**Article I – Apportionment**

**Section 1** – The House of Representatives of the Legislative Branch shall be composed of representatives from: the School of Business, School of Christian Thought, School of Fine Arts, School of Humanities, the School of Education and Behavioral Sciences, the School of Nursing and Allied Health, College of Science and Mathematics, the Honors College, the Residential Population, the Commuter Population, and the Athletic Population. The number of which shall be one representative per population.

**Section 2** – The Senate of the Legislative Branch shall be composed of: two (2) senators from the Freshman class, two (2) representatives of the Sophomore class, two (2) representatives of the Junior Class and (2) representatives of the Senior Class

**Par. 1 –** Special Appointment

1. The two (2) senators who shall represent the Freshmen class **shall not** be included on the Student Government election cycle ballot.
2. Freshman senators shall be nominated out of the Freshman Council every fall semester by its respective Faculty Advisor by a manner he or she shall deem fitting.
3. The Directors of Finance and Public Relations will be appointed in a manner determined by the President and Vice President of Student Government Association.

**Article II – Standing Committees**

**Section 1** – All Standing Committees shall be filled by members of the Legislature as appointed by the Executive Branch.

**Section 2** – The Public Relations Committee shall consider all matters pertaining to the Houston Baptist University and Student Government Association Image, campus-wide advertisement, and all matters pertaining to public affairs as designated by the Legislative Branch. The Public Relations Committee shall also be responsible for keeping and maintaining the website along with any other applicable electronic multimedia and shall collaborate with the Elections Committee during elections cycles to promote the involvement of the Student Body.

**Section 3** – The Campus Involvement Committee shall oversee and coordinate all activities in which the Student Government Association shall be involved. These activities shall include, but shall not be limited to the Homecoming festivities, the Leadership Conference, and other lectures and forums for which the Student Government Association shall be a sponsor.

**Section 4** –The Constitutional Committee shall be responsible for providing guidance and consultation in any matter regarding interpretation and proper execution of the Student Government Association Constitution and By-Laws. This includes, but is not limited to, providing drafts of proposed changes to the Constitution or By-Laws to bring before the Legislative body for ratification and providing assistance to the Body-at-Large for understanding the original intent and purpose of the Constitution and By-Laws.

**Section 5** – The Elections Committee shall aid and assist the Public Relations committee in involving the Student Body in the elections process and shall supervise and administer all elections in accordance with the Election Code, as set forth in Article III of the By-Laws.

**Par. 1** – Duties

1. *To determine the eligibility of the candidate upon his filing for petition*
2. *To determine the validity of the petition of the candidate.*
3. *To determine, issue and supervise the official campaign regulations with the approval of the Legislative Branch.*
4. *To provide adequate voting opportunities via online or other methods deemed appropriate.*
5. *To disqualify any ballot when voters’ intentions are not clear;*
6. *Tabulate; and post results of election within three (3) days after the election unless previously specified. Posting of results of election includes the names of the candidates and percentage of votes received.*
7. *To conduct within five (5) days any runoff election as set forth in Article III, Section 3, part 2-E of the By Laws.*
8. *To report irregularities of the election to the Judicial Branch within forty-eight (48) hours.*
9. *To keep accurate record of all students elections for a minimum of a year and a half in the vault of the Registrar.*

**Section 6** –The External Affairs Committee shall oversee and coordinate all external activities in which the Student Government Association shall undertake, or be involved with in any way, on behalf of Houston Baptist University.

**Par. 1 –** Definition

1. External activities shall be defined as any activity in which one or more organizations involved are not affiliated with Houston Baptist University. This shall include, but is not limited to, nonprofit organizations, other collegiate organizations from local universities and local government organizations or authorities.

**Article III – Election Code**

**Section 1** – Qualification for filing

**Par. 1** – Be a member in good standing of the Student Body. Candidates for Executive office must meet the qualifications of their respective position as stated in Article I, Section II of the **Constitution of the Student Government Association.**

1. The School / College Representatives shall pursue a degree within one of the disciplines of the School / College for which office is sought. They also shall possess at the time of filing, and maintain through their term, a GPA of 2.5 for his/her work done at HBU.
2. The Residential Representative shall be a student who is currently and has previously resided in an on-campus dormitory or apartment for at least one (1) semester.
3. The Commuter Representative shall be a student of the university who is currently and has resided off campus for at least one (1) semester. Both the Residential and Commuter Representatives must be in good standing with Houston Baptist University.
4. The Athletic Representative must be a current or past athlete in a NCAA Division I sport at Houston Baptist University.
5. The Senators shall be a member of their respective class by collegiate hours and shall be in good standing with Houston Baptist University.
6. The Representatives and Senators must meet the qualifications of their respective position as stated in Article II, Section II of the **Constitution of the Student Government Association.**

**Par. 2** – File with the Elections Committee for nomination to the ballot at the beginning of the election cycle detailed in Article III, Section III. The annual filing of candidates for Freshman Senators and any other vacant position within Student Government shall begin during the third week of the Fall Semester unless otherwise specified.

**Par. 3** – May not file as a candidate for more than one Student Government Association Executive Office.

**Section 2** – Procedure for Campaigning

**Par. 1** – At the time of official filing each candidate will be given official campaign regulations.

**Par. 2** – Any deviation from official campaign regulations will be referred to Election Committee for disciplinary action.

**Section 3**- Voting

**Par. 1** – Election Timeline:

1. Applications begin distribution on the first business day of week one of the campaign cycle.
2. Applications are due on the last business day of week two of the campaign cycle.
3. Campaigning starts the Monday of week three, and ends the Wednesday of week four of the election cycle.
4. Voting occurs the Wednesday of week four of the campaign cycle.
5. This timeline shall be known as the General Election Cycle and shall occur over the course of four consecutive business weeks between the first week of March and the last week of April. All officers, representatives, and senators shall be elected once a year through this process unless any position was vacant and then filled during the Fall special election cycle, in which case the position will once again be up for election the following Spring.

**Par. 2** – Procedures

1. Each member of the Student Body shall have the right to cast his vote for the candidate of his choice.
2. Voting shall be by in person ballots and shall be conducted in one day.
3. Any candidate receiving a plurality of the votes where one position is being filled shall be declared elected. A person receiving a plurality is the person receiving the greatest percentage (actual number) of the votes.
4. Where more than one position is being filled with the same title, such as any Representative or Senatorial seat, the winners shall be determined by plurality, starting with the highest vote getter and going successively down the list of candidates until all vacant positions for any given position are filled.

**Section 4** – Validations: Any irregularity or untruths in applicant statements discovered by the Student Government Association Elections Committee or the Executive Branch must be filed for review, after the results of the election have been posted. Such an appeal must be made within forty-eight (48) hours after the results of the election have been posted.

**Section 5** – Vacancy of Office: In case of vacancy in an Executive or Legislative Office, the executive branch shall submit to the legislative branch nomination(s) of person(s) to fill vacant offices, the nominee being considered elected by two-thirds majority vote of the legislative branch, after which the nominee is entitled to all powers and responsibilities prescribed by the position therein.

**Section 6** – Inauguration:

**Par. 1** – The President shall be given the oath of office at the time and place designated by the preceding Legislative Branch. This ceremony must be held within the semester of the election

**Par. 2** – The outgoing president of the Student Government Association shall administer the oath of office to the President-elect. The President-elect shall, in turn, administer the oath of office to the incoming Legislative and Executive Branch

**Section 7** – Oath of Office:

**Par. 1** – The oath of office for the Student Government Association officers shall be as follows: “I, (person’s name), do promise to uphold the Constitution, Covenant Agreement, and By-Laws of the Student Government Association of Houston Baptist University, giving my best effort to execute the duties incumbent upon me as (person’s office) of the Student Government Association of Houston Baptist University. So help me, God.”

**Par. 2** – The oath of office shall be administered by the President of the Student Government Association at the first meeting following the election.

**Article IV – Quorum**

**Section 1** – One more than half of the members of the Student Government Association constitute a quorum.

**Article V – Impeachment**

**Section 1** – After consultation with the chaplain as outlined in Article I, Section III of the Constitution of the Student Government, habitual negligence or violation of duty as outlined in Section II, or any act which would bring discredit to the Student Government Association shall be sufficient grounds for bringing charges of impeachment against any standing member of the Student Government Association.

**Par. 1** – Any member of the Student Government Association may bring charges against any other member by submitting the charges in writing to the Executive Branch, which then must vote within one month whether to impeach the member and initiate an inquiry into the removal of the accused member from office. A two-thirds majority vote of the Executive Branch will be considered sufficient to affirm a charge of impeachment. If the member in question is a member of the Executive Branch than his/her vote shall not count towards a two-thirds majority of the Executive Branch in affirm a charge of impeachment. Charges shall be affirm and an inquiry initiated if any Student Government Association member presents to the Legislative Branch a petition containing the signatures of twenty (20) percent of the Student Government Association within the document containing the charge.

**Par. 2** – If an inquiry is initiated, and the Executive Branch affirms the charges brought forth, the trial of removal from office shall be held in the Legislative Branch and shall be presided over by the Vice President of the Student Government Association provided that he/she is not the member in question. If he/she is, then the trial shall be presided over by the Chaplain of the Student Government Association. The accused shall have no vote in the trial.

**Section 2** – Definition:

**Par. 1 –** Habitual Negligence shall be defined as any action which demonstrates a severe lack of involvement in the activities of the body entire. This includes, but is not limited to, continual disregard of policy initiatives as designated by the Legislative Branch and/or severe absenteeism as outlined in Article VI Section 1 Par. 1.

**Par. 2 –** Violation of Duty shall be defined as any action which is not in accord with Student Government policy as set forth within the By-Laws and Constitution, Houston Baptist policy as set forth in the University Preamble and By-Laws, or violation of Local, State or Federal law.

**Article VI – Attendance Regulations**

**Section 1** – Absences:

**Par. 1** – When a member of the Student Government Association has three (3) unexcused absences in one academic year, his record will be reviewed by the Executive Branch to determine fitness for office. Severe cases of non-communicated absenteeism will constitute grounds of habitual negligence as stated in Article V of the By-Laws. Members must notify the Vice President of Records at least 24 hours prior to any absences from any required meeting, event, activity, etc. In the case of an Executive officer being absent from an event, that officer must in turn notify another Executive officer of their absence at least 24 hours prior to the event.

**Par. 2** – Upon review, the member in question must submit documentation to justify his absences

**Par. 3** – The Executive Branch will consider illness, official school business, or special circumstances to be excused

**Section 2**- Tardies:

Two (2) tardies shall constitute one (1) absence. Any member shall be considered tardy if he/she arrives after the beginning invocation or leaves before the meeting has been officially adjourned.

**Section 3** – Activities:

Specified Legislative activities shall be included along with regular meetings as required attendance.

**Section 4—Definitions:**

**Par. 1—** An absence shall be defined as an unexcused failure to attend general body meetings, scheduled committee meetings, or event.

**Par. 2-** A Tardy shall be defined an unexcused failure to appear within fifteen (15) minutes of the specified starting time of general body meetings or scheduled committee meetings.

**Article VII – Rules of Order**

**Section 1** – The rules contained in **Robert’s Rules of Order Revised** shall govern this organization in all cases to which they are applicable, and in which they are not inconsistent with the By-Laws or the special rules of order found in the **Constitution of the Student Government Association** or validly passed by the Legislative Branch.

**Section 2** – It is required of each Legislative Branch member to be familiar with **Robert’s Rules of Order Revised**

**Article VII – Enactment Clause**

The **Constitution of the Student Government Association** shall supersede all previous constitutions of the Student Government Association. It shall become effective when ratified by a two-thirds (2/3) majority of the Student Government Association and when signed by the direct faculty advisor for Student Government Association of Houston Baptist University.

*Revised: 3.31.15*