



**The University of South Carolina Upstate**  
**Student Government Association Constitution**

800 University Way  
Spartanburg SC 29303

**PREAMBLE**

We, the students of the University of South Carolina Upstate, in order to represent student interests, needs, and the well being within the University community must: supplement and complement the education at the University of South Carolina Upstate campus, provide for the expression of student opinion and interest to the community at large; protect the rights of the students herein stated; and promote an understanding of the concept of self-governance, do affirm and establish this Constitution of the Student Government Association at the University of South Carolina Upstate.

**ARTICLE 1 \* NAME**

This constitution, by the power of the student body at the University of South Carolina Upstate, does hereby establish the Student Government Association, hereinafter referred to as the SGA, as the sole official representative of the student body of the University of South Carolina Upstate.

**Article II \* MISSION**

The purpose of the SGA will be to:

1. Promote the educational needs, general well-being, and the rights of the students;
2. Broaden the educational perspective of the students by instituting a structure of self-governance;
3. Serve as a forum for students to express their ideas and enhance communications among students, faculty, and administration;
4. Formulate policies and procedures governing the non-academic affairs of the student body;
5. Make recommendations concerning academic matters to the Faculty Senate, to the Chancellor and his or her Cabinet, and to any other university assembly which represents academic affairs;
6. And serve all students equally regardless of gender, race, religion, national origin, age, creed, appearance, disability, social status, economic background, political affiliation, sexual orientation, and/or lifestyle.

## **ARTICLE III \* MEMBERSHIP**

All students registered at the University of South Carolina Upstate are members of the SGA and are subject to this constitution and to the by-laws derived therefore with all rights, privileges, and responsibilities in any activity to which the authority of this constitution extends.

## **ARTICLE IV \* INSIGNIA**

### **SECTION 1**

The Great Seal of the SGA shall be the wooden gavel with the names USC Upstate and SGA inscribed. This will be used as the SGA's official insignia emblem and/or symbol to represent the SGA at the University of South Carolina Upstate.

### **SECTION 2**

The SGA shall also use as its official insignia the emblems and symbols of the University of South Carolina Upstate.

## **ARTICLE V \* AMENDMENTS**

This constitution may be amended at any meeting by a two-thirds vote of the Senate, provided that the proposed amendment is presented in writing at a meeting at least one week prior to the final vote and reviewed by the Executive Council.

## **BYLAWS**

### **ARTICLE I PURPOSE**

**Section 1.01** The purpose of the SGA shall be to promote, publicize and exemplify the ideas and goals of the SGA as set forth in the Constitution and bylaws.

**Section 1.02** The purpose of these bylaws is to provide a written structure for the operation of the SGA. These bylaws are written to ensure a solid foundation from which the SGA can grow.

**Section 1.03** These laws have been enacted by a two-thirds vote of the members.

**Section 1.04** The enforcement of these bylaws and their amendments is the direct responsibility of SGA members, Senators, Executive Council members, and Club Representatives. Failure to abide by these laws will result in appropriate disciplinary actions that will be initiated and/or delegated by the Executive Council.

**Section 1.05** Each SGA member is responsible for the knowledge contained in these bylaws as set forth by the Constitution.

## **ARTICLE II \* MEMBERSHIP**

**Section 2.01** SGA members shall be defined as any student registered at the University of South Carolina Upstate. SGA members are to be accorded all rights, privileges, and responsibilities delegated to them by the Constitution and by-laws.

**Section 2.02** A club representative shall be defined as:

1. A student registered at the University of South Carolina Upstate
2. A student who meets the approval of the club he or she represents; and
3. A student who has agreed to serve as a liaison between his or her club and the SGA.

**Section 2.03** An SGA Senator shall be defined as:

1. A student registered at the University of South Carolina Upstate
2. A student who is appointed by the president to represent the respective constituency at the University of South Carolina Upstate;
3. A student who has agreed to serve as a liaison between his or her constituency and the SGA.

## **ARTICLE III \* MEMBERSHIP AND RESPONSIBILITIES**

**Section 3.01** SGA members shall be given the right:

1. To attend all Senate meetings as designated by the Vice President;
2. To be recognized in the Senate meetings;
3. To serve on appropriate committees.

**Section 3.02** Club representatives shall be selected by their club and shall:

1. Attend all Senate meetings as designated by the Vice President;
2. Maintain at least a 2.0 cumulative grade point average on a 4.0 scale;
3. Have a vote in the Senate meetings;
4. Have the right to make and amend motions during Senate meetings;
5. Meet with their respective senators at least twice a semester;
6. Serve as a liaison for their respective organizations to the SGA.

**Section 3.03** Senators shall:

1. Attend all Senate meetings as designated by the Executive Council;
2. Maintain at least a 2.3 cumulative grade point average on a 4.0 scale;
3. Have a vote in the Senate meetings;
4. Have the right to make and amend motions during Senate meetings;
5. Meet with their respective Dean, Division Chair or administrator at least twice a semester;
6. Serve as a liaison for their respective school/division/population. Senators at Large serve as liaisons to the Executive Council for all clubs, organizations, and senators; Give progress reports at Executive Council and Senate Meetings; and perform all tasks deemed necessary by the Student Government Association President and Vice President.

## **ARTICLE IV \* OFFICERS**

**Section 4.01** The executive officers of the SGA, Ranking in order shall be President, Vice President, Treasurer, Secretary, Chief of Staff, and Freshman Class President.

**Section 4.02** Any officer may be removed from the office by a three-fourths vote of the Senate.

**Section 4.03** All officers resigning from office must submit a written resignation to the SGA advisors, The SGA Senate, and the Executive Council.

**Section 4.04** The President shall have the power to fill all appointed positions, and vacancies of the SGA Senate and Executive Council upon majority approval of the executive council.

**Section 4.05** Should a vacancy occur in the office of President, the Vice President shall become President and the new President will appoint someone to the vacancy.

## **ARTICLE V \* OFFICER ELECTIONS**

**Section 5.01** Voting for executive council officers and the SGA Senate shall be done by a secret ballot vote of the student body at the University of South Carolina Upstate.

**Section 5.02** A candidate receiving 34% of all votes on the ballot shall be declared elected. If a candidate is running unopposed, he or she must receive a two-thirds vote, in favor, to be elected to that position.

**Section 5.03** To qualify for an Executive Council position a person must have a cumulative GPA of 2.5 and be a full-time student at the University of South Carolina Upstate. President and vice president positions must have a cumulative GPA of 2.75. Appeals to this rule must be directed to the current SGA President, Dean of Students, and the SGA faculty advisor.

**Section 5.04** Students who cannot fulfill a full term due to academic obligations are not eligible to run for Executive Council position

**Section 5.05** All SGA officers must be in good standing with the university.

**Section 5.06** No SGA officer may represent or hold more than one office simultaneously.

**Section 5.07** All Executive Council members, except for the Freshmen Class President, must have attended the University of South Carolina Upstate full-time for two consecutive semesters, prior to holding office.

**Section 5.08** Candidates for the office of President and Vice President must have earned at least 60 credit hours prior to holding office in the fall.

**Section 5.09** All elected Executive Council officers and senators will serve one-year terms, beginning with their induction.

## **ARTICLE VI \* OFFICER RIGHTS AND RESPONSIBILITIES**

**Section 6.01** The President shall:

1. Act as the official spokesperson and have the signature of authority for SGA;
2. Preside over all Executive Council Meetings and serve as an ex-officio member, voting only to break a tie;
3. Appoint the SGA faculty advisor with the Vice President;
4. Prepare the SGA Operational Budget for the next academic year before leaving office in April;
5. Be an ex-officio member at all Senate meetings;
6. Appoint Senators to the Senate if vacancies occur;
7. Appoint a Chief of Staff before induction.
8. Represent USC Upstate SGA in Board of Trustees, President's Panel, Commission of Higher Education.
9. Meet with the Chancellor's cabinet at least once each semester.
10. Coordinate Academic Deans and Division Chairs luncheon each semester.
11. Appoint student representatives to sit on university committees.
12. Meet with advisors once per month.
13. Coordinate Transition Plan and training for incoming officers.
14. Appoint a member of the SGA Executive Council to attend one meeting each month with the Student Advisory Committee at the USC Upstate Greenville Campus.

**Section 6.02** The Vice President shall:

1. Act as an official spokesperson and have the signature of SGA in the absence of the President;
2. Along with the President, appoint the SGA faculty advisor;
3. Succeed to the office of President should that office become vacant;
4. Vote in senate meeting only to break a tie;
5. Plan and coordinate all SGA retreats and trainings;
6. Meet with advisors once per month.
7. Perform any delegated responsibilities deemed by the President and the Executive Council.

**Section 6.03** The treasurer shall:

1. Maintain a public record of all funds of the SGA and their disbursements.
2. Announce an updated version of the budget at each senate and

- executive meetings.
3. Serve as chair of elections committee.
  4. Serve as official SGA representative on any financially related committees
  5. Coordinate participation in USC Upstate Premiere Fair and Homecoming Week
  6. Perform any delegated responsibilities deemed by the President and the Executive Council.

**Section 6.04** The Secretary Shall:

1. Record and preserve the minutes at all executive and senate meetings
2. Be responsible for all correspondence for SGA, keeping a record and file of all correspondence sent to and from SGA;
3. Communicate to the student body through the student media all notices to be published;
4. Take and maintain a record of attendance for all SGA executive, senate, and club representatives;
5. Perform any delegated responsibilities deemed by the President and the Executive Council.

**Section 6.07** The Chief of Staff shall:

1. Be appointed by the President;
2. Serve as parliamentarian at senate and executive meetings with parliamentary procedures;
3. Serve as communications coordinator between all university Committees and SGA representatives to those committees. Make monthly reports on committee activity to SGA.
4. Compose a brochure to hand out at the first senate meeting on Robert's Rules of Order in Meeting;
5. Make a presentation to the entire executive council at the planning meeting on Robert's Rules of Order;
6. Perform any delegated responsibilities deemed by the President and the Executive Council.

**Section 6.08** The Greenville Representative shall:

1. Appoint two Senators to represent the University Center of Greenville (UCG) on the Spartanburg campus.
2. Bring questions and concerns of UCG to the attention of the SGA Executive Board.
3. Attend all SGA Executive Cabinet Meetings unless excused by the SGA President.
4. Ensure one of UCG's representatives attends all SGA Senate Meetings
5. Make one presentation each semester with UCG's Senators to inform all other SGA member about UCG.
6. Oversee SGA forums held at UCG each month
7. Perform all other duties assigned by the SGA President

- Section 6.09** The Freshman Class President Shall:
1. Represent the interests and concerns of the freshman class;
  2. Coordinate communications directed at Freshman Students at USC Upstate;
  3. Coordinate activities with the Freshman Senators to best mobilize and represent the freshman class.
  4. Perform any delegated responsibilities deemed by the President and the Executive Council.

## **ARTICLE VII \* EXECUTIVE COUNCIL**

- Section 7.01** The Executive Council shall act as the administrative body of SGA.
- Section 7.02** The Executive Council shall be composed of the President, Vice President, Treasurer, Secretary, Chief of Staff and Freshman Class President
- Section 7.03** The Executive Council's appointments must be approved by majority vote of a Senate meeting.
- Section 7.04** The SGA faculty advisor and the SGA staff advisor shall serve as ex-officio members and will not have a vote. The SGA staff advisor shall be the Dean of Students.
- Section 7.05** All members of the Executive Council will be elected at large from the student body with the exception of the Freshman Class President who will be elected by the freshman class in the month of September of every academic year.
- Section 7.06** The duties of the Executive Council shall be:
1. To prepare the agenda of the SGA Senate Meetings;
  2. To act on behalf of the SGA in matters arising which require immediate attention;
  3. To discuss motions that will require attention at the following senate meeting;
  4. To select members of the SGA to serve on various committees;
  5. To be responsible for the supervision of all official SGA events;
  6. To perform any other functions that SGA deems necessary.
- Section 7.07** Two-Thirds of the executive officers must be present for an official Executive Council meeting. Official business must be approved by a majority vote of those officers in attendance.
- Section 7.08** The Executive Council shall meet at least once every two weeks. These meetings will be open to all members as observers only. The president shall have the right to close Executive Council Meetings to all observers at his or her discretion.

## **ARTICLE VIII \* SENATE MEETING**

**Section 8.01** Robert's Rules of Order shall govern all meetings.

**Section 8.02** Senate meeting shall be comprised of all:

1. SGA members
2. Club Representatives
3. Senators
4. Executive Council Members
5. Guests, Faculty, Staff and Administration

Any student club/organization that is sponsored and or recognized by the SGA must be represented at the SGA Senate meetings. There will be twenty-three Senators to make up the Senate. Representing College of Arts and Sciences, School of Education, School of Business, School of Nursing, Freshmen class, Senate at Large, Housing, Athletics, and the University Center of Greenville.

**Section 8.03** Senate meetings will be held every other week as indicated by the Vice President.

**Section 8.04** The order of the Executive Council meetings will be indicated by the President and the order of the Senate meetings will be indicated by the Vice President.

**Section 8.05** The Executive Council will formulate an attendance policy that will be announced at the beginning of the year.

**Section 8.06** All Senators, Club Representatives, and Executive Council members knowing 24 hours in advance that they will be unable to attend a Senate meeting, are required to notify the Secretary in writing or via email. An excused absence will be determined at the discretion of the Secretary. Senators, Club Representatives, and Executive Council members are allowed one unexcused absence per semester. A second unexcused absence will result in a letter of reprimand and warning of a third violation. A third unexcused absence will result in:

1. The Senator's removal from the Senate and restriction of all voting privileges for the duration of the semester, or;
2. The Club Representative's removal from the Senate, restriction of voting privileges and freezing of the club or organization's budget for the duration of the semester, or;
3. The Executive officer's removal from the Senate and Executive Council, and restriction of voting privileges for the duration of the semester.
4. The possible loss of funds for all clubs and/or organizations that are funded by student fee monies.

**Section 8.07** Any member displaying excessive disorderly conduct shall be removed from the meeting by the Chief of Staff.

## **ARTICLE IX \* VOTING IN SENATE MEETINGS**

**Section 9.01** Each Senator, Club Representative, and Executive Council member, shall have one vote, excluding the Freshman Class President, Vice President and President. A quorum is required to transact business.

**Section 9.02** A simple majority of Senators in office and thirty percent of Club Representatives in good standing with SGA, will be required to meet the quorum. Any business transacted at a meeting where quorum is not met will be considered void.

**Section 9.03** A two-thirds vote of the Senate is required to amend the bylaws or the Constitution.

**Section 9.04** In voting with closed ballot, the vote shall be inspected by the President and the Secretary.

## **ARTICLE X \* ELECTIONS AND VOTING**

**Section 10.01** The Chief of Staff will be the elections chair and will address any questions or concerns.

**Section 10.02** Applications are to be submitted to the Dean of Students by the stated deadline.

**Section 10.03** All Candidates seeking office must submit 50 approval signatures from current USC Upstate students in order to run for office.

**Section 10.04** All campaign activity must follow the USC Upstate Student Handbook.

**Section 10.05** Any person previously removed from SGA office will not be eligible for any position with SGA.

## **ARTICLE XI \* PENALTIES AND ASSESSMENTS**

**Section 11.01** All members are individually held financially responsible for any damages they may cause to the SGA office, or its contents.

**Section 11.02** Any member who causes a fine to be placed on SGA shall be held liable to the SGA for the full amount of the fine.

**Section 11.03** All events, which are deemed mandatory by the President and the Executive Council, may carry a penalty.

**Section 11.04** All members wishing to appeal their penalty will be required to submit appeals to be reviewed and voted upon at a senate meeting. If an appeal has not been submitted within a week of the dated notification, the appeal will be void and the penalty will remain.

## **ARTICLE XII \* CUSTOMS & TRADITIONS**

**Section 12.01** The SGA will provide an annual SGA retreat for all Executive officers and Senators, and provide and open invitation to Club Representatives. SGA may limit this depending on finances.

**Section 12.02** The SGA shall purchase an engraved gavel for each president and vice president's permanent possession.

**Section 12.03** The SGA participates in the annual Student Banquet in April to recognize students, faculty, and staff for their contribution to the University of South Carolina Upstate.

**Section 12.04** The SGA will participate in the annual USC Upstate Premiere Fair to recruit members and educate the community of the role of the SGA on campus.

**Section 12.05** The SGA will participate in and support the annual Spartanburg College Fest event.

**Section 12.06** The SGA will maintain membership in and participate in the South Carolina Student Association of Student Governments.

**Section 12.07** The SGA is strongly encouraged to create new traditions that comply with the foundation and mission of SGA.



Last Amended: 1/31/07