

1 **OSU-OKC Student Government Association**  
2 **Constitution**

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4 **Article 1 Charter and Revocation**

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7 **Section 1 Charter Clause.**

8 It is by the authority of the President of Oklahoma State  
9 University, President of OSU-OKC, Vice President for  
10 Student Services at OSU-OKC, via the agency of the  
11 OSU-OKC Department of Student Activities that this  
12 campus society is enabled to organize.

13 Director of Student Activities

14 Signature \_\_\_\_\_ Date \_\_\_\_\_

15  
16 **Section 2 Revocation Clause**

17 This charter may be suspended or revoked for violations  
18 of policy and procedure as presented in this document, in  
19 the OSU-OKC Student Handbook, the Spring 2001  
20 Student Rights and Responsibilities or violations of Local,  
21 State, and Federal Laws.

22 Director of Student Activities

23 Signature \_\_\_\_\_ Date \_\_\_\_\_

24  
25 **Section 3 Name**

26 This organization shall be known as the Oklahoma State  
27 University-Oklahoma City Student Government  
28 Association and shall be referred to in this document as  
29 the Student Government Association.

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31 **Section 4 Mandate**

32 It is directed that the OSU-OKC Student Government  
33 Association shall be a representative body governing in  
34 matters related to student activities and campus life.

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36 **Section 5 Purpose**

37 It is the purpose of the Student Government Association  
38 to represent the student body in matters related to campus  
39 life and to serve in an advisory capacity to the President  
40 and Vice President Council for policy related to students,  
41 their organizations and co-curricular activities, and use of  
42 student activity and student organization funds.

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**Article 2**

**Officers**

**Section 1 Description of officers**

The Student Government Association shall annually elect a President, Vice President, and Secretary/Treasurer. The President, in turn, shall appoint an Activities Coordinator and a Parliamentarian, these five(5) officers shall comprise the Executive Board and all five(5), with the exception of the President, are entitled to one vote in the Student Government Association general sessions. The President may vote only in case of a tie.

**Item 1 Duties of the President**

The President shall preside over all meetings. He/She shall assist the Director of Student Activities in preparing a yearly budget for recommendation to the Vice President of Student Services. He/She shall officially represent S.G.A. at on-campus and off-campus official functions. He/She shall make sure that the S.G.A. Constitution is upheld. He/She shall assist the Director of Student activities in planning a yearly calendar of events. He/She shall meet with the Director of Student Activities once a week. He/She shall appoint a Parliamentarian and a Student Activities Coordinator within three(3) weeks of his/her election. He/She shall appoint up to six(6) members at large, with one serving as Historian for S.G.A. He/She shall serve as a student representative on search committees and student grievance committees. As with all officers, the President is expected to attend meetings regularly.

**Item 2 Duties of the Vice President**

The Vice President shall assume the duties of the President if a vacancy occurs, or if the President is absent. He/She shall assist the President and Secretary/Treasurer with their duties. He/She shall act as Parliamentarian if the Parliamentarian is absent. He/She shall serve as the sergeant-at-arms. As with all officers, the Vice President is expected to attend meetings regularly.

1                   **Item 3       Duties of the Secretary/Treasurer**

2                   The Secretary/Treasurer shall prepare and post agendas of  
3                   meetings. He/She shall take accurate minutes of meetings  
4                   and maintain a copy of these minutes. He/She shall  
5                   coordinate postings of signs and mailings of meetings.  
6                   He/She shall record, track, and maintain the budget.  
7                   He/She shall assist the Director of Student Activities in  
8                   full implementation of the campus student-programming  
9                   calendar. He/She shall meet with the Director of Student  
10                  Activities once a week. As with all officers, the Secretary  
11                  /Treasurer is expected to attend meetings regularly.

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13                  **Item 4       Duties of the Student Activities**  
14                  **Coordinator**

15                  The Student Activities Coordinator shall assist the  
16                  Director of Student Activities in the development of  
17                  campus activities and the campus student-programming  
18                  calendar. He/She shall assist with the full implementation  
19                  of planned campus activities through the formation of  
20                  committees. He/She shall prepare flyers and notifications  
21                  of upcoming events. He/She shall promote activities and  
22                  encourage participation in events. As with all officers, the  
23                  Student Activities Coordinator is expected to attend  
24                  meetings regularly.

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26                  **Item 5       Duties of the Parliamentarian**

27                  The Parliamentarian shall make sure that meetings run  
28                  according to parliamentary procedure. He/She shall advise  
29                  the President on Parliamentary matters. He/She shall  
30                  conduct one(1) parliamentary procedure workshop during  
31                  the spring semester and one(1) during the fall semester.  
32                  As with all other officers, the Parliamentarian is expected  
33                  to attend meetings regularly.

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35                  **Item 6       Duties of the Historian**

36                  The Historian shall record and document all significant  
37                  Student Government Association events

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39                  **Section 2   Eligibility of officers**

40                  Officers of the Student Government Association must  
41                  meet certain standards in order to be eligible for office.  
42                  Failure to meet these requirements will result in  
43                  immediate removal from office.

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2 **Item 1 Eligibility of elected officers**

3 All elected officers must be students who maintain a 3.0  
4 retention GPA or higher. During their term of service,  
5 they must be enrolled in at least six(6) credit hours at  
6 OSU-OKC. Elected officers of the S.G.A. may not serve  
7 as officers for any other club or organization on campus  
8 during their term of service.  
9

10 **Item 2 Eligibility of appointed officers**

11 Appointed officers of S.G.A. must be students in good  
12 academic standing. During their term of service, they  
13 must be enrolled in at least six(6) credit hours at OSU-  
14 OKC. Appointed officers of the S.G.A. may not serve as  
15 officers for any other club or organization on campus  
16 during their term of service.  
17

18 **Section 3 Election of Officers**

19 Election for S.G.A. officers will take place the first full  
20 week of April. These elections will be open to all students  
21 of OSU-OKC.  
22

23 **Item 1 Registering for Office**

24 Anyone wishing to run for office must register with the  
25 Director of Student Activities three weeks prior to the  
26 election. In order to be placed on the ballot, each  
27 candidate must provide the Director of Student Activities  
28 with a letter of recommendation from a staff or faculty  
29 member of OSU-OKC.  
30

31 **Item 2 Election Committee**

32 An election committee shall be formed prior to elections  
33 to oversee the election and campaign process. This  
34 committee shall consist of five(5) students. Each outgoing  
35 officer will have a slot on the committee. If an outgoing  
36 officer is running for another office, their slot shall be  
37 filled by appointment. The responsibility of chairing the  
38 committee and appointing replacements for these slots  
39 shall fall on the highest-ranking officer not seeking  
40 election. The officers are ranked as follows highest to  
41 lowest: 1)President, 2)Vice President,  
42 3)Secretary/Treasurer, 4)Student Activities Coordinator,  
43 5)Parliamentarian. If all of the current officers are seeking

1 election, the Director of Student Activities will appoint  
2 an appropriate committee and this committee will elect a  
3 chair. This committee has the responsibility of organizing,  
4 operating and overseeing the election and campaign  
5 processes. The committee itself will have the power to  
6 write and maintain guidelines for the election and  
7 campaign processes.

8  
9 **Section 4 Term of Service**

10 All S.G.A. officers shall serve a predetermined term of  
11 service.

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13 **Item 1 Term Length**

14 Elected officers shall serve from noon (12:00 PM) the  
15 Monday following their election, until the turn over of  
16 offices the following election year. Appointed officers  
17 shall serve from the date of their appointment, until the  
18 appointment of a replacement after elections the following  
19 year. All appointed officers serve at the pleasure of the  
20 President.

21  
22 **Item 2 Term Limits**

23 No officer shall serve more than two(2) terms of any  
24 given office . Elected officers may not seek election after  
25 serving part or whole of two(2) terms in that office. No  
26 appointment of any officer who has served part or whole  
27 of two(2) terms in that office shall be valid.

28  
29 **Section 5 Removal from Office**

30 If certain duties are not met, or if actions of an officer  
31 deem it necessary, impeachment proceedings may be held  
32 in order to remove that person from office

33  
34 **Item 1 Grounds for Impeachment**

35 Grounds for impeachment of a Student Government  
36 Association representatives include: failure to execute or  
37 perform assigned duties and responsibilities; an act in  
38 violation of university regulations; violation of provisions  
39 of the Student Government Association constitution or  
40 bylaws; or conduct or behavior deemed offensive or  
41 unbecoming to a member of the Student Government  
42 Association

1                   **Item 2        Impeachment Proceedings**

2                   Due to the seriousness of impeachment charges, it will be  
3                   necessary to follow the OSU-OKC Complaint and  
4                   Grievance Procedures for Students. It is the policy of  
5                   OSU to provide equal opportunity to all students enrolled  
6                   at the university or one of the branch campuses on the  
7                   basis of merit without discrimination because of sex, race,  
8                   age, national origin, religion, disability, or veteran’s  
9                   status. OSU students shall have available to them certain  
10                  procedures for resolving complaints and grievances. All  
11                  students enrolled at the OSU-OKC campus who have a  
12                  complaint that cannot be resolved informally between the  
13                  parties involved, may request the formation of a grievance  
14                  committee which shall hear the grievance and make  
15                  recommendations to the appropriate Vice President.  
16                  Further information may be found in the offices of  
17                  Student Activities, Counseling, and/or the office of the  
18                  Vice President for Student Services. Final Removal from  
19                  office requires a two-thirds(2/3) majority vote of a  
20                  Student Government Association general session.

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22                   **Item 3        Succession of a removed President**

23                   In the event the President is removed from office, either  
24                   through impeachment or for any other reason, the Vice  
25                   President shall assume the duties and responsibilities of  
26                   the President. He/She shall then appoint a new Vice  
27                   President within three(3) weeks, and the appointment  
28                   must be approved by a two-thirds(2/3) majority vote of  
29                   the assembly at the next Student Government Association  
30                   general session.

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32                   **Item 4        Succession of a removed Vice President or**  
33                   **Secretary/Treasurer**

34                   In the event the Vice President or Secretary/Treasurer is  
35                   removed from office, either through impeachment or for  
36                   any other reason, the President shall appoint a new Vice  
37                   President or Secretary/Treasurer within three(3) weeks,  
38                   and the appointment must be approved by a two-  
39                   thirds(2/3) majority vote of the assembly at the next  
40                   Student Government Association general Session.

41  
42                   **Article 3**

1                   **Section 1    Business, Funding, and Decision**  
2                   **Enablements, Routine Business, Income**

3                   The Student Government Association will submit a  
4                   budget request for the upcoming fiscal year under the  
5                   leadership of the Director of Student Activities and  
6                   through the University’s formal budget building process  
7                   (Project Management). Funding level will be evaluated on  
8                   the basis of availability of funding.  
9

10                   **Section 2    Routine Business, Expenditures/Club**  
11                   **Allocations**

12                   It is permitted that Chartered/Member Campus Societies  
13                   (recognized and authorized campus clubs and  
14                   organizations) may request funds of Student Government  
15                   Association for operations and activities. This must be  
16                   passed by a simple majority vote of the Student  
17                   Government Association, approval of the Director of  
18                   Student Activities and final approval of the Vice President  
19                   of Student Services. Only chartered, recognized, and  
20                   active clubs or organizations can request funds. A written  
21                   request for using student funds must be completed and  
22                   placed on the agenda before the Student Government  
23                   Association meets. A student member of the requesting  
24                   organization or club must present the appropriations  
25                   request to the Student Government Association body for  
26                   approval.  
27

28                   **Section 3    Special Budget**

29                   It is recognized and hence provided for, that needs and  
30                   requirements for operation and activities may arise at a  
31                   time that would not allow proper procedure of filing an  
32                   appropriations request. If the need is of valid character,  
33                   emergency, or of proper educational purpose, an  
34                   application may be made directly to the Director of  
35                   Student Activities, and with the final approval by the Vice  
36                   President of Student Services.  
37

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39                   **Section 4    General Business, Non-Monetary**

40                   In Executive Council or full Student Government  
41                   Association sessions a simple majority of fifty-one  
42                   percent(51%) is required to accomplish business unless  
43                   correct parliamentary procedure otherwise dictates.

1  
2 **Section 5 Right to Address Student Government**

3 Address of the Student Government Association may be  
4 made by any member in good standing of recognized  
5 societies. They may attend and address the council for  
6 report or request. This implies both student and sponsor  
7 may address and report, however, appropriations requests  
8 must be made by students.

9  
10 **Article 4 Standing Rules**

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12 **Section 1 Higher Directives**

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14 **Item 1 Hazing**

15 As directed by item C of Oklahoma Statute Title 21,  
16 Section 1190 the following is included: [Item A] No  
17 student organization or any person associated with any  
18 public or private school or institution of higher education  
19 in this state shall engage or participate in Hazing.

20  
21 **Item 2 Legal Responsibility**

22 (rev. OSU Rights & Responsibilities. Section VIII E Code  
23 of Ethics, 3g) Each organizations members have a  
24 responsibility to know and uphold all relevant federal,  
25 state, and local laws and University policies . Student  
26 organizations should be knowledgeable of and comply  
27 with the expectations set forth for individual student and  
28 student organizations in Student Rights and  
29 Responsibilities Governing Student Behavior.

30  
31 **Item 3 Compliance with Open Meeting Act**

32 The OSU-OKC Student Government Association will at  
33 all times comply with the Open Meetings Act, 25 O.S.  
34 1991, Section 301-314

35  
36 **Section 2 Local Directives**

37  
38 **Item 1 Club Eligibility of Funds.**

39 No student group or inactive club will be eligible to  
40 receive student activity funds unless or until they are  
41 considered properly chartered by the Student Government  
42 Association.



1 **Item 2**

2 **Club Recognition**

3 In order for a club to be considered properly chartered,  
4 the creation or the club must be approved by a fifty-one  
5 percent(51%) majority vote of the Student Government  
6 Association general association. Furthermore, the Vice  
7 President council must approve the club’s constitution,  
8 bylaws, or governing document. Additionally, according  
9 to the OSU-OKC Student Rights and Responsibilities  
10 Governing Student Behavior Page 7, Article VIII.,  
11 SECTION A Benefits Afforded to Student Organizations,  
12 “Active” clubs and organization are afforded the  
13 following;

14 1. Benefits available to both registered and recognized  
15 organizations are:

16 A: The opportunity to use designated University facilities  
17 for regularly scheduled meetings, usually at no cost.

18 B: The opportunity to use the notices section in the  
19 Cowboy Chronicle.

20 C: The opportunity to use the unrestricted bulletin boards  
21 on campus, with proper registration.

22 D: The opportunity to use the non-postage campus mail  
23 service for the distribution of materials pertaining to the  
24 business of the organization.

25 E: The opportunity to use the name of the University to  
26 show affiliation.

27 2. Recognized groups shall be awarded this additional  
28 privilege:

29 The opportunity to request the allocation of student fees  
30 through the process designated by the bylaws of the  
31 Student Government Association.

32 In order for a student club or student organization to be  
33 considered “active” the club or organization must have a  
34 member or representative present at Student Government  
35 Association general sessions on a regular basis.

36 Furthermore, if a club or organization is absent from  
37 two(2) or more consecutive general sessions the club shall  
38

1 be declared “inactive”. To regain active status the club or  
2 organization will be required to attend two(2) consecutive  
3 meetings. Furthermore, in accordance with Student  
4 Rights and Responsibilities Governing Student Behavior,  
5 page 9 Article VIII, Section G the following will be the  
6 policy of the Student Government Association:  
7

8 1. Causes for Change or Revocation of Status: The  
9 Director of Student Activities has the right to either on  
10 their own or at the request of any individual or interested  
11 University agency to review the status of any student  
12 organization may have there status reduced to “inactive”  
13 or their status revoked by the Director of Student  
14 Activities as a disciplinary action. Some of the reasons  
15 may include:  
16

17 A: Failure of the group to maintain current records in the  
18 Office of Student Activities.

19 B: Failure to plan and implement a program of activities.  
20

21 C: Failure to hold any meetings for a period of one year  
22

23 D: Failure to maintain an adequate system of financial  
24 accountability  
25

26 E: Failure to comply with it’s Constitution and By-laws.  
27

28 F: Violation(s) of University rules and regulations or  
29 municipal, state or federal laws  
30

31  
32 **Item 3**

**Club Postings and Signs**

33 Any poster/printed announcements must be posted on  
34 approved student approved student information areas, and  
35 must first be approved by the Director of Student  
36 Activities. Materials must have the dated stamp of  
37 approval and the name of the student organization  
38 responsible for its timely placement and removal.

39 **Item 4**

**Fund raising**

40 The Director of Student Activities will be notified of  
41 fund-raising activities by chartered student organizations  
42 prior to finalization of a plan of action and prior to the

1 release of any information to the public. School policies  
2 prohibiting non-student activities remain in force.

3  
4 **Item 5**

**Voting Privileges**

5 All Student Representatives of the Student Government  
6 Association shall have voting privileges, and will be  
7 entitled to one vote. The Director of Student Activities,  
8 faculty council representative, and staff will not have  
9 voting privileges. Their function will be to provide  
10 support and guidance to the students.

11  
12 **Item 6**

**Meetings**

13 Meetings of the Student Government association general  
14 session will be held twice a month in the Student Center.

15  
16 **Item 7**

**Quorum**

17 The Student Government Association shall conduct no  
18 business unless a quorum of at least fifty-one  
19 percent(51%) of active student organizations is present.  
20 The Executive Board may only conduct its business if a  
21 quorum of fifty-one percent (51%) of executive officers is  
22 present.

23  
24 **Section 4**

**Authority and Guidance**

25 The OSU-OKC Student Government Association  
26 Constitution and enables Student Government  
27 Associations and Student Organizations to exist. This  
28 document sets out the parameters for Student  
29 Organization documents. It includes clauses that must also  
30 appear in Student Organization documents.

31  
32 **Article 5**

**Rule Of Order**

33 Student Government Association shall follow Robert's  
34 Rules of Order, Current Edition, in all general sessions  
35 unless these rules conflict with this Constitution. A  
36 condensed reference for meeting procedure is acceptable.  
37

**Article 6**  
**Section 1**

**Amendments**  
**Amendment Procedure**

In order to affect changes within this document, proposed changes must be presented at a regularly scheduled meeting of the Executive Council. At the following general session the proposed amendment shall then be returned or voted on. A two-thirds(2/3) majority vote of the assembly is required in order to pass the amendment.

**Section 2**

Amendments must be signed or vetoed by the Vice President Council. Ratifying or vetoing signatures must also be dated.

**Article 7**  
**Section 1**

**Enabler of Document**  
**Other Governing Documents**

The OSU-OKC Student Government Association Constitution and Bylaws shall henceforth represent the only governing documents for the Student Government Association. All other documents that in any way resemble a governing document for this body under its current or any former names are hereby repealed.

**Section 2**

**Enactment Requirements**

Passage and Enactment of this document requires a fifty one percent (51%) positive majority of the Executive Council in order to be presented at the general session. After being presented on the floor of a properly constituted meeting of the general session, a fifty-one percent (51%) positive majority vote shall be required from those representatives in attendance in order to send this Constitution to be ratified. Ratification requires the signatures of the Student Government President, Vice President, Secretary/Treasurer, Student Activities Coordinator, Parliamentarian, the Director of Student Activities, the Vice President of Student Services, and the President for the OSU-OKC campus