



We the Students of Ferris State University, in Order to make Our Voice heard, establish a stable Student Democracy, and provide a Fertile Ground for the expression of Our Ideas and Diversity, put forth this Constitution to be the Guide for all elected Student Governments of Ferris State University forever from this day, the ninth of June two thousand and three.

## **Article I Ferris State University Student Government Association**

### **Section 1 Name**

This organization shall be know as the Ferris State University Student Government Association.

### **Section 2 Mission**

The mission of the Student Government of Ferris State University is to represent student interests in all aspects of campus life as well as maintain open channels of communication between students, faculty, staff, administration, and the Big Rapids community

### **Section 3 Members**

#### **Subsection A – Member Requirements**

All Student Government Association Members, voting, and non-voting, will hereby follow the Student Government Association Mission Statement with respect to all actions completed by Student Government Association.

All members of the Student Government Association shall be required to fulfill one scheduled, and one unscheduled office hour, for a total of two office hours per week.

#### **Subsection B - Grade Requirement**

All Members, this includes Senators, Representatives, Cabinet, Committee Chairs, Finance Division, and Incoming Members (including all freshmen and transfer students) must have a cumulative GPA of no less than two and one-half on a four point scale. If a

Student is currently in a Graduate Program, the current GPA will be used. If a member does not meet these guidelines, and they will not be allowed Voting Rights, Representation, or Titles until Expectations are met.

Release of Grade Forms (FERPA Forms) must be signed at the beginning of each semester or term. Failure to sign the Release Form will result in an immediate forfeiture of membership. The Student Government President will be the only one notified of members not meeting the Grade Expectation and will then notify the Student. In the case of Finance Division Members, the President will notify the Director of Finance, who will then notify the Student. Any Administrative Assistant will not be subject to these rules, due to their employment, but will be notified by the President if not meeting expectations.

### **Subsection C – Application Process**

All students seeking membership into Student Government General Assembly and Finance Division must follow the application process outlined in the Mandate of Internal Assessment.

## **Article II Legislative Powers**

### **Section 1 General Assembly**

All legislative powers shall be vested in the General Assembly of the Ferris State University Student Government Association.

The General Assembly shall be comprised of two voting bodies; a House of Representatives and a Senate. Members representing any Academic college shall be considered Senators and shall act as members of the Senate. Members representing a Registered Student Organization (herein referred to as RSO) shall be considered Representatives and shall act as members of the House of Representatives. The General Assembly of The Student Government Association shall include all Senators, Representatives, the President, the Parliamentarian, the Administrative Assistant, and the Cabinet.

All Representatives and Senators shall perform minimum duties including, but not limited to, holding two regular office hours weekly, serving on one internal committee, and serving on one campus-wide committee. Members are required to attend at least two programs that are sponsored by Student Government Association. Attendance at these events can constitute towards a member's required volunteer hours. All members are asked to do two volunteer hours toward Student Government Association per Semester.

Any member who cannot attend weekly General Assembly Meetings will be asked to forfeit their voting rights until they are able to attend meetings. They will still be considered Student Government Association Members and be allowed to sit and chair committees.

A Majority of Senators in the Senate and a Majority of Representatives in the House of Representatives shall constitute Quorum to do business. Quorum shall consist of 50% plus one of all active senators and representatives. Suspension of the rules will only be allowed for approval of the minutes, allocations under \$10,000, tabling, and adjourning the meeting.

All Members shall take an Oath of Office binding each Member to this Constitution and to his or her position as appointed as well sign a code of conduct as deemed by the Director of Internal Assessment.

## **Section 2    Legislation**

Only active Representatives, Senators, and members of the Cabinet shall have the ability to propose legislation to the General Assembly. This excludes the president.

Legislation, to be enacted, shall be presented to both the Senate and the House of Representatives, and shall be voted on by each body. Both the Senate and House of Representatives must approve legislation in order for it to be enacted. If either the Senate or the House of Representatives do not pass the legislation, the legislation will fail. In order for legislation to pass, attendance must constitute quorum as described above.

The President shall be empowered to override, at his or her discretion, either body on any legislative vote with support of a nine-tenths vote from the body that passed said legislation and with support of the Executive Vice President.

All legislation which shall have passed both the Senate and the House of Representatives shall, before its enactment, be presented to the President; if approved, he or she shall sign it, but if not he or she shall return it, with his or her objections for reconsideration. If after such reconsideration, two-thirds of both the Senate and the House of Representatives vote again to pass such legislation, it shall be enacted.

### **Section 3    Senate**

Senators will be elected by the students in their respective Academic Colleges.

Each Academic College, according to fall-semester full-time enrollment on the seventh day of classes, shall hold one seat for each three hundred students enrolled. No College shall hold less than one Seat in the Senate.

In the event the enrollment in a given College exceeds a multiple of three hundred, the number of seats shall increase by one only if one hundred fifty-one Students remain after accounting all divisions of three hundred.

When vacancies occur in the Senate, any student of Ferris State University, enrolled in the College where the vacancy has occurred, may fill the vacancy after attending no less than three regular meetings of the General Assembly, issue an application to the Director of Internal Assessment, procuring no less than fifty signatures from students within the appropriate College, and procuring Majority Consent of the General Assembly as a combined body.

Each Senator shall report the actions of the General Assembly to the students of his or her respective College as appropriate.

No less than twice a semester, each Senator shall meet with the Dean, or the Dean's Designee, of the College to which each Senator is elected.

A Senator elected by the student body or appointed to a vacancy by the General Assembly shall serve until the last day of classes of the current term which they are fulfilling.

### **Section 4    House of Representatives**

Each RSO in Good Standing, as defined by the Office of Student Leadership and Activities, shall be eligible to hold one Seat on the House of Representatives.

Registered Student Organizations wishing to establish a seat in the House of Representatives must elect or appoint an active member from within their organization to act as Representative for said organization. The prospective Representative must attend no less than three regular General Assembly Meetings, issue an application to the Director of Internal Assessment, procure signatures from at least 50 current active members or nine-tenths of current active members in the event membership is less than 50 members, and procure Majority Consent of the General Assembly as a combined body.

Each Representative shall report the actions of the General Assembly to the students of his or her Organization as appropriate.

A Representative shall serve until the last day of classes of the current term which they are fulfilling and may be reappointed by their RSO for any following terms.

## **Section 5     Appropriations and Allocations**

### **Subsection A – The Student Government Fee**

The General Assembly shall oversee the dissemination of the Student Government Fee, and all other Funds awarded to the Student Government Association, by Ferris State University.

The President, with Consent of the Treasurer, shall have Power to allocate a portion of the Student Government Fee determined at the start of each Semester, without Majority Consent of the General Assembly.

This shall be in accordance with the “Rules of Internal Allocation.”

### **Subsection B – The Student Activity Fee**

The Finance Division shall oversee the Student Activity Fee with the appropriate approval of the General Assembly. This shall be in accordance with the “Rules of Appropriation and Allocation.”

## **Section 6     Impeachment**

Sole right of impeachment rests with the General Assembly. Impeachment Charges may be brought to the Cabinet or the Director of Internal Assessment, by any Member, against any Member. The Impeachment Procedure specified by the most current edition of Robert’s Rules of Order shall be followed; Exemptions from the Procedure specified shall include all Time Constraints: no Time Constraint shall exceed seven days.

## **Article III             Executive Power**

### **Section 1     The President**

All Executive Powers shall be vested in the President of the Student Government Association of Ferris State University.

The President shall present, to the General Assembly, at the first meeting of the fall semester, or the first meeting of his or her term, a Governing Document that shall serve as the outline of order for the General Assembly for the term of that President. The Governing Document shall include, but is not limited to, the President’s proposed committee structure as well as the

appointment nominees for each appointed and cabinet position. A Governing Document must be approved by a majority of the General Assembly during the first General Assembly meeting of a Presidential term.

The President shall appoint a Cabinet, with majority consent of the General Assembly, including The Executive Vice President, Treasurer, Director of Finance, Director of Internal Assessment, Parliamentarian, and Administrative Assistant.

The President shall have Power to create or dissolve any Committee of the General Assembly with Majority Consent of the General Assembly.

The President shall have Power to make Executive Orders, which reflect the Best Interest of the Students of Ferris State University, with Consent of no less than one Executive Vice President of the Student Government Association of Ferris State University.

The President, or his or her Designee, shall represent the Students of Ferris State University at the Meetings of the following (but not limited to): The University Planning committee, the Leadership Council, the Friends of Ferris, and the Board of Trustees. The Executive President will also be required to meet weekly with the Advisors to the General Assembly, and will meet at least once a semester with the President of Ferris State University.

The President shall present a State of the Student Union Address once per term of Office. The State of the Student Union Address shall communicate the Goals and Priorities of the President for the current and following Academic Years.

The President shall chair all Meetings of the General Assembly and cast a vote only in the event of an Even Division of Votes. The President shall retain Speaking Privileges as appropriate.

## **Section 2    The Cabinet**

The Cabinet shall serve as Direct Advisors to the President. The Cabinet shall meet no less than monthly with the President and shall give a Report to the President no less than weekly.

The Cabinet shall oversee, as delegated by the President, the Actions of the Committees of the General Assembly and report such Actions to the Executive Vice President as appropriate. The Executive Vice President shall issue the Manual of Duties to each Committee Chair, as appropriate, after majority Consent of the General Assembly to the Manual.

The Executive Vice President, Parliamentarian, Director of Internal Assessment, Treasurer, Director of Finance, and Administrative Assistant shall retain speaking privileges, during regular meetings of the General Assembly, but shall not cast a vote.

The Executive Vice President, to be indicated in the Governing Document by the President, shall serve as President *pro tempore*, in the absence of the President, with the Consent of the President if available or the General Assembly if not available. If the Executive Vice President is unavailable, the Order of Succession will apply.

### **Section 3     Executive Administrative Assistant**

The Executive Administrative Assistant shall be appointed as Staff of Ferris State University.

The Executive Administrative Assistant shall hold administrative duties, including, but not limited to: holding ten regular office hours weekly including two concurrently with the President, maintaining the order and function of the office, maintaining archives, preparing materials for dissemination to the members of the General Assembly, including the recording of Minutes of each regular meeting of the General Assembly, and assisting the Administrative Assistant to the Director of Finance whenever possible.

The Executive Administrative Assistant shall retain Speaking Privileges, during regular Meetings of the General Assembly, but shall not cast a Vote. The Executive Administrative Assistant may not concurrently hold Office as a Representative, the President, or Executive Vice President. The Executive Administrative Assistant may not author but, as a Student of Ferris State University, may cosponsor Legislation.

### **Section 4     Administrative Assistant to the Director of Finance**

The Administrative Assistant to the Director of Finance shall be appointed as Staff of Ferris State University and shall be appointed by the Director of Finance with the final approval of the Executive President.

The Administrative Assistant to the Director of Finance shall hold administrative duties as outline in the Rules of Appropriation and Allocation.

### **Section 5     Parliamentarian**

The Parliamentarian shall be responsible for the reading, implementing, and understanding of Parliamentary Procedure as defined by the most current edition of Robert's Rules of Order. A copy of the most current edition of Robert's Rules of Order shall be furnished to the Parliamentarian upon appointment.

The Parliamentarian shall be responsible for the reading, interpreting, and understanding of this Constitution and all other documents of the General Assembly and its Committees. The Parliamentarian shall maintain this Constitution and review it as necessary.

The Parliamentarian shall report all violations of this Constitution to the Internal Assessment Committee; all violations of Robert's Rules of Order shall be reported to the President.

The Parliamentarian shall retain speaking privileges, during regular meetings of the General Assembly, but shall not cast a vote. The parliamentarian may not concurrently hold office as a Representative, Senator, Executive Vice President, or the Executive President, unless a Parliamentarian cannot be accounted for, at which time, the Executive Vice President may temporarily fulfill this obligation.

The Parliamentarian may not author but, as a Student of Ferris State University, may cosponsor Legislation; the Parliamentarian may author Legislation only if such Legislation is a direct Amendment to this constitution or any other Governing Document of the General Assembly and its Committee.

## **Section 6     Committee Chairs**

The Committee Chairs shall serve as Direct Advisors to the Executive Vice President, unless otherwise specified by the President. The Committee Chairs shall meet no less than monthly with the Executive Vice President delegated by the President to oversee the Committee Chair and shall give report to such Executive Vice President no less than weekly.

The Committee Chairs shall oversee, as delegated by the President, the Actions of the Committees of the General Assembly. The Executive Vice President shall issue the Manual of Duties to each Committee Chair, as appropriate, after majority Consent of the General Assembly to the Manual.

The Committee Chair shall report, to the General Assembly, the Actions of the committee at each regular meeting of the General Assembly following any meeting of said committee.

## **Article IV           Internal Committees**

### **Section 1     Obligate Committees**

The Finance Division as well as the Internal Assessment Committee must be established by the General Assembly, for the entirety of every Academic Year, at the Beginning of each Fall Semester.

The Finance Division shall operate under the "Rules of Appropriation and Allocation."

The Internal Assessment Committee shall operate under the "Mandate of Internal Assessment." Elections shall be overseen by the Internal Assessment Committee.

## **Section 2     Facultative Committees**

Facultative Committees shall include permanent as well as *ad hoc* Committees created by the President, with Majority Consent of the General Assembly.

Permanent Facultative Committees shall exist for the duration of one Academic Year or one term of Presidency of the Student Government Association of Ferris State University, whichever is shorter.

*Ad hoc* Committees shall exist until such Objectives as presented in the Manual of Duties of the Chair have been completed in full and such final Progress has been reported to the General Assembly to its Satisfaction.

## **Article V             Meetings and Legislation**

### **Section 1     Meetings**

The General Assembly shall meet at a set time each week. The meeting time shall be determined by the President (or President Elect following an election) and the General Assembly informed of regular meeting times no later than the final meeting of the semester immediately preceding their term.

Advisors to the General Assembly shall attend the scheduled weekly meetings and will provide the General Assembly with the current on goings of the University.

All Members must attend regular meetings of the General Assembly. If a Representative or Senator is absent for three meetings during a semester, without prior approval from the Director of Internal Assessment, then the Representative or Senator forfeits his or her seat, voting rights, and all other benefits associated with membership in Student Government Association, and must complete the application process again to obtain representation. In the event that an Active Member cannot attend concurrent weekly meetings due to class conflicts, said member shall maintain membership but forfeit their voting rights. Voting rights shall be reinstated with majority vote of the General Assembly once the class conflict has been resolved. Tardiness, without prior approval from the Director of Internal Assessment, shall constitute an absence at the discretion of the Director of Internal Assessment. Leaving early, without prior approval from the Director of Internal Assessment, shall constitute an absence at the discretion of the Chair.

Professional attire shall be expected at all Meetings of the General Assembly and its Committees. Any allegation of questionable Attire shall be brought before the Director of Internal Assessment.

## **Section 2    Legislative Procedure**

Legislation shall include any proposed Resolution, Amendment, or Committee Recommendation.

Legislation must be presented to the Parliamentarian, in writing, for editing, no later than four days prior to the General Assembly meeting at which the Legislation is to be brought to the floor. The Parliamentarian must present legislation to the Executive Administrative Assistant for dissemination to the General Assembly no later than two days prior to the General Assembly meeting at which the Legislation is to be brought to the floor.

When Legislation is brought to the Floor, the Author of the Legislation shall present the Legislation and field Questions from the General Assembly. This shall be known as the First Reading.

After consideration of any Legislation for, but not less than, one week by the Members, a vote may be proposed, by motion, at any meeting of the General Assembly by any Representative or Senator. This shall be known as the Second Reading.

When Legislation is proposed for amending the Rules of Appropriation and Allocation, pertaining to the Student Activity Fee, the Finance Division must approve Legislation before being brought to the General Assembly.

## **Section 3    Amendment**

This Constitution or any other document specified herein may be amended at any regular meeting of the General Assembly. Any amendment shall be presented as legislation as specified by this Constitution. Amendment to this Constitution shall require nine-tenths Consent; amendment to any other document of the General Assembly or its Committees shall require two-thirds Consent.