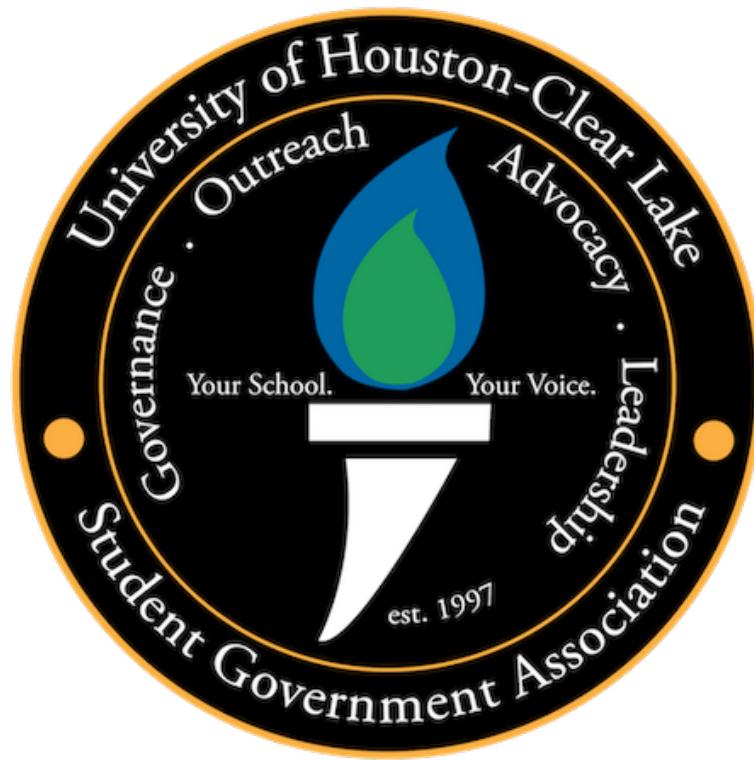


University of Houston-Clear Lake

Constitution & Bylaws of the Student Government Association



*As adopted by the 28th Administration of the
Student Government Association on DATE, 2025*

Constitution of the Student Government Association

Preamble

We, the students of the University of Houston-Clear Lake, to provide a representative form of government; to secure a focal point for student voice; to promote the social, academic, and physical space of the institution; to sustain communications between students, faculty, and administration; and to develop leaders and participants for the community and the state of Texas; do hereby ordain and establish this constitution.

Section 1. Establishment

1.1 | This document hereby establishes a student government, to be hereafter known and referred to as the University of Houston-Clear Lake Student Government Association.

Section 2. Official Governing Body of the Student Body

2.1 | The Student Government Association is comprised of the Executive Council, the Executive Directors, the Senate, and the Committee Representatives.

2.2 | The Student Government Association shall be the recognized, official representative of the student body (all full-time, part-time, graduate and undergraduate students duly enrolled at the University of Houston-Clear Lake) and, as such, its actions shall **serve as the primary representative organization for the student body**.

Section 3. Purpose

3.1 | The purpose of the Student Government Association shall be to:

3.1a | Provide the means whereby the members of the student body may express themselves effectively in the programs that affect their intellectual, social, and economic welfare; and

3.1b | Promote active citizenship by developing and encouraging student responsibility by promoting practice in democratic living and school spirit within the University of Houston-Clear Lake.

Bylaws of the Student Government Association

Article I – The Executive Branch

Section 1. Establishment of the Executive Branch

1.1 | The Executive Branch of the Student Government Association, hereafter known and referred to as the Executive Council shall be responsible for the administration of the Student Government Association and the implementation of policies set out by the Student Government Association.

1.2 | The Executive Council shall be comprised of the:

- 1.2a | President of the Student Government Association;
- 1.2b | Vice President for Administration;
- 1.2c | Vice President for University Committees; and
- 1.2d | Vice President for Outreach and Communications.

Section 2. The President of the Student Government Association

2.1 | The duties of the President of the Student Government Association shall include:

- 2.1a | Presiding over meetings of the Student Government Association and ensuring such meetings are conducted in accordance with parliamentary procedure when appropriate;
- 2.1b | Attending all meetings of the Student Government Senate and communicating relevant information to the Executive Council to ensure ongoing awareness and transparency;
- 2.1c | Serving on the University Council for the duration of their term;
- 2.1d | Reviewing meetings, agendas, and minutes of the UH System Board of Regents and communicating relevant information to students to ensure ongoing awareness and transparency;
- 2.1e | Creating and organizing the agendas and materials needed for meetings of the Student Government Association;
- 2.1f | Coordinating Student Government Association partnerships and communications with other University departments and organizations;
- 2.1g | Ensuring timely distribution of all enacted legislation to the student body;
- 2.1h | Representing the student body when requested to do so; and
- 2.1i | Assisting other officers of the Executive Council in the execution of their duties.

Section 3. The Vice President for Administration

3.1 | The duties of the Vice President for Administration shall include:

3.1a | Representing the Student Government Association at official functions when requested to do so by the President of the Student Government Association;

3.1b | Exercising the powers of the President in the event of their absence or whenever the office is vacant;

3.1c | Taking minutes and recording all meetings and proceedings of the Student Government Association;

3.1d | Maintaining all proper attendance records as they pertain to the Student Government Association;

3.1e | Overseeing, preparing, and managing any Student Government Association correspondence with senior leadership as deemed necessary;

3.1f | Exercising the powers of the President in the event of their absence or whenever the office is vacant; and

3.1g | Assisting other officers of the Executive Council in the execution of their duties.

Section 4. The Vice President for University Committees

4.1 | The duties of the Vice President for University Committees shall include:

4.1a | Working with the Student Government Advisor to publicize any existing committee vacancies and recruit students to fill said vacancies;

4.1b | Providing orientation to new student committee representatives regarding the role, scope, and duties of their committee as well as their individuals responsibilities;

4.1c | Ensuring all student committee representatives regularly attend committee meetings, maintain proper records of meetings, deliver reports on said meetings to the Student Government, and fulfill any other obligations in regard to their role as a committee representative;

4.1d | Working with the respective Committee Chairs to ensure continuity within university committees;

4.1e | Exercising the powers of the Vice President for Administration in the event of their absence or whenever the office is vacant; and

4.1f | Assisting other officers of the Executive Council in the execution of their duties.

Section 5. The Vice President for Outreach and Communications

5.1 | The duties of the Vice President for Outreach and Communications shall include:

5.1a | Coordinating publicity for the Student Government Association through the preparation and distribution of all paper or electronic flyers, banners, signs, reports, and presentations;

5.1b | Coordinating outreach efforts by soliciting student input through various means including but not limited to town halls, meetings, and surveys;

5.1c | Ensuring the activities of the Student Government Association are actively publicized through various means including but not limited to posting on social media, HawkLink, Hawk Headlines and working with The Signal on article publications;

5.1d | Updating the Student Government Association website and posting other public correspondence as necessary;

5.1e | Exercising the powers of the Vice President for University Committees in the event of their absence or whenever the office is vacant; and

5.1f | Assisting other officers of the Executive Council in the execution of their duties.

Section 6. Executive Directors

6.1 | The President of the Student Government Association shall have the authority to, via Executive Order, create offices with the title of Director and to appoint individuals to said offices. These offices shall only be in existence for the duration of the sitting President's term and shall automatically be dissolved upon the expiration of the President's term.

6.2 | Directors shall assist the Executive Council in the execution of their duties including but not limited to: special events, finance, public relations, media & communications, and other remits as deemed necessary by the President of the Student Government Association. The Directors shall have no explicit powers of their own and will report to certain members of the Executive Council.

6.3 | Directors shall be subject to the same standards, rules, and expectations as other members of the Student Government Association.

Article II – The Legislative Branch

Section 1. Establishment of the Legislative Branch

1.1 | The Legislative Branch of the Student Government Association, hereafter known and referred to as the Senate shall be responsible for enacting legislation set out by the Student Government Association.

Section 2. Composition of the Senate

2.1 | The Student Senate shall be comprised of up to twelve students, with seats distributed as follows:

2.1a | 1 senator from the College of Business;

2.1b | 1 senator from the College of Education;

2.1c | 1 senator from the College of Human Sciences & Humanities;

2.1d | 1 senator from the College of Science and Engineering; and

2.1e | Up to 8 at-large senators, open to any student from any of the University's colleges.

2.2 | The Senate shall, during the first meeting of a new administration or whenever the office is vacant, elect a sitting senator to serve as President of the Senate. The President of the Senate shall serve for a

one-year term and shall be the head of the legislative branch. The President of the Senate shall be responsible for presiding over all meetings of the Senate, maintain order and decorum in the Senate, coordinating Senate business, and appointing Senators to any existing legislative committees.

2.2a | Whenever the election of a President of the Senate is necessary, the Vice President for Administration shall preside over the Senate until a President has been elected.

2.3 | The President of the Senate shall be able to appoint another Senator to serve as President Pro Tempore of the Senate, to exercise the duties of the President of the Senate in the event of their absence.

2.4 | The President of the Senate and the President Pro Tempore shall at all times retain their power to vote on matters brought before the Senate, in accordance with this Constitution.

Section 3. Duties of the Senate

3.1 | The duties of the Student Senate shall include:

3.1a | Proposing, enacting, and carrying out legislation;

3.1b | Acting as the representatives and liaisons between students and their respective colleges;

3.1c | Acting as the final representative of the student body;

3.1d | Surveying students regarding their academic needs and issues;

3.1e | Meeting with administrators, faculty, and staff, from their respective colleges and the university overall;

3.1f | Receiving and considering student, faculty, and staff petitions;

3.1g | Participating in all mandatory Senate activities;

3.1h | Maintaining a professional demeanor and attire that respectfully portrays the Senate;

3.1i | Referring student complaints and suggestions to the appropriate officer or committee;

3.1j | Representing the Senate at all functions related to their positions;

3.1k | Reporting on the activities of the Senate during General Assembly meetings of the Student Government Association;

3.1l | Hosting at least one town hall and one tabling event each spring and fall semester, and at least one meeting each full month during each fall and spring semester.

Section 4. Senate Legislative Process

4.1 | The Senate shall be able to propose and enact bills and resolutions. All legislation must be sponsored by at least one senator, with there being no limit on the total number of co-sponsors.

4.2 | All new legislation proposed by the Senate shall be formally presented during meetings of the Senate, to be considered as New Business. The legislation shall be immediately voted on by the Senate, unless a motion to table is made and seconded, in which case the legislation shall be voted on during the next Senate meeting.

4.3 | All previously introduced legislation shall be voted on during meetings of the Senate, to be considered Unfinished Business, at which point Senators shall cast their votes on the legislation.

4.4 | When called upon by the President Pro Tempore, Senators shall cast their vote by expressing one of the following opinions:

4.4a | Aye – The Senator is in favor of the proposed legislation;

4.4b | Nay – The Senator is opposed to the proposed legislation; or

4.4c | Abstain – The Senator does not wish to express an opinion on the proposed legislation. An abstention shall not be counted either in favor or against the proposed legislation.

4.5 | Unless otherwise stated or required, legislation shall require a simple majority of votes to be passed. No votes shall be valid unless a quorum of the Senate (51% of all active senators) are present and voting.

4.6 | Upon passage by the Senate, legislation shall either be signed or vetoed by the President of the Student Government Association.

4.6a | If signed, the legislation shall take effect immediately or on the date stated within the text of the legislation.

4.6b | If vetoed, the legislation shall be returned to the Senate with a statement listing the President's objections to the legislation. At the next meeting of the Senate, the Senate may, with a 2/3 majority of all Senators voting, override the President's veto and enact the legislation without their signature.

Section 5. Types of Legislation

5.1 | The Senate shall be able to enact two types of legislation:

5.1a | Bills, which shall relate to matters of finance, fund allocations, and other monetary matters; and

5.1b | Resolutions, which shall relate to expressing the Senate's opinion on a university related issue, topic, or entity that the Senate cannot otherwise vote on, due to the matter being outside the Senate's enumerated powers. Resolutions shall also be drafted for the purpose of highlighting present global, national, or local events affecting the student population and outline the desired actionable response from the University, including but not limited to public response, changes to procedures.

Article III - University Committee Representatives

Section 1. University Committee Appointments

1.1 | The Student Government Association shall be responsible for appointing student representatives to serve on the various University Committees, Advisory Boards, and Hearing Panels. Appointments to

these positions shall be open to all enrolled UHCL students in good academic standing, regardless of participation in other student organizations or the Student Government Association.

Section 2. Appointment Process

2.1 | Students shall be required to file an application with the Student Government Association, expressing their desire to serve on their selected committees, boards, and panels. Upon applying, candidates shall be interviewed by a panel consisting of the President of the Student Government Association (or, in their absence, the Vice President for Administration) and the Vice President for University Committees. Following the interviews, the panel shall select the candidate(s) to fill the existing vacancies.

Section 3. Term of Office & Limitations

3.1 | The terms for all committee representatives shall be for one calendar year, beginning and concluding on the last business day of April.

3.2 | No student shall be able to serve on more than two committee positions concurrently.

Article IV - Meetings of the Student Government Association

Section 1. General Assembly Meetings

1.1 | General Assembly Meetings of the Student Government Association shall take place at a date and time to be determined by the President of the Student Government Association, provided that a meeting takes place at least once every semester.

1.2 | The Student Government Association may, with advice and input from the SGA Advisor, cancel a General Assembly Meeting. Should this occur, an announcement shall be sent by email to all students and staff on the Student Government Association email distribution list, giving as much notice as possible.

Section 2. Senate Meetings

2.1 | Meetings of the Senate shall take place at a date and time to be determined by the President of the Senate, provided that a meeting takes place at least once every calendar month.

2.2 | The Student Government Association may, with advice and input from the SGA Advisor, cancel a Senate Meeting. Should this occur, an announcement shall be sent by email to all students and staff on the Student Government Association email distribution list, giving as much notice as possible.

Section 2. Quorum

2.1 | The quorum for all meetings of the Senate shall be a 51% all active Senators. In the event that a quorum of the Senate is not present, no New or Unfinished Business shall be conducted.

Section 3. Order of Business

3.1 | The Order of Business for General Assembly meetings shall be as follows:

- 3.1a | Opening of Meeting by the President or designated Presiding Officer;
- 3.1b | Addresses from Sponsored Speakers;
- 3.1c | Addresses from the Executive Council, University Committee Representatives, and the Student Government;
- 3.1d | Announcements from University Departments & Community Organizations;
- 3.1e | Announcements from Registered Student Organizations;
- 3.1f | Open Forum; and
- 3.1g | Adjournment.

3.1 | The Order of Business for Senate meetings shall be as follows:

- 3.1a | Call to Order by the President or designated Presiding Officer;
- 3.1b | Roll Call, to be conducted by the President or designated Officer;
- 3.1c | Approval of minutes from previous meetings;
- 3.1d | Addresses from Guest Speakers;
- 3.1e | Reports and Addresses from the Executive Council;
- 3.1f | Reports and Addresses from University Committee Representatives;
- 3.1g | Reports and Addresses from the Student Government Senate;
- 3.1h | Unfinished Senate Business;
- 3.1i | New Senate Business;
- 3.1j | Open Forum; and
- 3.1k | Adjournment.

3.2 | The President of the Student Government Association and the President of the Senate have the responsibility to maintain order during meetings of the Student Government Association. Should the President be unable to maintain or restore order, they shall have the authority to adjourn the meeting at their discretion.

Section 4. Parliamentary Authority

4.1 | The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Student Government Association in all cases to which they are applicable and in which they are not inconsistent with this Constitution and any special rules of order that may be adopted.

Article V – Expectations and Conduct

Section 1. Expectations for Student Government Officers

1.1 | All officers of the Student Government Association shall be expected to:

- 1.1a | Meet the minimum requirements and expectations as set out in the organization's constitution and documents;
- 1.1b | Maintain an accurate class schedule with the President of the Student Government Association and the Student Government Advisor;
- 1.1c | Refrain from engaging in actions or behavior that violate the student handbook or this Constitution;
- 1.1d | Demonstrate full commitment to fulfill the duties and responsibilities of their respective office;
- 1.1e | Understand, interpret, and support the mission of the University of Houston-Clear Lake and the Student Government Association; and
- 1.1f | Work to discover and respond to student needs and concerns, while working collaboratively with university administration, faculty, and staff to support student success.

1.2 | Additional expectations for all officers of the Student Government Association include but are not limited to:

- 1.2a | Adhering to the Constitution of the Student Government Association; and
- 1.2b | Participating in campus-wide events, at the discretion of the President of the Student Government Association.

1.3 | Additional expectations for the Executive Council include but are not limited to:

- 1.3a | Participating in recurring meetings with university administration and other university staff;
- 1.3b | Holding 10 work hours (office hours included) every week;

Section 2. Transition & Training

2.1 | Following the conclusion of the election period, a transition retreat shall be conducted, including all outgoing officers of the Student Government Association, incoming officers of the Student Government Association, the Student Government advisor, and any other staff as deemed necessary.

2.2 | The purpose of the transition retreat shall be to:

- 2.2a | Explain the duties and responsibilities of the Student Government Association;
- 2.2b | Develop plans and timelines for the proper execution of said responsibilities;
- 2.2c | Complete any required paperwork and administrative business associated with the transition; and

2.2d | Discuss and establish the short-term and long-term goals of the Student Government Association.

2.3 | Officers of the Executive Council shall be required to participate in at least twenty hours of team development training and ten hours of skills development training each long semester.

2.4 | All trainings and retreats shall be arranged by the Student Government advisor and the President of the Student Government Association.

Section 3. Code of Conduct

3.1 | All officers of the Student Government Association shall conduct themselves in a manner that best characterizes the University of Houston-Clear Lake and the Student Government Association. Officers will exhibit proper conduct which includes, but is not limited to, proper ethical behavior and professionalism with the student body, faculty, staff, and university administration.

Section 4. Graduation Stoles & Cords

4.1 | The Student Government Association at the University of Houston-Clear Lake strongly believes in advocating for and speaking on behalf of the student body at large, as well as providing quality leadership on the UHCL campus and so accordingly, officers of the Executive Council who carry out their duties as set forth in this constitution and complete their term in office shall be eligible to receive a graduation stole, and Senators, Executive Directors, and Committee Representatives shall be eligible to receive a graduation cord.

Article VI – Resignation, Impeachment, and Succession

Section 1. Resignation from Office

1.1 | An officer of the Student Government Association may resign from office at any point throughout their tenure, provided a written and signed letter has been submitted to the SGA Advisor and the President of the Student Government Association. Any resignation letter should include the reason for resignation, the date of the resignation, and the officer's signature.

1.2 | The President of the Student Government Association shall confirm the acceptance of a resignation letter within forty-eight (48) hours of its submission and shall communicate the resignation to the student body at the next meeting of the Senate.

Section 2. Impeachment & Removal from Office

2.1 | Should any Officer of the Student Government Association fail to fulfill the duties and responsibilities of their office, they shall be eligible for impeachment and removal from office. The procedures for impeachment and removal shall be as follows:

2.1a | A Senator shall present a Bill of Impeachment to the Senate, provided that such a bill is sponsored by at least 1/3 of the total membership of the Senate. Such a bill shall include the reasons for impeachment, as well as the time, date, and place for the impeachment hearing to be conducted. The accused shall be provided a notice of at least seven days before the scheduled impeachment hearing;

2.1b | Upon presentation of a Bill of Impeachment, the Student Government Advisor shall notify the accused officer of the action of the Senate, providing them with the time, date, and place of the impeachment hearing;

2.1c | At the impeachment hearing, the author of the Bill of Impeachment shall present the case and evidence for impeachment, to be followed by testimony from the accused. Following the initial presentations, either party shall be able to present any additional testimonies and evidence.

2.1d | Following the conclusion of the impeachment hearing, the Senate shall immediately proceed to a vote on the impeachment. If 2/3 of all Senators present vote to impeach, the accused officer shall be formally impeached and immediately removed from office.

2.2 | Any individual who has been removed and impeached from office shall be barred from seeking election or appointment after their removal, for a period of one calendar year.

2.3 | Any Senator who is the subject of impeachment proceedings shall be barred from voting during impeachment proceedings.

Section 3. Succession

3.1 | Should the President of the Student Government Association resign or be removed from office, the Vice President for Administration shall succeed to the office and assume all powers, duties, and responsibilities of the office for the remainder of the term.

3.2 | Should the Vice President for Administration, Vice President for University Committees, or Vice President for Outreach and Communications resign or be removed from office, the President shall be able to nominate an eligible student to assume the office, subject to a simple majority confirmation by the Student Government Senate.

Article VII – Elections to the Student Government

Section 1. Requirements

1.1 | Any individual running for office within Student Government must meet the following qualifications:

1.1a | Have a minimum cumulative UHCL GPA of 2.5;

1.1b | Be a currently enrolled student at the University of Houston-Clear Lake;

Section 2. Term of Office

2.1 | The terms for all elected positions within the Student Government Association shall be for one calendar year, beginning and concluding on the last business day of April. Officers of the Student Government Association shall be sworn in during the Senate meeting in May.

Section 3. Election Procedures

3.1 | Elections for the Council and Senate shall take place every March. No student shall be able to apply for more than one elected position and no student shall be able to concurrently serve in both branches of the Student Government Association. The Student Government Advisor shall be responsible for:

3.1a | Publicizing the election date and deadline for submitting an application across campus;

3.1b | Making all information and applications available at least two weeks prior to the opening of the election ballot;

3.1c | Reviewing all submitted applications and ensuring applicants are aware of any existing requirements; and

3.1d | Preparing the election ballot, ensuring distribution of the ballot, validating the election results, and notifying the university of the election results.

3.2 | All candidates shall be responsible for submitting a completed application to be included on the ballot and no applications shall be accepted after the scheduled deadline for submissions has passed. Candidates for office shall be invited to give a two-minute presentation during a General Assembly meeting of the Student Government Association, followed by a short question-and-answer session after all candidates have had the opportunity to give their presentation.

3.3 | Elections shall be conducted by electronic ballot, with voting being open for one week.

Section 3. Insufficient Candidates

3.1 | Following the conclusion of elections, if there are remaining vacancies in the Executive Council, Senate, or Shared Governance Committees, the Executive Council shall be authorized to appoint students to fill the existing vacancies.

3.2 | Interested students shall be required to file an application with the Student Government Association, expressing their desire to fill the existing vacancies. Upon applying, candidates shall be interviewed by a panel consisting of the President of the Student Government Association and at least two Vice Presidents. Following the interviews, the panel shall select the candidate(s) to fill the existing vacancies for the remainder of the term.

Article VIII – Amendments to the Constitution & Bylaws

Section 1. Amendment Process

1.1 | Any student may propose changes to the constitution & bylaws by submitting proposals either in writing or electronically to the Student Government Senate. Upon receiving a submission, it shall be presented to the Senate for review. At the next subsequent meeting of the Senate, a vote shall be held on the amendment(s) during which a two-thirds majority of all senators voting shall be required for the amendment to be adopted.

1.2 | No amendments to the Constitution shall be made during the summer semester.

1.3 | Unless otherwise stated in the amendment(s) resolution, any amendments made shall take effect immediately upon their ratification.

Article IX – Anti-Hazing and Non-Discrimination Clauses

Section 1. Anti-Hazing Clause

1.1 | This organization will not initiate, participate in, or be witness to any act that inflicts or intends to inflict physical or mental harm or discomfort or which may demean disgrace, or degrade any person, regardless of location, intent or consent of participant(s). The organization will ensure that its members will not practice any physically or psychologically abusive hazing behaviors, either intentionally or unintentionally.

Section 2. Non-Discrimination Clause

2.1 | As a Registered Student Organization at the University of Houston-Clear Lake we adhere to the UHCL's Non-Discrimination Policy. The University of Houston-Clear Lake is an Affirmative Action/Equal Opportunity institution. The university provides equal treatment and opportunity to all persons without regard to race, color, religion, national origin, sex, age, genetic information, disability, veteran status, sexual orientation, gender identity or status, or gender expression, except where such distinction is required by law.