisors, at least one (1) of which must be a faculty member and at least one (1) of which must work within the division of Student Affairs..

B. Advisors shall serve two-year terms, with two (2) advisors being selected each academic year. The Executive Board shall interview candidates and make a selection.

a. The process for recommending advisors for service shall be decided by the Executive President.

b. SGA may accept the recommendation by a majority vote.

c. A two-thirds ( $\frac{2}{3}$ ) vote of the total membership of the SGA shall be required for the removal of an advisor.

#### Section 11. The Cabinet

A. There shall be a Cabinet meeting at least once a week following each regularly scheduled SGA meeting. The day and time shall be set by the Executive President.

B. The members of the Cabinet shall include the members of the Executive Board, committee chairpersons, and at least one (1) SGA advisor.

C. The purpose of this meeting is to decide on pertinent matters of interest that should be brought up in the upcoming SGA meeting. The Executive President shall serve as chairperson of this committee and break ties as needed.

#### Section 12. Line of Succession

A. In the event of a vacancy in the position of the Executive President, the Executive Vice President shall assume the office of the Executive President.

B. In the event that the office of the Executive Vice President is vacated, the Vice President of Operations shall assume that position.

C. In the event that all other Executive Boards positions are vacated, the Vice President of Finance shall assume the role of Executive President.

a. This is the only case in which the Vice President of Finance should assume another position.

D. Any vacancies caused by the procession should be filled through a special election by the student body; only currently seated Senators may be candidates in this election.

a. If all Executive offices are vacated, a special election should be held, again with only currently seated senators eligible for election to these positions.

b. Candidates must also meet the eligibility requirements outlined in Art. III, Sec. 13.

E. In the event an Executive Officer is released from their duties mid-semester through resignation or removal, their allocated scholarship amount shall cease. The amount will be calculated and the student shall be charged the difference.

a. On the date the new Executive Officer begins their duties, they shall receive the scholarship reward prorated for the remaining time period. These totals are determined by the Office of Scholarships and Compliance.

#### Section 13. Qualifications of an Executive Board Member

A. All candidates running for the Executive President, Executive Vice President, Vice President of Operations, and Vice President of Finance must have a cumulative grade point average of at least a 2.750 at the end of the semester prior to the election and must maintain a grade point average of at least 2.750 for each semester.

B. The Executive President, Executive Vice President, Vice-President of Operations, and Vice-President of Finance of SGA must be classified as an undergraduate student and have completed at least their second consecutive semester at UCA, with a minimum of sixty (60) semester hours by the end of the semester in which the election is held.

a. Candidates running for these positions have served at least one year on the SGA and must also be able to serve for a full academic year.

C. Members of the Executive Board shall work at least one (1) hours per day in the SGA office and must work at least ten (10) additional hours per week on SGA related activities.

## Article IV

### Amendments

Section 1. This constitution may be amended at any time by a simple majority vote of the total membership of SGA and ratified by a majority vote cast in an election by the student body.

Section 2. Constitutional amendments can be brought before SGA to be voted on with a petition signed by 10% of the student body.

Section 3. The Ways and Means Committee shall have the authority to amend grammatical errors and clarify inconsistencies within this document at any time, with two-thirds ( $\frac{2}{3}$ ) vote approval of SGA, not subject to ratification by the student body.

## **Article V**

### Resolutions

Section 1. A primary function of SGA shall be to consider and approve resolutions on the official position(s) of the student body.

Section 2. Any member of SGA may propose a resolution to be voted on by all members in attendance at the next regularly scheduled SGA meeting where consideration of the resolution is given.

Section 3. All resolutions must be submitted to the Ways and Means Committee for approval prior to being proposed to the full SGA.

Section 4. A two-thirds ( $\frac{2}{3}$ ) majority of votes is required to officially pass a resolution.

Section 5. All resolutions shall be signed and stored in the official records of SGA for future reference and historical purposes by the Historian.

## **Article VI**

### By-Laws

Section 1. By-Laws shall be limited to the matters of explanatory provisions to further define and clarify the Constitution and maintain procedural information. They shall not be in conflict with the Constitution.

Section 2. By-Laws and amendments to the By-Laws are to be voted on at a regularly scheduled meeting of SGA, having been presented at the previous meeting of SGA. A two-thirds ( $\frac{2}{3}$ ) vote of the total membership of SGA is required.

## Article VII

### Student Government Elections

#### Section 1. SGA Candidates

- A. Any candidate for SGA shall have at least five (5) class days to file on their own behalf.
- B. There shall be no write-in candidates allowed in SGA elections.
- C. No person shall file for more than one (1) SGA position during an election.
- D. If an office is left unfiled for, the vacancy shall be filled by the Ways and Means Committee according to Art. II, Sec. 7, Letter B.

#### Section 2. Election Rules Committee Duties

- A. There shall be separate exclusive Election Rules Committees for the fall and spring semesters.
  - a. The Fall Election Rules Committee shall consist of the Class Presidents and Vice-Presidents elected in the previous Spring election.
  - b. The Spring Election Rules Committee shall consist of one (1) representative from each class and an Academic College Senator to be appointed by the Executive Vice-President and be ratified by two-thirds ( $\frac{2}{3}$ ) vote of the full SGA.
  - c. The Election Rules Committee shall elect its own chair.
- B. The Election Rules Committee shall have the following authorities and obligations:
  - a. To be the ruling body on matters concerning campaign violations.

- b. To monitor each candidate's campaign and remove any materials in violation of the election rules.
- c. To have any irregularities or discrepancies initially distributed to them.
- d. To submit their final decisions on disqualifications to the full SGA no later than one (1) business day after administering three (3) campaign violations against any one candidate.
- e. Any decision of The Rules Election Committee can be overruled by a two-thirds ( $\frac{2}{3}$ ) vote of the SGA.
- f. To determine the dates of the election with a majority approval of the full SGA.
- g. To publicize ten (10) days prior to the first filing day: the date and place to file for the SGA election, election dates, polling places, times, and voter identification procedure.
- h. To determine and enforce the election rules.

C. No member will be allowed to serve on the Election Rules Committee who is seeking office in the current election.

D. Members of the Executive Board shall have the following authorities and obligations in relation to SGA elections:

- a. To publicize ten (10) days prior to the first filing day: the date and place to file for the SGA election, election dates, polling places, times, and voter identification procedure.
- b. To enforce the election rules.
- c. To hold a candidate meeting: the date, time, and place of which will be on the candidacy form. Every candidate must attend the candidate meeting or have an approved, designated representative attend in their place.
- d. To monitor each candidate's campaign and remove any materials in violation of the election rules.
- e. To determine the ballot order, the candidate or the designated representative shall draw the ballot positions. The ballot positions

drawn in the candidate meeting will be recorded by the Election Rules Committee and placed on the ballot in their respective orders.

Section 3. Election Procedures

- A. When a candidate files for an office, they must read the election rules and sign a statement that they will abide by those rules.
- B. Class Presidents and Vice-Presidents are the only offices within SGA permitted the option to run a joint campaign.
- C. There will be no campaigning allowed until after the Election Rules Committee's candidate meeting.
- D. There shall be no soliciting for votes within the confines of the designated polling places while elections are in progress in those areas.
- E. In all races in which there are only two (2) candidates for election, the general election shall be the final election except in the event of a tie. In the event of a tie between the two (2) candidates, there will be a repeated election; in case of another tie, the SGA shall decide the election by majority vote.
- F. The run-off election shall be held within seven (7) business days after the general election.
- G. If one (1) candidate does not receive a majority of votes cast in the election for executive officers, the two (2) candidates receiving the highest number of votes will have a run-off election. If the candidates receiving the second highest number of votes are tied, the top three (3) candidates will have a runoff election.
- H. If the candidate with the highest number of votes for a Class President or Vice-President election does not receive at least one-third ( $\frac{1}{3}$ ) of the votes cast, a run-off will be held between the candidates with the top two votes.
  - i. In the event of a disqualification of a candidate by the Election Rules Committee in a three (3) person race, a runoff election must take place between the two (2) remaining candidates.
- I. Freshman, Sophomore, Junior, Senior or Post-Baccalaureate Senator, and Academic College Representative positions shall be chosen by a plurality of votes cast

J. If one (1) candidate receives a majority of the votes cast in the general election, they shall be declared the winner of the office.

a. "Majority vote" shall be defined as more than 50% of all votes casted.

K. SGA elections shall be held through an online voting system unless otherwise unanimously voted by the Elections Rules Committee and ratified by two-thirds ( $\frac{2}{3}$ ) of the full SGA.

L. Counting of the votes shall begin as soon as the polls close on the last day of voting and shall continue until completed.

M. The SGA members elected in the spring election shall take office one (1) week prior to the first day of the spring semester final exams. The SGA members elected in the fall election shall take office at the next scheduled meeting following the posting of the results.

#### Section 4. Voting

A. Voters may only cast ballots for those candidates seeking elected positions representing their classification or academic college, with the exception of Executive Officer elections.

B. Students of all classifications will be allowed to cast votes for candidates seeking Executive Officer positions.

#### Section 5. Appeals

A. Appeals should be presented in written form to the Election Rules Committee no later than one (1) business day following the notification of a violation and/ or disqualification.

a. If the candidate is appealing the results of the election, they shall present appeals in written form to the Election Rules Committee no later than one (1) business day following the conclusion of the election.

B. Appeal submissions must state a rationale for the appeal and must be signed by a member of the student body at the University of Central Arkansas.

C. A written response from the Election Rules Committee shall be submitted to the full SGA by the first Senate meeting following the appeal.



D. The response shall be ratified by a two-thirds (2/3) vote of the full SGA at the first Senate meeting following the appeal.

E. If a new election is warranted for Executive President, Executive Vice-President, Vice-President of Finance, or Vice-President of Operations, it is to be held within one (1) week after the Senate's ratification. If a new election is warranted for any other senate positions, it shall be left up to the direction of the Election Rules Committee.

#### Section 6. Rules for SGA Elections

A. Elections shall be held on-line through CubConnect on dates specified by the Election Rules Committee.

B. Run-off elections shall be held on a date specified by the Election Rules Committee if necessary. Accessibility shall be made in the Marlene Deluc Resource Center or any computer at [www.uca.edu/sga](http://www.uca.edu/sga).

C. No posters, flyers, shirts, buttons, or other campaign material may be displayed prior to the completion of the Election Rules Committee's candidate meeting. Distribution of material to no more than five (5) of the candidate's campaign staff is permissible.

a. No more than fifteen (15) posters shall be displayed by any candidate. A poster shall be considered to be any material larger than 8.5" x 11" but cannot be larger than 2' x 3'. One side of a poster displaying phrases, slogans, or graphic images shall be considered one poster. If both sides of a poster display these items, that poster shall be considered as two (2) posters.

b. There is no limit on the number of flyers a candidate may have. A flier is considered to be any material up to 8.5" x 11".

D. Banners shall measure no larger than forty (40) square feet in area. Each candidate may have up to, but no more than, two (2) banners. If a banner displays phrases, slogans, or graphic images on both sides, said banner shall be considered two (2) banners.

E. Campaign groups on Facebook, Twitter, or any other social networking site must be followed by a member of the Election Rules Committee before members are invited or campaign materials are posted.

a. Social media campaigns are at the discretion of the individual running for election in regard to how they post information

pertaining to their campaign. There is to be no slander and distribution of false information pertaining to other opponents or the SGA.

F. Election Committee members must approve all campaign materials for each candidate before they are displayed or distributed. Election Committee members will be nominated by the Executive Vice President and approved by SGA for the Spring Election, and for Fall Elections, will be the SGA Summer Senate.

G. There is to be no solicitation or campaigning of any kind in computer labs in any building on campus during campaigning.

a. Solicitation includes, but is not limited to, asking for votes, encouraging voters, and leading voters to voting stations.

H. Failure to comply with the above rules shall result in a campaign violation. Any candidate having three (3) violations against them shall be subject to disqualification from the election by the Election Rules Committee.



University of Central Arkansas  
Student Government Association

By-Laws

**Updated: April 18, 2022**

## **By-Law A: Student Government Association Summer Senate**

### **ARTICLE I**

#### **SGA Summer Senate Structure**

Section 1. In order to have student representation during summer school terms, the newly elected Executive President shall appoint an SGA Summer Senate. This appointment is subject to the approval of SGA.

A. The members of the SGA Summer Senate and their duties shall be as follows:

1. Executive President

- a. Shall be chairperson of all SGA Summer Senate meetings.
- b. Shall serve as the student representative on University Committees that meet during the summer or appoint a member of the Summer Senate to fill the vacancy until the fall semester.
- c. Shall assist the other members of the SGA Summer Senate when called upon.
- d. Shall represent the student body of the summer semester whenever the occasion occurs.
- e. Shall have the authority to call special meetings of SGA when necessary, provided proper notification is given.
- f. Shall vote in SGA meetings.

2. Executive Vice President

- a. Shall assist the Executive President as directed.
- b. Shall assume all obligations and authority of the Executive President in the absence of the Executive President.
- c. Shall assist the other members of SGA when called upon.

d. Shall oversee the SGA office and make arrangements for its maintenance.

3. Vice-President of Operations

a. Shall record the minutes of all Summer Senate meetings and make them available to the public. Minutes shall be distributed to each member of the Executive Board, faculty advisors, and members of SGA.

b. Shall call roll and record attendance.

c. Shall compile a list of all SGA members' names, addresses, and phone numbers and distribute it to each member of the Executive Board, faculty advisors, and members of SGA.

d. Shall notify each member of SGA in the event of a called meeting by the Executive President.

e. Shall assume all obligations and authority of the Executive President in the absence of the Executive President and Executive Vice President.

4. Vice-President of Finance

a. Shall be the comptroller of funds provided to SGA by each Summer school semester's Student Activity Fee and shall keep accurate records of all funds received and disbursed.

b. Shall make a complete report of SGA finances at each meeting.

c. Shall disburse funds only as directed by a majority vote of the Summer Senate.

d. Shall deposit all funds in an account provided by the Business Office.

B. The Summer Senate shall meet at a regular time and place agreed upon by all members of the Summer Senate.

**ARTICLE II**

**Allocation of Funds**

Section 1. Summer Funds

A. The Summer Senate shall not allocate more money than allotted to it by the University from the summer semester Student Activity Fee.

- B. All expenditures made by the Summer Senate must be by majority vote.
- C. All expenditures made by the Summer Senate, from the Summer semester Student Activity fee, shall directly benefit the Summer semester student body.
- D. All unallocated funds from the summer semester Student Activity Fee shall be deposited in the SGA Reserves account.
- E. SGA advisors shall serve as advisors to the Summer Senate, and at least one (1) shall be present at each Summer Senate meeting.
- F. No more than 25% of the SGA Reserve account can be spent by the Summer Senate.

## **By-Law B: Committee System**

### **ARTICLE I**

#### **SGA Committee Structure**

- Section 1. Standing Committees shall operate the entire year and meet on a regular basis at a given time with the exception of called meetings.
- Section 2. Special (Ad Hoc) Committees shall be formed—per Art. III, Sec. 2, Letter D of the Constitution— and operated on an “as-needed” basis and shall meet at called times.
- Section 3. SGA members, with the exception of Executive Officers, shall be required to serve on at least two (2) committees. Executive Officers should serve on committees as needed.
- Section 4. Committee meetings shall be scheduled at a time that is satisfactory to a majority of members.
- Section 5. In the event that a specified committee position cannot be filled, such as due to scheduling conflicts with eligible senators, the Executive Board will appoint another senator to fill that position.

### **ARTICLE II**

#### **Standing Committees**

Section 1. The SGA Standing Committees shall be as follows:

- A. SAFA Committee (Student Activity Fee Allocation)

- 1. The SAFA Committees shall hear the budgeting requests for recognized student organizations that qualify for SAFA funding per the regulations outlined in

By-Law E, Art. III, Sec. 2. It shall have the power to request reports from all organizations and activities that request funds from SGA.

2. The SAFA Committees shall each consist of eight (8) senators, including at least one (1) representative from each class and one (1) graduate representative. The Vice-President of Finance will chair the SAFA Committee and the Executive Vice President will be on the SAFA committee.
3. Members of the SAFA Committee may not request SAFA/New RSO SAFA funds for any Recognized Student Organization (RSO) or on-campus department.

#### B. Finance Committee

1. The Finance Committee shall hear the New RSO SAFA funding requests of recognized student organizations that qualify for emergency funding. It shall have the power to request reports from all organizations and activities that request funds from SGA.
2. The Finance Committee shall serve as the internal auditor for all SGA allocations and funding. The committee shall advise the Vice-President of Finance on any and all procedures and policies regarding SGA financing. The committee shall also review all SGA procedures and processes involved in SGA funds and funding.
3. The Finance Committee shall consist of eight (8) senators, including one (1) representative from each class, as well as one (1) academic college representative. The Vice-President of Finance will chair the committee, and the Executive Vice President will be on the committee.
4. Members of the Finance Committee may not request SAFA/New RSO SAFA funds for any Recognized Student Organization or on-campus department.

#### C. Ways and Means Committee

1. The purpose of the Ways and Means Committee is to keep and preserve records, for the future SGA. The committee's duties shall be to review Recognized Student Organizations (RSOs), constitutions, and all resolutions, to fill vacant senate positions as outlined in Art. I, Sec.7 of the Constitution, and to issue demerits for inappropriate behavior and policy violations, as well as hear demerit appeals.
2. No member of the Executive Board, except the Executive Vice President in their capacity as chairperson, shall be allowed to serve on the Ways and Means Committee.
3. The Ways and Means Committee shall be the ruling body on constitutionality,

policy, elections, and ethics arising in SGA.

4. The Ways and Means Committee shall consist of six (6) senators, including one (1) from each class, one (1) graduate representative, and one (1) academic college representative. The Executive Vice President will serve as chair of this committee.

#### D. Public Relations Committee

1. The Public Relations Committee shall publicize and promote the activities of SGA and take an active role in promoting the community relations of SGA.
2. The Public Relations Committee shall oversee the SGA bulletin board in the Student Center, advertisements on the SGA website, and any media advertisements on behalf of SGA.
3. At least six (6) SGA members shall serve on the Public Relations Committee with the Vice-President of Operations serving as chairperson.

#### E. Student Fee Advisory Committee

1. The purpose of the Student Fee Advisory Committee is to ensure openness and transparency in the distribution and spending of student fees by university officials. The committee shall receive quarterly reports from the office of the Vice-President of Finance and Administration for UCA.
2. The Student Fee Advisory Committee shall review the funding and distribution of all student fees. The committee shall meet at designated periods throughout the year with the directors of departments and university institutions that receive student fees.
3. The Student Fee Advisory Committee shall report the information gathered to SGA by the end of each semester.
4. The committee shall be composed of eight (8) senators, including the four (4) class Vice Presidents, a Graduate Senator, an Academic College representative, and the Junior and Senior class Presidents. The committee's duties shall be delegated to the Executive Board during the summer semester. The chair of the Student Fee Advisory Committee shall be selected by the SGA Executive Board Officers.

#### F. Diversity Committee

1. The purpose of the Diversity Committee is to better represent and address the needs of underrepresented students, including but not limited to international, non-traditional, and transfer students of UCA.

2. The committee shall consider the suggestions and concerns of these students and make decisions that will enhance their college experience.
3. The committee shall be composed of five (5) senators and (5) non-SGA members to be nominated and elected yearly by SGA. The non-SGA members must be deemed appropriate representatives of their constituents and must uphold the charge of the committee. The Chair of the Diversity Committee shall be selected by the SGA Executive Board at the same time and place as chairs of the Ad Hoc Committees.

#### G. Academic Affairs Committee

1. The purpose of the Academic Affairs Committee is to foster academic success and achievement through enriching the learning community, promoting scholastic resources, and supporting academic accessibility.
2. The committee shall consider the academic suggestions and concerns of students within their respective academic colleges.
3. The committee shall be composed of the following six (6) senators: the five (5) Academic College representatives and one (1) Graduate Senator. The Chair of the Academic Affairs Committee shall be selected by the SGA Executive Board.

#### H. Internal Affairs Committee

1. The purpose of the Internal Affairs Committee is to amend and enhance the governing documents of SGA through frequent reviews of the constitution and bylaws.
2. The committee shall consider amendments to the constitution and bylaws to better reflect the practices of SGA.

#### I. Housing and Food Service Committee

1. The purpose of the Housing and Food Service Committee is to be an influential and thoughtful group that improves and benefits the lives of students in the areas of housing and food and recognizes the extensive efforts of staff members involved in housing and food services.
2. The committee shall consider the suggestions and concerns of students impacted by housing and food services and present these concerns to the staff leaders of these areas.

#### J. Bear Advocacy Group

1. The purpose of the Bear Advocacy Group is to foster an inclusive and respectful environment for civic engagement among all students, educate students on civic



engagement and responsibility, and advocate for the University of Central Arkansas and its students.

2. The committee shall be composed of eight (8) senators. The Chair of this committee is appointed by the SGA Executive Board.

3. Members of this committee are not to be influenced by any representative of government or corporations. The committee shall function as a non-partisan body.

**ARTICLE III**

**Committee Reporting**

Section 1. All Committee chairpersons must be prepared to present their committee reports at both Cabinet and full senate meetings.

Section 2. All Committee chairpersons must update the appropriate committee webpage monthly on a date as determined by the Vice-President of Operations.

**By-Law C: Demerit Policy**

**ARTICLE I**

**Demerit System**

Section 1. SGA shall operate on a demerit system.

A. SGA members shall be allowed six (6) demerits per semester. Earning seven (7) demerits shall result in the senator’s potential removal from SGA as stated in By-Law C, Sec.3.

B. Infractions and Associated Demerits

<b><u>Infraction:</u></b>	<b><u>Demerits:</u></b>
Missed a weekly senate meeting	3
Attending less than twenty (20) minutes of meeting	2
Attending over twenty (20) minutes of the meeting, but not all of the meeting.	1
Tardiness to the meeting (Missed Roll Call)	1
Missed committee meeting	2

Missed SGA retreat (fall and spring) - demerits per day missed	3
Failure to turn in material necessary and required for the upcoming meeting	1
Failure of the committee chair to ensure meeting report is submitted	1
Missed SGA sponsored activity as stated in "Special Rule VI"	2
Failure to comply with dress code as stated in "Special Rule V: Dress Code"	1

C. Senators who fail to meet the "business casual" dress-code as stated in the "Special Rule V: Dress Code" of the Constitution, at the discretion of the Sergeant-At-Arms, will be asked to return home to change resulting in one (1) demerit, in addition to the possible demerits received for tardiness, missed meeting, etc.

D. Committee and meeting reports should be submitted to the Executive Vice President by the Monday following the meeting. The committee chair or their designee should ensure this report is submitted.

Section 2. SGA members have the ability to appeal demerits based on the following process.

A. Upon notification of a senator's infraction, the chair of the Ways and Means Committee shall issue a "Notice of Potential Demerits" to the senator.

B. From the day the notice is issued, the senator shall be given two (2) weeks to complete and turn in a "Demerit Appeal Form" on CubConnect to the chair of the Ways and Means Committee.

1. If the senator does not challenge the potential demerit(s) within the time frame, the potential demerit(s) shall be declared official and placed on the senator's record.

C. The Ways and Means Committee shall consider all appeals presented and assign demerits at their discretion to the senator's permanent record.

1. If a senator wishes to appeal the decision of the Ways and Means Committee, they can appeal to the full Senate at the next scheduled meeting. The full Senate can overrule the decision with a two-thirds (2/3) vote.

Section 3. SGA members shall be removed from Senate based on the following process.

- A. Upon notification of a senator's seventh demerit, the Executive Vice President shall issue a "Notice of Potential Removal" to the senator.
1. From the day the notice is issued, the senator shall be given one (1) week to complete and turn in a "Removal Appeal Form" on CubConnect to the Executive Vice President.
  2. The senator shall maintain all responsibilities of the office to which they were elected or appointed until a decision is rendered by the Ways and Means Committee.
  3. If the Ways and Means Committee accepts the senator's appeal, the senator shall return to the Senate with six (6) demerits.
  4. If the senator does not challenge the potential removal, they shall be automatically removed.
- B. If the senator wishes to appeal the decision of the Rules and Ethics Committee, they may appeal to the full Senate at the next scheduled meeting. The full Senate shall have the authority to overrule the decision with a two-thirds (2/3) vote.
1. All voting rights and responsibilities of the senator shall be suspended until a decision has been rendered by the full Senate.
  2. If the full Senate accepts the senator's appeal, they shall return to the senate with six (6) demerits.

## **By-Law D: Fiscal Responsibility**

### **ARTICLE I.**

#### **Fiscal Accountability**

Section 1. Majority approval of the Senate is required for all expenditures with the following exceptions:

- A. General operating expenditures can be made that are necessary for the continued efficient operation of SGA, on an as-needed basis, with the approval of the Executive Board (this does not include expenditures, such as telephone service, printing and copying cost, secretarial salary, etc., which are automatically deducted). The Executive Board shall notify the Senate at the next regularly scheduled meeting of any funds spent in this manner.
- B. Publicity expenditures that do not exceed one thousand dollars (\$1000).
- C. SGA Reserve Account
  1. Expenditures from the SGA Reserve Account require a two-thirds (2/3) vote of the senators present.

2. All expenditures for travel made out of the SGA Reserve Account must follow these guidelines: 1) Finance Committee approval by three-fourths (3/4) vote of members present, and 2) three-fourths (3/4) of the total membership of SGA.
3. Requests exceeding one thousand dollars (\$1,000) from the SGA Reserve Account made between the fall election and the last SGA meeting in the spring must first be heard by the SGA Finance Committee.
4. Requests below one thousand dollars (\$1,000) may be vetoed by the Executive President (prior to any vote on the request) and shall be either postponed until the next regular scheduled SGA senate meeting or referred to the Finance Committee. Two-thirds (2/3) vote of the Senate is required to override the Executive President's veto.

Section 2. Funds remaining at the end of the fall semester shall automatically be transferred to the spring semester account, any funds remaining at the end of the spring semester shall automatically be transferred to the SGA Reserve Account. Summer Senate funds shall begin the day the residence halls open for the first summer session and end on the day the residence halls close after the second summer session. At the conclusion of the second summer session, the remaining Summer Senate funds shall automatically be transferred to the SGA Reserve Account.

Section 3. A designated advisor(s) shall be responsible for overseeing the Vice-President of Finance's job.

Section 4. The Vice-President of Finance will oversee the deposit of all cash.

Section 5. An itemized list of all expenditures, which are spent during the monthly period not specifically authorized by legislation, will be presented to SGA meetings monthly for review.

Section 6. The SGA Vice-President of Finance and an advisor of SGA shall be the only people authorized to sign purchase orders and contracts for SGA. In the absence of the Vice-President of Finance, the SGA Executive President shall be authorized to sign purchase orders and contracts.

## **ARTICLE II.**

### **Senator Accountability**

Section 1. Voting on the allocation of funds

- A. Any vote SGA makes which deals with the allocation of student funds shall automatically be voted on in roll call form.

- B. The Vice-President of Operations shall record and file all roll call votes made by SGA and make them easily accessible to members of the UCA community (students, employees, members of the media, etc.)
- C. SGA senators shall not vote on the allocation of funds to Recognized Student Organizations of which they are members.
- D. The abstentions of SGA senators who forcibly abstain due to membership in a particular organization will not be counted in the overall tallying of votes. Their abstentions will not benefit the majority vote.

## **By-Law E: Student Activity Fee Allocation**

### **ARTICLE I.**

#### **Purpose and Goals**

##### Section 1. Purpose

- A. To ensure accountability of all Student Activity Fee funding; to teach budget planning; to encourage organizations to plan ahead; to encourage organizations to justify their expenses; to encourage a greater diversity of activities funded through the Student Activity Fee; and to better organize SGA to make more time available to deal with non-monetary issues.

##### Section 2. Goals

- A. The Student Activity Fee Allocation Committee will support activities and ensure a balance of events that broaden the educational, social, cultural, and recreational opportunities for all University of Central Arkansas students.

### **ARTICLE II.**

#### **Student Activity Fee Allocation (SAFA)**

##### Section 1.

###### A. SAFA Funding:

1. 87.5% of the Student Activity Fee will be allocated to Recognized Student Organizations and departments prior to the next semester.

###### B. New RSO SAFA Funding:

1. 5% of the Student Activity Fee will be allocated to New Recognized Student Organizations on an as-needed basis.

- a. Qualifications for this funding are specified in By-Law E, Art. IV, Sec. 1, Letter

C. SGA Operations

1. 7.5% of the Student Activity Fee will be allocated to SGA for the purpose of general operating expenses and SGA projects only.

- D. After the money has been allocated, if there is money left over in the SAFA account, SGA can move money to the Operations or New RSO SAFA account with a two-thirds ( $\frac{2}{3}$ ) vote of SGA.

**ARTICLE III.**

**Student Activity Fee Allocation (SAFA) Funding**

Section 1. SAFA Funding Committee

A. Committee members

1. Chair – SGA Vice-President of Finance
2. SGA Executive Vice-President
3. Senior Class Representative (1)
4. Junior Class Representative (1)
5. Sophomore Class Representative (1)
6. Freshman Class Representative (1)
7. Graduate Representative (1)
8. Additional Senator of a non-class position (1)

Non-voting members

9. SGA Advisors

Section 2. Eligibility and Criteria for Organizations and Departments Applying for

Funds: A. Must be current UCA students in good standing with the

University.

- B. Organizations must be registered with the Office of Student Life according to the criteria set forth in the UCA student handbook.

- C. Organizations must not discriminate on the basis of sex (national fraternities and

sororities are exempt by virtue of Congress: Title IX), race, religion, national origin, sexual orientation, or by virtue of disability.

D. Organizations or departments may apply for funding for programs, providing they can demonstrate that the program meets the goals of Student Activity Fee.

E. SGA may request reports from all organizations or departments that request funds from the SAFA Committee.

F. Honoraria and/or Performance fees:

1. SGA will not cover expenses through SAFA funding such as: 1) parties; 2) prizes; 3) gifts; 4) awards; 5) food; 6) repair and maintenance; 7) uniforms; or 8) all rentals except tables, chairs, and room rental to events that are sponsored by the student body. Scholarships will also not be covered.
2. All University rules and requisitions and/or state purchasing requirements concerning contracting and payment for speakers, performers, and consultants will be adhered to in the expenditure of student activity funds.
3. Student Activity Fee funds will not be used for honoraria and/or performance fees for full-time UCA faculty or staff.
4. If the purpose of the event is aimed toward solely non-active UCA students, such as recruiting efforts, then no funds shall be received.

G. Advertising:

1. Any newspaper, poster, flyer, handbill, or other forms of advertising paid for from the Student Activity Fee must display one of the following statements: "Funded by the UCA Student Activity Fee" or "Funded in part by the UCA Student Activity Fee." The omission of this statement in a group's advertising will be considered an infraction of the policy. Continual abuse could be grounds for denial of future financial support. A sample may be required by the SAFA Committee for reimbursement.
2. All printed advertising must comply with the rules and regulations stated in the UCA student handbook.

H. Registration Fees:

1. SGA will fund registration fees up to two thousand dollars (\$2,000) per semester per organization.

I. Ticket Sales:

1. All tickets for events funded by the Student Activity Fee must be sold through the Reynolds Performance Hall ticketing system if being sold for more than three dollars (\$3) in value.
2. Organizations cannot charge UCA students more than ten dollars (\$10) per ticket unless they have the approval of the Student Activity Fee Allocation Committee.
3. Organizations that receive funds from the Student Activity Fee for an event will not be able to make a profit that directly benefits their organization. Ticket sales can be used to offset any costs that were incurred while having the event, but any additional funds must be donated.
4. Possible donations of proceeds include:
  - a. Scholarships for students
  - b. Nonprofit organizations
  - c. Philanthropic organizations

Section 3. Method of Operation

- A. All SAFA funding will be allocated one semester in advance.
- B. In order to ensure RSOs have enough time to schedule events for the Spring semester, fall SAFA hearings should be held no earlier than five (5) weeks after the first day of classes.
  1. If an RSO needs advance funding for the spring semester, the full Senate can approve spending from the Spring SAFA account with a two-thirds ( $\frac{2}{3}$ ) vote.
- C. The committee shall advertise the application procedure and SAFA timelines utilizing the ECHO, KUCA, Channel 6, and letters or emails to all RSOs and university departments.
- D. After the application deadline the Vice President of Finance and the Chief of Staff shall examine each application and contact the advisor(s) for verification.
- E. Funding decisions shall be prioritized by a majority vote in the committee.
- F. The committee must have a quorum (majority of voting members). Any SAFA Committee member who misses more than two (2) meetings in one semester shall be replaced by an appointment by the SGA Executive President.



G. SAFA Reimbursements and Remaining Funds

1. Fall semester: January 20th is the reimbursement deadline for SAFA programs typically held from May through December. If any SAFA funds remain after the deadline, the organization will forfeit the remaining funds. These funds will be transferred to the next semester's SAFA budget.
2. Spring semester: May 20th is the reimbursement deadline for SAFA programs typically held from January through April. If any SAFA funds remain after the deadline, the organization will forfeit the remaining funds. These funds will be transferred to the\_SGA Reserve Account.

H. SGA Reserve Account and SAFA Remainder Funds

1. Care should be taken by the SGA Vice President of Finance in transferring the remaining SAFA funds so that the SGA Reserve Account does not fall below a seventy-five thousand dollar (\$75,000) balance.

Section 4. Factors Which May be Considered by the Student Activity Funding Committee:

- A. The total number of students represented and served by the organization.
- B. The purpose or goals of the activities of the organization.
- C. The relation of the organization's goals to the University's mission.
- D. The prior success of the organization/department in relation to planned programs and activities.
- E. The extent to which the organization/department has followed this policy in the past.
- F. The amount of income the organization has attempted to raise through other sources and activities and why that income is insufficient in funding the planned proposed program or activity.
- G. SGA shall not deny funding on the basis of disagreement with the ideas or opinions expressed by a non-discriminating organization.

Section 5. Application Procedure and Process:

- A. Applications shall be as specific as possible, including, but not limited to: a description, approximate date(s), justification, and a detailed budget for the event. Organizations, departments, and individuals that misrepresent how funds are used

or misused funds may be charged with violation through the University Judicial System and/or city, county, state, or federal courts. Below is the process by which budget recommendations shall be made:

1. All budget requests will meet the standards for the adopted format and must be submitted by a student within the requesting organization/department.
2. Organizations that fail to submit their budgets by the deadline will be allowed to submit only in case of extenuating circumstances. The Student Activity Fee Allocation Committee will review such circumstances.
3. After the requesting organization/departments submit their budgets, they will be contacted by the SAFA Committee regarding the presentation of their proposals.
4. Each organization/department must present its budget directly to the Student Activity Fee Allocation Committee during its budget hearings. A student who is a member of the requesting organization must conduct the presentation. If no student is present, the organization will receive no funding.
5. All organizations and departments will be notified in writing of the decisions of the Committee.
6. SAFA funding will be allocated over the next calendar year according to the timeline of the events that are funded by the committee. It is the responsibility of the organizational treasurer to submit the timeline to the Vice-President of Finance at the beginning of each fall semester.
7. All organizations must be in good standing with the University to receive funding.
8. All organizations must submit copies of receipts for items funded by SGA to the Vice-President of Finance.
9. Any organization eligible for SAFA funding can request line item changes to their SAFA allocations. These organizations will propose their changes to the Vice-President of Finance, who has the power to approve changes.
  - a. A change can be overturned by majority vote of the full Senate and is not official until the Senate has a chance to vote.

#### Section 6. Reimbursement Procedure and Process

- A. The full Senate must approve the SAFA funding no later than three meetings after deliberations are complete. The Vice-President of Finance will announce to the Senate the preliminary SAFA funding figures at least one week prior to voting on

SAFA. The Vice-President of Finance will report the following:

1. Number of organizations requesting SAFA funding.
2. Total amount requested by organizations.
3. Total amount allocated and budgeted by the SAFA Committee.
4. Give notice to the Senate that, at the next meeting, a motion will be presented to approve the SAFA allocations.
5. A notebook with each organization's allocation will be available in the SGA office for senators to review.

B. Appeal of the SAFA Committee Allocation

1. The Vice-President of Finance will announce to each organization during SAFA hearings that they can appeal the decision of the SAFA Committee to the full Senate at an SGA meeting.
2. The appeal can only be made after the organization has been notified of their allocation and before the full Senate votes on the SAFA Committee's final SAFA results (majority vote of SGA). Once the full Senate approves the SAFA Committee's final SAFA results there can be no more appeals.

C. Appeal Method

1. The organization must submit their appeal form via CubConnect prior to the deadline set by the Vice President of Finance.
2. Each appealing organization will be allotted a time slot at the beginning of the regular SGA meeting to present to full Senate.
3. A representative of the organization must be present when the full Senate considers their appeal.
4. A majority vote of the SGA can overturn the decision of the SAFA

Committee. D. SAFA Reimbursement

1. All payment requests put forward to the Vice-President of Finance must be submitted by a student within the requesting organization/department.
2. SAFA funds allocated to an organization will be reimbursed to the organization after proper receipts and forms are received by the Vice President of Finance.

3. If an organization must have SAFA allocated funds in advance of their program, they must present to the Vice-President of Finance the proper documentation.
4. May 20th is the deadline for reimbursement of SAFA funded programs held in the spring semester, typically January through April.
5. January 20th is the deadline for reimbursement of SAFA funded programs held in the fall semester, typically May through December.

#### **ARTICLE IV.**

##### **Procedures for Obtaining New RSO SAFA Funding**

###### Section 1.

- A. The general purpose of New RSO SAFA Funding shall be to appropriate funds to RSO's formed, approved, or re-approved after the due dates for traditional SAFA funding have passed.
- B. The requesting organization shall submit a New RSO SAFA Budget Request form via CubConnect no later than two (2) weeks prior to the date of the first event being funded.
- C. The SGA Finance Committee shall review the funding application and may approve the funding request upon a unanimous agreement of the committee members. Failure of this unanimous agreement or failure to have two-thirds ( $\frac{2}{3}$ ) voting members present will result in the application and a recommendation from the committee to be sent in front of the full Senate for approval.
- D. All Student Activity Fee Allocation guidelines apply to New RSO SAFA funding.
  1. Additional Student Activity Fee Allocation guidelines for applying for New RSO SAFA funding:
    - a. Any organization applying for New RSO SAFA funding must fit one of the following criteria:
    - b. Is a new RSO, first approved within the current academic year in which it is requesting funding, that has never received SAFA funding before;
    - c. Is an RSO whose approval previously expired and was re-approved within the current academic year in which it is requesting funding;
    - d. Is a current and active RSO that has not received SAFA funding within the past academic year.

E. Committee Reporting

1. The SGA Finance Committee will report at each SGA weekly meeting the following results:

a. Organizations funded and the amount allocated at their last meeting.

b. New RSO SAFA funds allocated year to date.

c. Remaining balance in the New RSO SAFA Fund account.

d. Recommendations for or against funding that the committee did not vote unanimous on.

F. A unanimous vote of the Finance Committee may be overturned by a two-thirds ( $\frac{2}{3}$ ) vote of senators present.

**ARTICLE V.**

**Laws**

A. All federal, state, and local laws must be adhered to with regard to the expenditure of Student Activity Fee funds.

B. All university policies must be adhered to with regard to the expenditure of Student Activity\_Fee funds.

**ARTICLE VI.**

**Year-End Accounts**

A. Any party receiving funding from SGA must turn in receipts to the Vice President of Finance for all expenditures.

B. All funded organizations must submit a typed final budget showing actual expenditures by line item.

**By-Law F: The Marlene LeDuc Resource Center**

Section 1. In order to ensure proper maintenance of the Marlene LeDuc Resource Center, the SGA Executive Vice-President will be responsible for overseeing the upkeep of the office, including reporting any equipment malfunctions and addressing concerns with any organizations who violate the regulations of the Resource Center. The Executive Vice President is also responsible for maintaining an inventory of all SGA property (RSO

Resource Center, SGA computer Lab, and SGA offices).

Section 2. The SGA Chief of Staff will be responsible for ordering any supplies necessary for the maintenance of the Resource Center, in a timely and appropriate fashion. Supplies should be ordered when existing supplies are running low, not after supplies are gone.

Section 3. Marlene LeDuc worked in the Student Activities Office where SGA had only a cubicle for office space. Marlene served as SGA's secretary by providing services and assistance to its student leaders. Unfortunately, Marlene was diagnosed with brain cancer and died shortly thereafter. When SGA acquired office space it was decided that it should be named in Marlene's honor. Her hard work and dedication as well as her service and love for students will forever be cherished.

## **By-Law G: Student Workers**

### **ARTICLE I.**

#### **SGA Office**

Section 1. The Student Government Association will hire students to work in the SGA Office and the Resource Center in compliance with University policy beginning in the 2006-2007 school year.

Section 2. The Executive Board and SGA advisors will determine the hiring process and will serve as the hiring committee.

Section 3. The SGA student workers and their duties will be as follows:

#### **A. Student Office workers**

1. Answering phone calls.
2. Answering student questions regarding SGA.
3. Relay messages from students to the Executive Board.
4. Helping RSO's and Departments fill out Agency and Travel Reimbursement forms.
5. Receiving payments for all Resource Center services as photocopies, poster machine, laminating machine, etc.
6. Maintain and clean the Resource Center and the computer lab.
7. Attend their scheduled work hours.

8. Other duties as assigned by the Executive Board.

**B. Chief of Staff**

1. Assist the SGA Vice President of Finance with matters concerned with SAFA, Emergency SAFA, accounts payable, budgets, and reporting.
2. Work 20 hours per week in the SGA office and assume duties of student office workers.
3. Assume duties as SGA office manager. Coordinate with the SGA Vice President and set duties, training, and schedule for student office workers.

Section 4. SGA office workers will be paid out of the SGA Reserve Account.

Section 5. SGA office workers can be fired by the Executive Board at any time for nonperformance. The student can appeal the decision to the Ways and Means Committee. SGA Executive Board members are ineligible to hold any of the paid student worker positions.

## **By-Law H: Civic Engagement Intern**

### **Article I.**

#### **Creation of a Civic Engagement Intern**

##### **Section 1. Role of Intern**

- A. Beginning in Fall 2021, the UCA SGA will sponsor a civic engagement internship with the Director of Service-Learning and Volunteerism.
- B. The Civic Engagement Intern will work in the Division of Outreach and Community Engagement, supervised by the Director of Service-Learning and Volunteerism. The position will collaborate closely with Bears at the Ballot, the UCA chapter of Vote Everywhere, to promote civic engagement on campus and in the Conway community. Students can expect an average workload of 8-10 hours per week. The position may require out-of-office work during the business day, after hours, or on weekends for special events, and the out-of-office workload is typically greater in the months leading up to an election in semesters when an election occurs.

##### **Section 2. Responsibilities of Intern**

- A. Work with Vote Everywhere to register voters and educate them on

- voting rights and processes in the United States and Arkansas.
- B. Develop ideas and outreach campaigns related to voter registration and education.
- C. Develop educational and informational resources for use in-person and online in pursuit of the goal of educating new voters.
- D. Work with the Conway Conversations team to promote civic dialogue and dialogue-across-differences events and foster student leadership within campus-community dialogues.
- E. Promote civic engagement and dialogue events on campus and in the community.
- F. Offer ideas and perspectives and model student leadership in civic engagement at UCA.
  
- G. Assist the Service-Learning and Volunteerism team in a variety of projects at the discretion of the director.

### Section 3. Skills

- A. Civic Engagement Interns should be comfortable with or willing to develop the following skills:
  - a. Written and oral communication
  - b. Use of collaborative tools in the Google suite, including Google Docs, Google Slides, and Google Classroom
  - c. Basic design in Canva, Adobe Spark, Publisher or similar applications
  - d. Basic webpage editing and development in Wordpress
  - e. Understanding of rules and regulations surrounding voter registration and participation

### Section 4. Requirements

- A. Students applying for this internship must currently have a cumulative GPA of 2.5 and maintain this GPA throughout the entirety of their internship.
- B. This internship is open to any individual currently enrolled as an undergraduate student at UCA with a minimum of 60 credit hours.
- C. The Civic Engagement Intern agrees to maintain contact with SGA BAG Committee and will present monthly reports to SGA Senate at their regularly scheduled meetings.

### Section 5. Procedures

- A. Applications for the Civic Engagement Internship will be processed by both the SGA BAG Committee, who will vote to approve candidates, and the Director of Service-Learning and Volunteerism. The final candidate must be approved by the full SGA Senate prior to beginning the



internship.

B. The Civic Engagement Internship will last the period of one semester. C. Interns may only serve one semester and may not apply to serve as the Civic Engagement Intern again after completion of their internship.

D. The UCA SGA agrees to sponsor the Civic Engagement Internship. Interns will be provided a \$50 stipend, drawn from the SGA Reserves Account, and a plaque upon successful completion of the internship.

## **By-Law I: Candidate Rules for SGA Elections**

### **Article I.**

#### **Candidate Agreement Sheet**

Section 1. Election rules shall be presented to UCA SGA candidates seeking office in the form of a candidate agreement sheet.

A. Contents of the candidate agreement sheet shall include the entirety of the election rules specified in By-Law K, Article II, with dates and times approved by the Election Rules Committee inserted as needed.

B. The candidate agreement sheet must also include the contact information of the SGA Executive President and the Chair of the Election Rules Committee.

C. Candidates are required to sign the candidate agreement sheet, affirming they have read and agree to abide by the election rules.

1. Candidates are also required to provide their phone number, student ID number, and their full name in print as it will appear on the ballot on the candidate agreement sheet.
2. Space should also be provided for candidates to give their social media handles, as referenced in By-Law K, Art. II, Sec. I, Letter L.

### **Article II.**

#### **Election Rules**

Section 1. SGA Election Rules include the following and should be followed in addition to those outlined in Art. VII of the Constitution and those provided during the mandatory candidates' meeting:

A. Elections will be held online through CubConnect on dates

specified by the Election Rules Committee. Run-off elections, if necessary, will be held the following week. Accessibility to vote online will be made in the Marlene Deluc Resource Center, Student Center Rm. 208 or any computer through CubConnect.

B. Voting booths will be in the Student Center on dates specified by the Election Rules Committee. (Location subject to change, dependent on ruling of the Election Rules Committee.)

C. The display of candidate posters, flyers, apparel, buttons, or any other campaign materials, printed or otherwise produced, are prohibited prior to the conclusion of the mandatory candidates' meeting on the date specified by the Election Rules Committee.

D. No more than fifteen (15) posters shall be displayed by any candidate.

1. A poster shall be considered to be any material larger than 8.5" x 11" but not larger than 2' x 3'.
2. One side of a poster displaying phrases, slogans, or graphic images shall be considered one (1) poster. If both sides of a poster display these items, that poster shall be considered as two (2) posters.

E. Candidates may display as many flyers as they deem necessary.

1. A flyer is considered to be any material up to but not exceeding 8.5" x 11".

F. Each candidate may have one (1) flyer no bigger than 11x17 inches in each Residence Hall (12 total = 1 per hall).

1. Candidates MUST bring those flyers to the Housing Office in Bernard 214 for approval. The Residence Life staff will post them in a designated area in a prominent place in the building.

G. Each candidate may have up to, but not exceeding two (2) banners. 1. Banners shall measure no larger than forty (40) square feet in area. 2. If a banner displays phrases, slogans, or graphic images on both sides, said banner shall be considered two (2) banners.

H. Posters, flyers, banners, shirts, buttons, or any other campaign material that is graphic in nature is absolutely prohibited. Graphic is defined as anything that involves loaded issues such as violence, sex, racism, gender, or any

other topic as determined by the Election Rules Committee.

- I. Literature and material for distribution on university property must contain the name of the candidate(s) responsible for the printed material, the position the candidate is running for, the dates of the election, and that voting is on Cub Connect.
- J. Flyers, posters, or any other form of campaign materials are not to be placed on trees or shrubbery on the UCA campus.
- K. Candidates are not allowed to distribute materials to more than five (5) of the candidate's campaign staff.
  - 1. Campaign staff members are prohibited from any form of compensation for their service in aiding in a candidate's campaign.
  - 2. No two candidates for office may have the same members on their campaign staff unless they are joint campaigning.
  - 3. Campaign staff members must be listed and given to the chair of the Election Rules Committee.
- L. Groups, pages, websites, blogs or any type of social media including, but not limited to, Facebook, Twitter, Instagram, Snapchat, or any other web or app-based platform designated as social media by the Election Rules Committee must be approved and followed by a member of the Election Rules Committee before members are invited to join, follow, like, or show support in any way of said social media pages or groups for the candidate.
  - 1. Social media campaigns are at the discretion of the individual running for office in regards to how they post information pertaining to their campaign. There is to be no slander and distribution of false information pertaining to opponents or SGA.
  - 2. Candidates agree they will delete all social media or web-based platforms or posts pertaining to their campaign at the conclusion of the election.
  - 3. If a candidate is utilizing a prior platform from a past campaign the candidate must resubmit the social media platform to be re-approved for a new campaign cycle.
  - 4. Candidates planning to use social media to campaign must disclose their social media handles to the Election Rules Committee prior to the beginning of campaigning by filling out the candidate agreement

form.

M. Candidates are prohibited from using the SGA Seal, logo, or watermark on any campaign materials, printed or digital. Furthermore, candidates are prohibited from using any official UCA or UCA Athletics logos on any campaign materials, printed or digital.

N. The Election Rules Committee must approve all campaign materials for each candidate before they are displayed or distributed. Candidates must contact a member of the Election Rules Committee to request approval.

1. Election Rules Committee members will be nominated by the Executive Vice President and approved by SGA for spring elections and for fall elections will consist of the SGA Summer Senate as described in By-Law A, Section 1.

O. The solicitation or campaigning of any kind is prohibited in all computer labs across the UCA campus.

1. Solicitation includes but is not limited to, asking for votes, encouraging voters, and leading voters to voting stations.
2. There shall be no soliciting for votes within the confines of the designated polling places while elections are in progress in those areas.

P. Neither candidates nor their campaign staff is permitted to approach voters with any electronic device.

Q. The solicitation or campaigning of any kind is prohibited in the Torreyson Library.

R. Dorm, Residence Hall, and Apartment "storming" or putting something on or under every door is strictly prohibited.

S. There is to be no joint campaigning among candidates, with the exception of those running for class president and vice president that have submitted a joint campaign agreement sheet to the Election Rules Committee prior to the start of campaigning.

1. Joint campaigning includes showing public support for other candidates verbally, through social media or group me, or any other method of communication, subject to the discretion of the Election Rules Committee.

T. Failure to comply with the above rules, or any other rules set forth by the Election Rules Committee for the duration of the campaign and election period, will result in a campaign violation. Candidates that commit three (3) or more violations are subject to disqualification from the election by a majority vote of the Election Rules Committee.

1. A violation form is required for a campaign violation to be

- considered.
  - 2. Notice of campaign violations will be sent to the candidate through the option as designated on their election application form.
  - 3. If a runoff election is required, candidates will maintain their current number of election violations throughout the entirety of the runoff election, with the possibility of receiving additional violations if warranted.
  - 4. Candidates will forfeit their votes in the election if they are disqualified.
- U. The Election Rules Committee maintains jurisdiction over elections and has the ability to judge on matters not explicitly stated in the candidate agreement form.
- 1. Rules created in addition to those stated in this document as well as those developed in the course of an active election must be made accessible to all SGA candidates, and must also be included in the candidate agreement sheet when feasible.
  - 2. The Election Rules Committee is prohibited from making any ruling that directly contradicts the rules and requirements listed in this document.
- V. Candidates that fail to sign the candidate agreement sheet prior to the beginning of campaigning will receive a violation.

### **Article III.**

#### **Campaign Appeals**

Section 1. The following information regarding appeal processes must be provided to candidates at the mandatory candidate meeting and on the candidate agreement sheet.

- A. Candidates will have twenty-four (24) hours after receiving a campaign to fill out the campaign violation appeal form on CubConnect.
  - 1. The Election Rules Committee will consider appeals and notify candidates of their decision via email.
  - 2. Appeals submitted after twenty-four (24) hours will not be considered.
  
- B. If campaign violations are upheld and the Election Rules Committee decides to disqualify a candidate, the candidate may appeal to the full SGA immediately following the conclusion of the elections.
  - a. Candidates will have twenty-four (24) hours to submit an appeal against the election results.
  
- C. All appeal submissions must state a rationale for the appeal and must be signed by a member of the student body at the University of Central

Arkansas.

D. Candidates may only appeal each violation or the results of the election once.

## **Article VII.**

### **Student Government Elections**

#### Section 2. Election Rules Committee Duties

B. The Election Rules Committee shall have the following authorities and obligations:

- a. To be the ruling body on matters concerning campaign violations.
- b. To monitor each candidate's campaign and remove any materials in violation of the election rules.
- c. To have any irregularities or discrepancies initially distributed to them.
- d. To submit their final decisions to the SGA no later than one week after receiving three campaign violations against any one candidate.
- e. Any decision of The Rules Election Committee can be overruled by a two-thirds ( $\frac{2}{3}$ ) vote of the SGA.
- f. To determine the dates of the election with majority approval of the SGA.
- g. To publicize five (5) days prior to the first filing day: the date and place to file for the SGA election, election dates, polling places, times, and voter identification procedure.
- h. To determine and enforce the election rules.

C. No member will be allowed to serve on the Election Rules Committee who is seeking office in the current election.

D. Members of the Executive Board shall have the following authorities and obligations:

- a. To publicize five (5) days prior to the first filing day: the date and place to file for the SGA election, election dates, polling places, times, and voter identification procedure.
- b. To determine and enforce the election rules.
- c. To hold a candidate meeting: the date, time, and place of which will be on the candidacy form. Every candidate must attend the candidate meeting or have an approved, designated representative attend in their place.
- d. To monitor each candidate's campaign and remove any materials in violation of the election rules.
- e. To determine the ballot order, the candidate or the designated representative shall draw the ballot positions. The ballot positions drawn in the candidate meeting will be recorded by the Election Rules Committee and placed on the ballot in their respective orders.

By-Laws Amended: 08/30/04; 11/15/04; 09/12/05; 10/17/05; 04/03/06; 09/18/06; 09/25/06;  
10/09/06; 09/24/07; 11/06/07; 01/28/08; 02/11/08; 02/18/08; 03/03/08;  
03/31/08; 04/14/08; 09/29/08; 10/13/08; 02/23/09; 03/02/09; 10/05/09;  
03/29/10; 04/05/10; 04/19/10; 10/18/10; 10/25/10; 10/24/11; 02/21/11;  
04/11/11; 09/26/11; 10/03/11; 11/28/11; 03/05/12; 11/26/12; 10/14/13;  
10/21/13; 10/28/13; 11/25/13; 02/03/14; 03/17/14; 9/19/14; 4/13/15; 4/21/15,  
5/22/16, 6/5/17; 4/25/18; 7/16/18; 7/27/18; 4/12/19; 8/15/19; 4/18/22



University of Central Arkansas  
Student Government Association

## Special Rules of Order

Updated: April 18, 2022

**Special Rule I: Previous Question**

1. The previous question may not be called during debate by a member who has already debated. A member may not spend his/her time debating the question and then near the end of their time debating call the previous question.

**Special Rule II: Motions Submitted in Writing**

1. All motions made during SGA regular and special meetings must be submitted in writing.
2. Motions may be submitted in writing to the Executive President:
  - A. Prior to the meeting
  - B. At the meeting but prior to making the motion
  - C. At the meeting and within a reasonable time after making the motion (reasonable time being defined by the chair)
3. All resolutions offered to the full Senate must be presented in writing and copies shall be given to each senator in attendance. In addition, after the resolution is voted on by the Ways and Means Committee and before the resolution is presented to the full Senate, the resolution should be emailed to all senators.

**Special Rule III: Previous Notice**

1. All motions requiring previous notice as noted in the SGA Constitution, SGA By-Laws, and Robert's Rules of Order Newly Revised, shall be presented.
2. Copies shall be presented to each senator in attendance at the meeting where previous notice is given.

**Special Rule IV: Open Forum**

1. A new item of business, called Open Forum, shall be added to the Senate's agenda for each general meeting. All interested students may come before the Senate to voice their concerns, suggestions, ideas, and so on during this time.
  - A. Each student may have up to three (3) minutes to speak and up to five (5) minutes for a question and answer session.
  - B. At any point, a Senator may call for "Orders of the Day" signifying that the current speaker's time is up. This does not signify that the Open Forum session is closed. Any other students wishing to speak may do so after Orders of the Day have been called.

**Special Rule V: Dress Code**

1. A business casual dress code will be followed for all senate meetings.

Senators will abide by the following rules:



- A. No shorts or t-shirts of any kind
- B. No hats
- C. No athletic apparel
- D. No denim
- E. No flip-flops
- F. No Greek letters

2. Senators shall wear name tags to classes and senate meetings on

**Mondays. Special Rule VI: SGA Sponsored Activities**

1. SGA-sponsored activities are defined as activities that involve at least two (2) of the following:

- A. Planning and Assistance
- B. Financial Assistance
- C. Participation

2. All SGA-sponsored events should be advertised at least two (2) weeks prior to the event.

**Special Rule VII: Graduation Cord Requirements**

- 1. Complete a full academic year on the SGA
- 2. Be in good standing with the SGA (not being forcibly removed due to demerits or unruly behavior)

Special Rules of Order Adopted: 09/19/05

Special Rules of Order Amended: 02/06/06; 09/18/06; 09/25/06; 02/11/08; 09/29/09; 11/26/12; 4/25/18; 4/18/22



University of Central Arkansas  
Student Government Association

## Code of Conduct

Updated: April 18, 2022

The purpose of the Code of Conduct of the Student Government Association is to set a higher standard of behavior for SGA members. Every senator has a duty to uphold the integrity of the SGA, conducting themselves to inspire the confidence, respect, and trust of the student body. The following principles are enumerated to assist SGA members in the performance of their duties done in the service of the students of the University of Central Arkansas.

**My Responsibilities to the Student of the University of Central Arkansas:**

1. I will serve as the liaison between the students and the administration of the University of Central Arkansas.
2. I will always think of “students first”, considering how my decisions affect the student in their education and individual development.
3. I will seek to provide equal opportunities for all students regardless of sex, race, gender, age, sexual orientation, nationality, religion, or disability.
4. I will frequently poll my constituents on general needs and concerns, making every effort to keep them informed of the various issues concerning them.

**My Responsibilities to the SGA:**

1. I will work to promote a positive image of the SGA, encouraging unity and cooperation.
2. I will present myself at meetings and functions in a professional manner, in modes of dress and behavior, and strive to follow the principles of parliamentary procedure as defined by *Robert’s Rules of Order*.
3. I will make decisions only after careful consideration and discussion of a question.
4. I will respect the opinion of others and the principle of majority rule.
5. As a general representative of UCA, and of SGA in particular, I will act in a trustworthy manner, honoring my word and obligations.
6. I will uphold the SGA Constitution and its By-Laws, and I will uphold the Code of

Conduct. Code of Conduct Adopted: November 10, 2003