University of Houston - Clear Lake

# Student Government

# CONSTITUTION

## MISSION STATEMENT:

The Student Government shares the goal of the University of Houston-Clear Lake to produce students who are satisfied with their university experience and who are afforded the widest opportunities with that experience. The Student Government recognizes the need to provide a more responsive environment for students entering academia. Therefore, the mission of the Student Government, as it relates to the strategic design of the university, is to join the university in its efforts to create a climate which fosters academic excellence as well as professional development.

## Role and Scope:

The Student Government is granted special recognition status by the university due to the nature of its organizational role and scope. The Student Government acts in an advisory capacity to the Student Life Council on issues of special interest or concern to students and on proposed changes in the organizations' policies. The Student Life Office staff and the Dean of Students serve in an advisory capacity to the Student Government. The Student Government is accountable to the Student Life Council and is advised by the Student Life Office staff on budget, event funding and operational matters and by the Associate Vice President/Dean of Students on administrative matters. The Student Life Office will designate a Student Government Advisor.

The Student Government has four primary purposes:

1. To be advocates for and speak on behalf of the student body at large
2. To provide input to university administration on student and organizational issues
3. To appoint/elect students to university committees
4. To allocate university funds to student organizations

Student Organizations Policies state, “The university recognizes (1) the importance of organized student activities as an integral part of the total educational program of the university; (2) that university learning experiences are enriched by student organizational activity; and (3) that organizations provide a framework for students within which they may develop their own special talents and interests. Inherent in the relationship between the university and organized student groups is the understanding that the purposes and activities of such groups should be consistent with the objectives and mission of the university.”

In keeping with this statement, the Student Government has four goals:

1. **Governance**: The Student Government is committed to strong participation in the UHCL shared governance process.
2. **Outreach**: The Student Government is dedicated to providing students with information and to seek input from the UHCL student body.
3. **Advocacy**: The Student Government is committed to representing the collective voice of all UHCL students.
4. **Leadership**: The Student Government (e.g., SG Executive Council, SG representatives, student committee representatives) will exemplify responsible leadership.

University of Houston - Clear Lake logo

# Student Government

## By-Laws

## ARTICLE I - Membership and Voting Rights

The Student Government shall have two types of membership:

1. **Organization Representatives**. In accordance with UHCL Student Life Policy II, Student Organization Policies, section **Organizations with Special Status** (Student Life Policy Handbook, 2005-2006 edition, page 15), "the Student Government (SG) is a representative body, composed of an internally elected representative from each of the recognized student organizations on campus." Furthermore, recognized student organizations are granted the right to "representation in the Student Government " and the right to "petition the Student Government for funding for program development purposes" (Student Life Policy Handbook, 2005-2006 edition, **Rights of Recognized Student Organizations**, pages 13-14).  
     
   Each recognized UHCL student organization may elect or appoint a representative to the Student Government, in accordance with each organization’s constitution and by-laws. Representation in Student Government is optional for organizations. However, in order to be eligible for SG funding an organization must have a designated representative who attendsa majority of the SG meetings. Organization Representatives must be designated on the Student Organization Recognition Petition and the Officers’ Contact Form.  
     
   Organization Representatives shall sign in and represent only one organization with a placard bearing the designation “Student Org Representative,” provided by the Student Life Office.

Organization Representatives shall have voting rights on all issues presented for a vote at Student Government meetings, including allocation of university funds to organizations and elections. Organization Representatives shall vote on allocation of university funds by written ballot, provided by the Student Government, and shall vote on elections in adherence to Article VI and Article VII of the Student Government Constitution.

.

1. **Student Representatives and Student Visitors**. Any UHCL student may attend meetings of the Student Government.  
     
   Committee Representatives, SG Directors, and Student Visitors shall have voting rights on all issues presented for a vote at Student Government meetings, *except* allocation of university funds to organizations. Committee Representatives, SG Directors, and Student Visitors shall have voting rights on elections in adherence to Article VI and Article VII of the Student Government Constitution and on administrative issues as designated… Student Visitors shall be eligible to vote for elections with a valid student ID and corresponding semester sticker.”

Committee Representatives, SG Directors, and Student Visitors shall sign in and be represented with a placard bearing the designation ‘Committee Representative’, ‘SG Director’, or ‘Student Visitor’, provided by the Student Life Office of a color distinct from other SG placards. Student Representatives and student visitors are not required to be present in order to conduct official business.

## ARTICLE II - Meetings

**Fall and Spring Semesters:** The Student Government shall meet every Tuesday, 11:30a.m. to 12:30p.m., beginning the first week of the semester and continuing through the third week of November (for fall) and the third week of April (for spring). The Student Government will not meet during Spring Break Week.

**Summer Semesters:** The Student Government shall meet once per month on a designated Tuesday from 11:30a.m. to 12:30p.m.

The Student Government Executive Council may, with advice and input from the SG Advisor, cancel an SG meeting in case of an emergency such as impending school closure or other official emergency. Should this occur, an announcement shall be sent by email to all students and staff on the SG email distribution list, giving as much notice as possible.

Meetings shall be held in a room designated and reserved by the Student Life Office staff, or in other facilities as deemed appropriate.

A simple majority of recognized organization representatives who choose to participate in SG (50% + 1) shall constitute a quorum for conducting official business.

### Student Government meeting procedures are as follows:

1. Call to Order - the President
2. Roll Call is conducted through a sign-in sheet which will be passed around or made available during the meeting. It is the responsibility of each Organization Representative, not of the Vice President - Administration, to ensure that they are signed in at each meeting.
3. Approval of the minutes of the previous meeting - the President shall call for approval of the minutes; a motion is not required.
4. Obtaining the Floor:
   1. A member shall not talk when someone else has the floor; cross talk is discouraged.
   2. To obtain the floor (be recognized by the President), a member shall raise their placard and wait until the President has acknowledged him or her before speaking.
5. The President has responsibility for maintaining order in the meeting. If they are unable to maintain or restore order, the President has the authority to adjourn the meeting.
6. Adjournment is the President’s responsibility; no motion is necessary.
7. Voting Procedures:
   1. Discussion on an item is brought to the floor by making a motion.
   2. The motion must have a second.
   3. The President shall restate the motion and ask for discussion on the motion.
   4. After discussion is complete or when the President believes that discussion has become repetitive, they shall call for a vote on the issue. The President shall summarize all points made, restate the motion, and state the method of vote (show of placard or written ballot).
   5. Votes are determined by in the following fashion:
      1. Yes or In Favor – the organizational representative is in favor of the proposed motion
      2. No or Opposed– the organizational representative is not in favor of the proposed motion
      3. Abstain – the organizational representative is wishing to not cast a vote on the proposed motion. A vote of abstention is not counted toward the motion.
   6. A simple majority will be used to clarify if the motion has passed
   7. Results of the vote shall be clearly stated (e.g., “the motion passes by a vote of 20 yes and 4 no”).
8. Voting on Fund Requests:
   1. SG representatives should refer to the Fund Request Criteria.
   2. The President will introduce each fund request by naming the organization, the event title, date, amount requested, and the current SG attendance record of the requesting organization.
   3. The floor is given to the organization to provide details on the event, explain the budget, etc. If no representative from that organization is present, the fund request will be tabled until the next meeting.
   4. After the organization’s presentation, the President will open the floor for discussion and questions.
   5. When discussion is completed, the President will re-state the fund request and call for a vote. No motion is necessary to vote on a fund request. The result of the vote shall be clearly stated (e.g. “The fund request is approved”).
   6. Fund requests may be amended at the time of presentation. In order to amend, a motion must be made, seconded, and approved. When a motion is made to amend a fund request, the organization’s representative may accept the amendment or call for a vote of the original request before the motion to amend is considered. If they call for a vote and the fund request is defeated, the motion to amend the request shall then be called to a vote. The fund request is considered denied when the organization representative refuses to accept the amendment. The organization representative may also ask for a delay on the vote until the following week to allow time to consult with other members of the organization. If the amendment is accepted, the President shall state the amended amount of funds being considered and shall open the floor to discussion and questions before calling a vote on the amended fund request.
   7. Only one representative from each organization may vote on any issue designated by Article I.1.
   8. Fund request votes are determined by in the following fashion
      1. Yes or In Favor – the organizational representative is in favor of the proposed fund request
      2. No or Opposed– the organizational representative is not in favor of the proposed fund request
      3. Abstain – the organizational representative is wishing to not cast a vote on the proposed fund request, but a vote of abstention is counted as a vote of no or opposed toward the fund request
9. To help meetings run smoothly and effectively, SG members should (a) review the meeting agenda; (b) know the meeting procedures and policies; (c) arrive on time; (d) limit discussion to the item on the floor and refrain from cross-talk with one’s neighbors; and (e) stay until the meeting is adjourned to maintain a quorum.

## ARTICLE III – SG Funding Guidelines and Criteria

SG Funding Guidelines and Criteria, as duly approved by the Student Government members, Student Life Council, and (if required) the University Life Committee, shall be included as a formal Addendum to the Student Government By-Laws.

## ARTICLE IV – SG Executive Council Members and Responsibilities

All Student Government Executive Council members must be currently-enrolled UHCL students~~,~~ and must have a cumulative GPA of 3.0 or higher at the time of election, and must be an officially-designated organization representative of a recognized UHCL student organization.

1. The Student Government shall have the following Executive Council positions:
   1. President
   2. Vice President – Committee Coordinator
   3. Vice President – Student Outreach and Communication
   4. Vice President – Administration
2. The duties of the Executive Council members shall be:
   1. The President shall (a) preside at all meetings of the Student Government; (b) conduct all Student Government meetings in accordance with parliamentary procedure; (c) serve on the Student Life Council during the year of their tenure; (d) serve on the University Council during the year of their tenure; (e) be aware of UH System Board of Regents meeting agendas; (f) represent the student body when requested to do so; (g) assist other Executive Council members in their duties as requested; and (g) preside at all meetings of the Student Government Senate.
   2. The Vice President – Committee Coordinator shall (a) work closely with the SG Advisor to (1) publicize and recruit students for committee positions; (2) orient new student representatives to their committees and responsibilities; (3) ensure that student committee representatives keep appropriate records; (4) ensure that student committee representatives attend committee meetings and meet committee obligations; (5) ensure that student committee representatives make regular reports to the Student Government; (6) help fill unexpected vacancies during the year; (b) shall serve as president in the absence of the president; and (c) assist other Executive Council members in their duties as requested.
   3. Vice President – Student Outreach and Communicationshall (a) coordinate publicity for the Student Government through preparation and distribution of flyers, banners, signs, The Signal articles and reports, and/or classroom presentations; (b) coordinate outreach efforts by soliciting student input through various sources, e.g., town meetings and student surveys; (c) take minutes and attendance in the absence of the Vice President - Administration; (d) assist the Vice-President – Committee Coordinator in publicizing committee vacancies; (e) ensure that SG information is published in all editions of the The Signal; (f) assist other Executive Council members in their duties as requested; and (g) shall serve as president in absence of both the president and the Vice President – Committee Coordinator.
   4. The Vice President – Administration shall (a) record proceedings of all Student Government meetings; (b) distribute minutes and agenda; (c) keep attendance records; (d) prepare Student Government correspondence as necessary; (e) assist other Executive Council members in their duties as requested; (f) maintain the SG Executive Council checking account; (g) shall serve as president in absence of the president, Vice President – Committee Coordinator, and the Vice President – Student Outreach and Communication; and (g) record proceedings of all Student Government Senate meetings.
3. Transition and Training for SG Executive Council members shall be scheduled and conducted using the following guidelines:
   1. A transition retreat shall be conducted as soon as possible following Executive Council elections, and shall include all members of the outgoing Executive Council, the incoming Executive Council, the SG Advisor, and other staff as deemed necessary.
   2. The purpose of this retreat shall be (a) to fully explain the duties and responsibilities of the Executive Council and staff with oversight of the SG; (b) to develop plans and timelines to attend to those responsibilities; (c) to complete all paperwork and procedures associated with the transition; (d) to begin the process of effective team development by discussing team development theories and practices; (e) to complete learning outcomes assessment instruments; and (f) to discuss short-term and long-term goals of the Student Government.
   3. The SG Advisor shall make the necessary logistical arrangements for the transition retreat.
   4. Additional Training: Executive Council members shall participate as a team in twenty hours per semester of team development training and ten hours per semester in skills development training. This training will be scheduled by the SG Advisor following an assessment of skills and interests and an initial learning outcomes survey.
   5. A Winter Break Retreat shall be conducted to provide Executive Council members an opportunity to assess the fall semester's activities and outcomes and to plan for the spring semester's activities.
4. Graduation Stoles:
   1. **Purpose:** The SG at UHCL 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. SG Executive Council officers are to commit a large portion of their time and energy to proper governance, outreach, advocacy and leadership. In turn, it is important to justly reward them for the work they contribute with customized graduation stoles.
   2. **Earning Stoles:** In order for Executive Council officers to obtain graduation stoles, they must abide to the duties stated in Article IV, section 2 and carry out each duty from the moment of their installation until the beginning of the next term.
   3. **Conclusion:** Once the full term is over, each of the Executive Council members must complete a full term in office and carry out their duties as stated in the SG Constitution to be eligible for stoles, which will be paid for through Maintenance and Operation Funds.

All SG Executive Council members shall (a) meet weekly with the SG Advisor to review current week’s meeting; (b) meet weekly with the SG Advisor to schedule the agenda for the following week’s meeting; and (c) be familiar with university policies, issues, and activities for proactive planning. ; (d) serve as SG organization representative for a student organization; and (e) complete twenty hours per semester in team development sessions and ten hours per semester in skills development sessions, as scheduled by the SG Advisor. All SG Executive Council members may also be asked to represent or speak for the student body.

## ARTICLE V – Office of the Executive Council

1. The Office of the Executive Council includes six (6) appointed Directors who provide assistance to the members of the Executive Council of the Student Government. The Directors shall act as an advisory board to the Executive Council, and shall bear the responsibility of providing immediate assistance - with correspondence and records maintenance, appointments and scheduling, technology, bookkeeping, and, in time, many more sophisticated tasks. The Executive Council may recruit individuals for each Director position and may appoint a student to each Director position from among interested students. The Directors shall have no explicit powers of their own and will report to certain members of the Executive Council. Directors shall serve only during the term of office of the Executive Council which appointed him or her. Each appointed Director must be enrolled at UHCL during their tenure; they must maintain good academic standing and must be willing to serve for at least one academic semester (excluding summer sessions). The Directors shall coordinate with each member of the Executive Council, and shall meet with the Executive Council no less than twice a month. Below are the six (6) Director positions:
2. External Affairs Director:This director works to promote interactions between the UHCL Student Government and various external entities including, but not limited to government agencies on the federal, state, and local level. This director shall promote engagement and involvement of SG in community initiatives by working with community groups. The director shall also be responsible for supporting efforts to build relationships with other student government entities or their equivalents across the state. This director will stand in as a proxy for absent committee members. This director shall report to the President directly.
3. Internal Affairs Director:This director works to assist in the education of the SG general council on parliamentary procedure as outlined by the SG constitution. This director will manage organizational attendance during regularly scheduled SG meetings. This director shall communicate directly with the governor appointed Student Regent for the UH System at least once monthly per long semester. This director will perform administrative duties to assist the daily operations of the SG Executive Council. This director shall serve as acting Vice President-Administration if said vice president is to resign or is removed from office. This director will stand in as a proxy for absent committee members. This director shall report to the President and VP – Administration as appropriate per duty.
4. Treasury Director: This director shall follow and track all activity pertaining to student government finances, including, but not limited to development of budget and maintenance of accounts. They shall coordinate with The UHCL Student Life Office personnel regarding the SG accounts and communicate with the student organizations regarding fund approval, processing updates, and reimbursement policies. This director will stand in as a proxy for absent committee members. This director shall report to the VP of Administration directly.
5. Public Relations Director: This director shall coordinate communications with the media, shall include press releases (The Signal) of SG and ensure information dissemination. This director works to promote the transparency and accessibility of Student Government on and around campus by notifying and informing students and the public of the Student Government 's activities; shall act as the official voice of the Student Government 's information, policy, and proclamation. The director shall also act as a liaison to student organizations, coordinate support for student and student group initiatives on campus and seek opportunities for co-programming. This director shall serve as acting Vice President-Student Outreach and Communication if said vice president is to resign or is removed from office. This director will stand in as a proxy for absent committee members. This Director shall report to the Vice President – Student Outreach and Communicationdirectly.
6. Technology Director:This director shall maintain SG's online presence to promote the use of electronic media for distributing information to students. The director shall update and incorporate new technologies to the SG website. This director shall also work with various media systems at all SG functions. This director will stand in as a proxy for absent committee members. This director shall report to the Vice-President – Student Outreach and Communicationand VP – Administration as appropriate per duty.
7. Special Events Director:This director works to space plan, procure decorations, and decorate for the UHCL Student Government’s various on-campus events including, but not limited to SG Day, SG President’s Luncheon, and SG Town Hall Meetings. This director shall work with a limited team of individuals to prepare and execute internal SG functions. This director will stand in as a proxy for absent committee members. This director shall report to the President directly.
8. Graduation Honor Cords:
   1. **Purpose:** The SG at UHCL 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. SG Directors commit a large portion of their time and energy to proper governance, outreach, advocacy and leadership. In turn, it is important to justly reward them for the work they contribute with graduation honor cords.
   2. **Earning Cords:** SG Directors must complete the duties that are stated in Article V, section 1. Directors should also complete the list of opportunities below to obtain a minimum of 125 points during one full term or 75 points for 1 semester (half a term). All points must be recorded on a point submission form and submitted to their assigned Executive Council member. SG Directors are encouraged to surpass this minimum requirement.

* **1 point** per meeting – Attend and assist with pre-meetings
* **Double points** – Attend 90% of all SG meetings (depends on how many meetings are held during each term)
* **3 points** – Post flyers and other advertising materials on campus
* **5 points** per event – Volunteering at an off campus event on SG’s behalf
* **5 points** per event – Cooking for SG/volunteering for SG bake sales/SG fundraisers
* **5 points** – Volunteering at an on-campus SG event
* **5 points** per person– Recruit new committee representatives (points given after the Vice President – Committee Coordinator’s approval)
* **5 points –** sell at least 30 raffle tickets (5 points for each additional set of tickets sold)
* **5 points –** participating in a university committee (full attendance) & giving a report at an SG meeting afterwards.
* **10 points per semester** – Holding a Director position (full term gives 25 points)
  1. C**onclusion:** SG Executive Council Directors must keep a written record of all the points they earn and submit them to their assigned Executive Council member for approval. Once the full term is over, the points earned by the SG Directors will be taken into consideration for graduation honor cords (blue, green and gold).

## ARTICLE VI - Election of Executive Council Members

1. The term of office for each position in the Student Government Executive Council is one year, April to April. New SG Executive Council members are installed at the annual Student Life Banquet.
2. Election of Student Government Executive Council members shall take place during a full week of March and will be announced at a regularly scheduled SG meeting. This election will be done on the same ballot as the SG Senate and Shared Governance Elections.
3. The SG Advisor shall be responsible for the following:
   1. Publicizing the election date and deadline for submitting an application throughout campus
   2. Making information and applications available at least thirty school days prior to the election
   3. Collecting all completed applications and ensuring that applicants are aware of election meeting
   4. Preparing ballots and distributing ballots at election
   5. Counting ballots and maintaining completed ballots on file for a period of one year
   6. Notifying the university community of the outcome of the election
4. All candidates for a position on the Student Government Executive Council must make written application for the position on the official application blank. No applications will be accepted after the deadline. Nominations will **not** be accepted from the floor on the day of the election.
5. All candidates for a position on the Student Government Executive Council must attend the regularly scheduled SG meeting during the SG election week (in March). Candidates are invited to make a two-minute presentation to SG representatives. A brief question-and-answer period for all candidates will be held after the last candidate for a given position has completed their presentation.
6. Elections shall be held one at a time, in the following order, with the results announced before the next position is announced: President; Vice President – Committee Coordinator; Vice-President - Student Outreach and Communications; and Vice President – Administration. All candidates shall leave the room during the balloting.
7. In the event there is only one candidate for a given position, a motion for acceptance by acclimation may be made from the floor. The motion must be seconded and pass unanimously for approval; any negative vote shall require a vote by written ballot.
8. Results of balloting for one position shall be announced before a call for presentations from the candidates for the remaining positions.
9. A student may only apply for one position on the Student Government Executive Council.

## ARTICLE VII – Election of Committee Representatives

1. Students are elected and/or appointed through the Student Government to serve as student representatives on most University committees and on various Advisory Boards and Hearing Panels.
2. Committee/board positions are open to all UHCL students in good academic standing. Student representation on university committees is not limited to those students who participate in student organizations or Student Government.
3. Student representatives to university committees serve a one-year term of office, September to August, with the exception of the two 2-year representatives to the Student Life Council.
4. Students must apply for these committee positions, and election by written ballot will be conducted. If an unexpected vacancy occurs in any committee, applications will be accepted and the Student Government Executive Council shall make an appointment from among interested candidates to fill the remainder of the term of office.
5. Students may also apply to serve on Advisory Boards and Hearing Panels. Applications will be reviewed by the appropriate director and the Student Government Executive Council. Appointments and/or recommendations will be announced by letter to all applicants. Task Forces and ad hoc committees are formed throughout the year, and the Student Government Executive Council will make appointments to fill these additional positions from among interested candidates.
6. Student positions on the three Shared Governance Committees include Planning & Budgeting Committee - one student representative; Facilities Support Services Committee - one student representative; University Life Committee - one graduate student representative, one undergraduate student representative. Student positions on General University Committees and Advisory Committees may change from year to year.
7. Elections for Shared Governance Committees shall take place during a full week of March and will be announced at a regularly scheduled SG meeting. These elections will be done on the same ballot as the SG Senate and SG Executive Council Elections. Student Representatives of General University Committees and Advisory Committees will be coordinated and appointed by the SG Executive Council at the start of the Fall semester.
8. A student may hold only two committee positions at the same time. This may include one position on a Shared Governance Committee and one position on either a General University Committee **or** an Advisory Committee, or a combination of two positions on General University Committees or Advisory Committees.
9. The SG Vice President – Committee Coordinator and the SG Advisor shall work closely together to (a) publicize committee elections and unexpected vacancies, (b) solicit applications, (c) prepare all election materials, (d) announce election results to the university community, and (e) orient new student representatives to their committee and responsibilities.
10. In the event there is only one candidate for a given position, a motion for acceptance by acclimation may be made from the floor. The motion must be seconded and then pass unanimously for approval; any negative vote shall require a vote by written ballot.

## ARTICLE VIII - Removal from Office

1. In the event a Student Government Executive Council member is unable to complete their term of office, they shall write a letter of resignation, addressed to the SG Advisor and to the members of the Student Government.
2. In the event an Executive Council member fails to fulfill their obligations or fails to maintain enrollment as a student at UH-Clear Lake, they shall be removed from office. The procedure for removal shall be:
   1. A letter shall be written to the Executive Council member in question by the Assistant Director of Student Life-Student Government and Student Organizations, with copies to the SG Advisor and the Dean of Students, describing the reasons for removal and asking for their resignation. This letter shall be mailed to the Executive Council member in question by certified mail to their home address. The letter shall request a meeting with the Executive Council member in question, the SG Advisor, and the Director of Student Life and the remaining members of the SG Executive Council to discuss the situation and give the Executive Council member a chance to rebut any claims of failure to perform assigned duties. A decision will be made within three working days of this meeting.
   2. The SG Advisor shall notify the Executive Council member in question that they are being removed, and all Student Government members in writing of the Executive Council member’s resignation and call for a special election to fill the position. The vacancy shall be announced campus-wide and applications shall be made available to all interested students.
   3. If the Executive Council member in question protests the removal from office, the decision may be appealed to the Dean of Students.
3. An election to fill the vacancy shall be held at least 14 days after the vacancy is announced during an SG meeting of the Executive Council member’s resignation or removal from office. The election shall be conducted by the SG Advisor.
   1. In the event the Vice President – Student Outreach and Communicationresigns or is removed from office, the Public Relations Director will serve as acting Vice President – Student Outreach and Communication until special elections have concluded.
   2. In the event the Vice President – Administration resigns or is removed from office, the Internal Affairs Director will serve as acting Vice President – Administration until special elections have concluded.
   3. In the event the Vice-President – Committee Coordinator resigns or is removed from office, the President will assume the duties of that office until special elections have concluded.
   4. In the event the President resigns or is removed from office, the Vice President – Committee Coordinator will assume the duties of that office until special elections have concluded.

## ARTICLE IX – Student Government Senate

The Senate will be responsible for discussing academia and SG constitution related issues in Student Government Senate meetings

1. The Student Government Senate will be an elected group of 25 students to represent academia within the university, as well as the betterment of Student Government. The Senate’s 25 seats will be divided up by college and the Council of Organizations equally.
   1. 5 seats will be reserved for the College of Business (3 undergrad/ 2 grad)
   2. 5 seats will be reserved for the College of Human Sciences and Humanities (3 undergrad/ 2 grad)
   3. 5 seats will be reserved for the College of Education (3 undergrad/ 2 grad)
   4. 5 seats will be reserved for the College of Science and Engineering (3 undergrad/ 2 grad)
   5. 5 seats will be reserved for the Council of Organizations (3 undergrad/ 2 grad)
2. Election of the Senate. Elections for the SG Senate shall take place during a full week of March and will be announced at a regularly scheduled SG meeting. These elections will be done on the same ballot as the SG Shared Governance Committees, General University Committees, Advisory Committees and SG Executive Council Elections. If there are not enough Senate applications, then the SG Executive Council reserves the right to appoint Senators after Senate elections have ended. Senator terms will be a one-year term and will start and end at the end of the Spring long semester. Students can run more than one term.
3. Responsibility of Senators. Senators will be broken into two types: College Senators and Council of Organization Senators.
   1. College Senators will be responsible for the following:
      1. Surveying students about Academic needs/issues
      2. Act as a liaison between students and the respective college
      3. Meet with respective college faculty
      4. Host a SG table or town hall at least twice each long semester
      5. Solicit for Committee Representatives
      6. Attend all SG Senate meetings
   2. Council of Organization Senators will be responsible for the following:
      1. Survey student organization students about needs/issues
      2. Report Senate meetings back to Council of Organizations
      3. Act as a liaison between Senate and student organization
      4. Host a SG table or town hall at least twice each long semester
      5. Solicit for Committee Representatives
      6. Attend all SG Senate meetings
4. The Student Government Senate meetings will be held on a Thursday from 11:30 a.m. to 1:00 p.m. There will be a total of 7 Senate meetings, and will be divided up by 4 meetings in the Fall long semester, and 3 meetings in the Spring long semester (one meeting per whole month, two meetings in November). These meetings will be mandatory for individuals holding a seat in the Senate. The President of SG will set the meeting agenda and preside over the meeting. In order to reserve space on the Senate agenda, student Senators will need to submit a request to the President at least 2 weeks prior to the set Senate meeting. Only Senators can submit requests to acquire a spot on the agenda. Student Senate meetings must have an open forum at the end of the meeting, at least 30 minutes, unless there is a motion in favor of ending the meeting without it. The SG President & Vice President Administration must be present for all Senate meetings. The Senate meetings will be conducted as open meetings. Senators will have a placard bearing their position name (i.e. College of Business Undergrad/Grad, or Council of Organizations Undergrad/Grad). The Senate meetings will be conducted as open meetings. Senators will have a placard bearing their position name (i.e. College of Business Undergrad/Grad, or Council of Organizations Undergrad/Grad). Senate meetings will be conducted as follows:
5. Call to Order - the President
6. Roll Call is conducted through a sign-in sheet which will be passed around or made available during the meeting. It is the responsibility of each Senator, not of the Vice President - Administration, to ensure that they are signed in at each meeting.
7. Approval of the minutes of the previous meeting - the President shall call for approval of the minutes; a motion is not required.
8. Obtaining the Floor:
   1. A Senator shall not talk when someone else has the floor; cross talk is discouraged.
   2. To obtain the floor (be recognized by the President), a Senator shall raise their placard and wait until the President has acknowledged him or her before speaking.
9. The President has responsibility for maintaining order in the meeting. If they are unable to maintain or restore order, the President has the authority to adjourn the meeting.
   1. Adjournment is the President’s responsibility; no motion is necessary.
10. Voting Procedures:
    1. Discussion on an item is brought to the floor by making a motion.
    2. The motion must have a second.
    3. The President shall restate the motion and ask for discussion on the motion.
    4. After discussion is complete or when the President believes that discussion has become repetitive, they shall call for a vote on the issue. The President shall summarize all points made, restate the motion, and state the method of vote (show of placard or written ballot).
    5. Votes are determined by in the following fashion:
       1. Yes or In Favor – the organizational representative is in favor of the proposed motion
       2. No or Opposed– the organizational representative is not in favor of the proposed motion
       3. Abstain – the organizational representative is wishing to not cast a vote on the proposed motion. A vote of abstention is not counted toward the motion.
    6. A simple majority will be used to clarify if the motion has passed
    7. Results of the vote shall be clearly stated (e.g., “the motion passes by a vote of 20 yes and 4 no”).
11. Open Forum:
    1. Any student will have the opportunity to speak during this section.

To help meetings run smoothly and effectively, SG Senators should (a) review the meeting agenda; (b) know the meeting procedures and policies; (c) arrive on time; (d) limit discussion to the item on the floor and refrain from cross-talk with one’s neighbors; and (e) stay until the meeting is adjourned to maintain a quorum.

1. Removal of a Senator. In the event a Senator is unable to complete their term of office, they shall write a letter of resignation, addressed to the SG Advisor and to the Executive Council of the Student Government.
2. In the event an Executive Council member fails to fulfill their obligations or fails to maintain enrollment as a student at UH-Clear Lake, they shall be removed from office. The procedure for removal shall be:
   1. A letter shall be written by the SG Executive Council to the Senator with a copy to the SG Advisor describing the reasons for removal and asking for their resignation. It will be the Senators responsibility for setting up a meeting with the SG Executive Council and the SG advisor to rebut the claims. A decision will be made within three working days of this meeting. If a senator does not schedule a meeting within a week of the letter being sent, then the Senator can be removed from their seat by the SG Executive Council.
   2. The SG Advisor shall notify the Senator in question that they are being removed, and the SG Executive Council. The SG Executive Council will then call for a special election to fill the position. The vacancy shall be announced campus-wide and applications shall be made available to all students.
3. An election to fill the vacancy shall be held at least 14 days after the vacancy is announced during an SG Senate meeting of the Senator’s resignation or removal from office. The election shall be conducted by the SG Advisor and will adhere to this Article upon elections.
4. Honor Stoles. Senators will be eligible to earn graduation stoles by completing their term and abiding to the duties stated in this Article from the beginning of their term until the end of their term. Once their term has ended, and the Senator is eligible for a graduation stole, then they will be given a stole by the SG Executive Council paid for with Maintenance and Operation Funds.

**ARTICLE IX – Campaigning**

Definition of Campaigning:

* Campaigning is defined as the intentional direct or indirect solicitation of votes, the purposeful bolstering of one’s personal brand and/or name, and/or any form of personal, group, or mass advertising initiated by a known and/or prospective candidate or campaign staff member with the purpose of effecting the election outcome.

Prohibitions on Campaigning:

* All campaigning is subject to the authority of entities or individuals that have jurisdiction over the location in which campaigning is occurring.
* All campaign advertisements/flyers must meet the standard of the Student Organizations Campus Flyer & Campus TV Advertisement Instructions.
* No campaigning may use personal property without the consent of the owner.
* No campaigning may interfere with the online voting system
* No candidate or party may campaign door to door in residence halls or take any other action that violates University of Houston – Clear Lake Student Housing & Residential Life Policy.
* No campaigning may occur before the start of the official campaigning period as dictated by the SG Executive Council.
* The SG Executive Council may not place the start of the campaigning period before the end of the candidate-filing period.
* No candidate will utilize any materials or resources provided by the University (excluding sanctioned university postings and resources provided by the election commission) or Student Organizations for the purposes of campaigning or housing campaign materials, despite receiving prior permission or not.
* No candidate, or authorized person thereof, may, in the course of campaigning, disrupt any academic function.
* No candidate, or authorized representative thereof, may distribute or make available any campaign material prior to the commencement of the campaign period. This section will also apply to the creation and availability of any website, social networking group, or other online campaign tool.
* No university academic system, such as Blackboard, may be used to promote, aid, or advertise any campaign. This includes mass emails to students.

## ARTICLE X - Amendments to the Constitution and By-Laws

Members may propose changes to this constitution and by-laws at any time by submitting proposals in writing to the Student Government Executive Council. Proposed changes to this constitution shall only be voted on during the regular long semesters, *excluding* summer semesters. The constitution and by-laws may be amended by a two-thirds majority vote at a regularly scheduled meeting of the Student Government, following a thirty-day review period.

1. Second week in September – announce the annual review and the deadline to submit proposed amendments.
2. First week in October – a copy of all proposed amendments shall be made available to SG members and to the Dean of Students.
3. A 30-day period shall follow to all SG members to review the proposed changes.
4. First week in November – all proposed changes are discussed and voted on as appropriate in the SG meeting, continuing into the second week of November if necessary.
5. Special sessions can be designated by the Student Government Executive Council to review and change the constitution any time during the regular school year (August to May) by providing a 30-day period for members to review proposed changes, consult with other officers and members of their organization, and discuss in an SG meeting. A vote on proposed amendments shall be made at the SG meeting following the 30-day review period and discussion.

## ARTICLE XI – Anti-Hazing and Non-Discrimination

1. **Anti-Hazing Clause**: 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).
2. **Non-Discrimination Clause**: 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, or veteran status except where such distinction is required by law. Additionally, the UH System prohibits discrimination based on sexual orientation, gender identity or gender expression.

* Original document approved: March 4, 1997
* Amended: November 17, 1998
* Amended: October 5, 1999
* Amended: Spring 2000
* Amended: September 27 and October 1, 2002
* Amended: October 26, 2004;November 2, 2004; and January 25, 2005 - Approved by Student Life Council on March 31, 2005 and July 25, 2005. Review by University Life Committee is pending.
* Amended: November 8, 2005 and February 21, 2006. Changes approved by SG in November and one change from February Art. V paragraph B) have been approved by the Student Life Council. Other changes are pending approval in Student Life Council.
* Shared Governance information updated: Fall 2007
* Amended: Fall 2009: Approved February 3, 2009: “Role and Scope” Amended to add a 4th primary purpose as “1. To be advocates for and speak on behalf the student body at large”.
* Amendment: Effective Fall 2009: Approved February 3, 2009: Stricken – “Attendance percentage will be calculated using the formula number of meetings attended divided by the number of meeting held minus 1 with total percentage never to exceed 100%.” from Article 1, Section 1 “Organization Representative”
* Amended: Fall 2009: Approved February 3, 2009: “Article II – Meetings” Section 8 added to “Voting on Fund Requests”, to clarify abstaining from voting as a non-vote.
* Amended: 4/10/2009: Approved April 7, 2009: “Article II – Meeting” Section 7. “Voting Procedures”, § (d) amended and § (e), (f) & (g) be added to clarify abstaining from voting as a non-vote.
* Amended: Fall 2009: Approved February 3, 2009: “Article IV – SG Executive Council Members and Responsibilities” Section 2. “The duties of the Executive Council members shall be:” § 3, the word “UHCLIDIAN” be replaced with the words “The Signal”
* Amended: 9/16/2010: Approved April 7, 2009: “Article VII – Election of Committee Representatives §add “7. In the event there is only one candidate for a given position, a motion for acceptance by acclimation may be made from the floor. The motion must be seconded and then pass unanimously for approval; any negative vote shall require a vote by written ballot.”
* Amended: 9/16/2020: Approved April 7, 2009: “Article VI – Election of Executive Council Members § amend as follows: “10. In the event there is only one candidate for a given position, a motion for acceptance by acclimation may be made from the floor. The motion must be seconded and pass unanimously for approval; any negative vote shall require a vote by written ballot.”
* Amended: 9/16/2010: Approved January 26, 2010: addition of new Article V “Article V – Office of the Executive Council” § added new article, removed Article IV. Section 4, and adjusted Article bullets as per approved amendment.
* Amended: 9/16/2010: Approved September 14, 2010: grammatical correction to “Mission Statement: Role and Scope:”: addition of “of” in number 1. “1. To be advocates for and speak on behalf of the student body at large.”
* Amended: 10/29/2013: Approved 10/8/2013: “Article IV – SG Executive Council Members and Responsibilities” § re-addition of Section 4 titled: “Graduation Stoles.”
* Amended: 10/29/2013: Approved 10/8/2013 “Article V – Office of the Executive Council” § change of direction for the External Affairs Director. Amend as follows: “This director shall report to the President directly.”
* Amended: 10/29/2013: Approved 10/8/ 2013: “Article VIII – Removal from Office” & Article V, Sections 1b and 1d § change of timeframe from “within two weeks of the Executive Council member’s resignation” to “at least 14 days after the vacancy is announced” to re-elect new Executive Council officers as well as addition of temporary replacements before a re-election is conducted.
* Amended: 10/29/2013: Approved 10/8/2013: “Article V – Office of the Executive Council” § addition of Section 2 titled: “Graduation Honor Cords.”
* Amended: 10/29/2013: Approved 10/8/2013: “Addendum, Section 4.” Travel event fund requests have increased accordingly by varied increments of $200-$600 as the Student Services annual fee allotment given to SG has not been increased. Approved 10/25/2013 by the Student Life Council.
* Amended 5/22/17
* Amended 3/29/19
* Amended 11/14/21: Approved 10/12/21: “Administrative Amendment: To remove any offices or committees that no longer exist at UHCL (e.g., Student Life Office, Student Life Council, Associate Vice President for Student Services)
* Amended 11/14/21: Approved 10/12/21: “Administrative Amendment: To update the Constitution to add gender-inclusive language changing he/him/his or she/her/hers pronouns to they/them/theirs.
* Amended 11/14/21: Approved 10/12/21: “Administrative Amendment: To change the words to Student Government from Student Government Association.
* Amended 11/14/21: Approved 11/02/21: “Addendum, Section 1, Subsection 2, strike “SG will not underwrite the distribution of food & drink at any event.”
* Amended 11/14/21: Approved 11/02/21: “Addendum, Section 3, Funding Guidelines, strike “200 for one” and replace with “$399 for two”
* Amended 11/14/21: Approved 11/02/21: “Addendum, Section 3, Funding Guidelines, strike “$2000” and replace with 30%

## ADDENDUM to Student Government By-Laws Student Government Funding Guidelines (Approved by SG on 10/26/2004, by the Student Life Council on 7/25/2005, approval from University Life Committee pending)

Section 1. The Student Life Council has imposed the following guidelines. These guidelines may only be amended by the Student Life Council.

* The Student Government may not fund operational expenses for student organizations (paper, photocopying, newsletters, etc.).
* In order to request $400 or more from SG for any particular event, at least two of the organization’s officers must have attended all required workshops outlined by the Office of Student Involvement & Leadership.

Section 2. The Student Government has imposed the following guidelines, which may be amended by the Student Government during their annual review process:

* SG will not subsidize 100% of any student organization’s total activities for any semester.
* SG will not fund more than 50% of the cost of any event excluding speaker fees of $100 or less or travel events.
* SG funds are intended for developmental events sponsored by registered UHCL student organizations.
* SG funds may be allocated for social events as described in Section 3 below.
* SG funds may not be used for fund raising or philanthropic events, based on State laws and/or UH System policies on appropriate use of State funds.
* Student organizations should provide a substantial portion of their own income by collecting dues and scheduling fund raising activities.
* Organizations may satisfy their funding requirements in part by seeking free programs, entertainment, or speakers from their professional community.
* Organizations shall submit a complete written budget for all fund requests of $200 or more or for any travel event on the form provided and submit all required documents to the Office of Student Involvement & Leadership for approval.

Section 3.SG Funds and Social Events - A registered UHCL student organization may request a **maximum** of $399 for **two** social events per academic year.

* To be eligible for SG funding, this event must be open to the entire campus community **and** this must be an on-campus event.
* Multiple organizations may choose to co-sponsor a campus-wide social event, and each co-sponsoring organization may request this $200 allocation.
* A maximum of 30% **total** from SG allocation funds may be allocated per academic year for social events.

Section 4.When organizations request SG funds of $400 or more, SG representatives require additional time for review and consideration. The following additional guidelines shall apply to these events

* The appropriate paperwork should be submitted to the Office of Student Involvement & Leadership a **minimum of four weeks** prior to the event.
* The request must be presented at two consecutive SG meetings to allow SG representatives adequate time to consider the request.
* Copies of the approved budget must be made available to SG representatives at both of these meetings. Approximately fifty copies of the approved budget must be distributed at the initial presentation meeting, with approximately twenty additional copies provided at the SG meeting for the second presentation.

**If requesting SG funds for a travel event, the following rules apply:**

1. Maximum Payment for a Travel Event:  
     
   Total Amount If Driving Total Amount If Flying  
   1 Student…………$200 1 Student……….....…..$400  
   2 Students…….…..$400 2 Students…………….$800  
   3 Students…….…..$600 3 Students……….….$1,200  
   4 Students…….…..$800 4 Students……….….$1,600  
   5+ Students…..…$1,000 5+ Students………...$2,000
2. A registered organization may request funds for **two** travel events per academic year:
3. regardless of the mode of travel
4. based on the same dollar amounts per person as listed in (a) above
5. with the **maximum total** allocation per organization **not to exceed $2,000** per academic year
6. The Special Event Form must be accompanied by a Budget for Travel Event – SG Funds Form, regardless of the amount of funds being requested.
7. Requests of $750 or more must be presented at two consecutive SG meetings to allow SG Representatives adequate time to consider the request.
8. Only students enrolled during the semester in which travel will occur can be reimbursed with SG funds.
9. Under no circumstances will SG fund more than 45% of the total cost of a travel event.

**Funding Criteria *-*** The criteria for evaluating funds requests are listed below, and each criterion should be given careful consideration.

* Attendance in at least 51% of the SG meetings for the academic year, up to and including the meeting at which the fund request is presented.
* Well-planned event/project/activity - shown by timely completion of required paperwork, efforts made to adequately fund the event/project/activity from sources other than SG, and well-prepared presentation(s) to SG.