



STUDENT GOVERNMENT ASSOCIATION

TEXAS WOMAN'S UNIVERSITY

The Student Government Association (SGA) at Texas Woman's University represents all members of the student body through its various branches. Whether you are a new, returning or graduate student, every student has an opportunity to shape the campus community by participating and getting involved.

Our Branches

TWU SGA Executive Board

The SGA Executive Board is an executive branch of SGA that promotes cooperation among the students, faculty, staff and administration of Texas Woman's University, and coordinates the efforts, resources, and communications throughout SGA. The SGA Executive Board is comprised of the President of the SGA, Executive Vice President, Associate Vice President for Internal Affairs, Associate Vice President for Student Organizations, Associate Vice President of Public Relations, Executive Treasurer, and Executive Secretary.

TWU Student Senate

The Senate is the legislative branch of SGA and serves as the active voice of the student body. Its membership shall consist of the Executive Vice President (who is the presiding officer of the Student Senate Branch), Student Senate Pro-Tempore, and Student Senate Secretary. It also consists of at least two (2) Senators elected to each college or school of the University. Also, two (2) Senators will be elected to represent these student populations as follows: Commuters, Residential, and Non-traditional students.

SGA Executive Board

Qualifications to Serve:

In order to serve as a member of the Executive Board, a student must meet the following standards:

- A. Each member must be in good standing with the University.
- B. The **President** of the SGA shall meet the following additional qualifications in order to be eligible for office:
 - All Students
 - Must have been a member of SGA for at least 2 semesters.
 - Must have and maintain a cumulative grade point average (GPA) of at least 3.0.
 - Undergraduate students:
 - Completion of 24 semester credit hours with at least 15 of the semester credit hours completed at Texas Woman's University.
 - Graduate students:
 - Completion of 9 semester credit hours with at least 9 of the semester credit hours completed at Texas Woman's University.
- C. All **other members** of the Executive Board shall meet the following qualifications to be eligible for office:
 - All students:
 - Demonstrated active involvement in at least one Texas Woman's University student organization for at least one semester.
 - Undergraduate students:
 - Completion of 24 semester credit hours with at least 12 of the semester credit hours completed at Texas Woman's University
 - Must have and maintain a cumulative grade point average (GPA) of at least 2.75
 - Graduate students:
 - Completion of 9 semester credit hours with at least 9 of the semester credit hours completed at Texas Woman's University.
 - Must have and maintain cumulative grade point average (GPA) of at least 3.0.
 - Executive Vice President only:
 - Must have been a member of the Student Senate Branch for at least 2 consecutive semesters

Positions and Brief Descriptions:

A. President

- Facilitate and attend weekly SGA Executive Board Meetings.
- Has authority to call meetings of SGA by the posting of a written notice at least 48 hours in advance of the intended meeting.
- Meet weekly with the SGA advisor.



- Shall have the authority to issue Executive Orders pursuant to her/his duties.
- Has the responsibility to execute all powers and duties contained within this Constitution and By-laws.
- May vote on Executive Board matters only when necessary to break a tie.
- Shall have the authority to delegate appointments on behalf of the SGA as required by the University community.
- Shall administer the Oath of Office to all SGA officers.
- Shall represent SGA at official University functions.
- Shall present the budgetary requests to the Student Service Fee Committee for SGA.
- Shall attend one Student Senate General Meeting and one Meeting for each SGA Committee every semester.
- Shall keep contact with the Presidents of student governments at the Dallas and Houston campuses

B. Executive Vice President

- Attend weekly SGA Executive Board Meetings to represent Student Senate.
- Is the presiding officer of Student Senate Branch.
- Shall preside over all Student Senate General Meetings.
- Shall not vote in matters being considered by their respective branch except to break a tie.
- Shall have the authority to make appointments to fill positions or vacancies according to the Student Senate By-laws.
- Shall have the responsibility to maintain a current copy of the Student Senate Bylaws as required by President of SGA.
- Shall succeed the president as outlined in the vacancy and succession clause in the SGA Constitution.
- Meet as directed with Advisor.

C. Associate Vice President for Internal Affairs

- Attend weekly SGA Executive Board meetings.
- Update and maintain the SGA Constitution and By-laws.
- Create and develop retreats and trainings for the SGA Executive Board in coordination with SGA President.
- Chairs the Judiciary Committee.
- Shall not vote in matters being considered by their respective committee except to break a tie.
- Updates and maintains the Election Code, chairs the Election Commission and coordinates the SGA Election process. If running for a position in SGA, the President will appoint a chair for the Election Commission.
- Meet as directed with Advisor.

D. Associate Vice President for Student Organization

- Attend weekly SGA Executive Board Meetings.
- Represents student organizations and their interests at the SGA Executive Board Meetings.
- Chairs the Student Organization Committee.



- Builds a rapport and keeps a working relationship with student organizations on behalf of SGA.
- Meet as directed with Advisor

E. Assistant Vice President of Public Relations

- Attend weekly SGA Executive Board Meetings.
- Responsible for the promotion and presentation of SGA throughout the University and community via print, digital, and social media.
- Responsible for activities pertaining to the recruitment of SGA members, including but not limited to social event planning, hosting information sessions, and giving formal presentations.
- Chairs the Public Relations Committee.
- Sits on the Election Commission. If running for a position in SGA, the President will appoint another Executive Board member for the Election Commission.
- Meets as directed with Advisor.

F. Executive Treasurer

- Attend weekly SGA Executive Board Meetings.
- Shall maintain all financial information required by SGA related to funds generated or appropriated for its usage.
- Shall approve all expenditures of SGA prior to the submission to the Center for Student Development for processing.
- Chairs the SGA Finance Committee.
- Gives a monthly Budget Report to the Executive Board.
- Shall serve on the Student Service Fee Allocation Committee.
- Shall prepare the budgetary requests to said Committee for SGA in coordination with the President.
- Meets as directed with Advisor.

G. Executive Secretary

- Attend weekly SGA Executive Board meetings.
- Shall make and keep available a permanent record of all proceedings of the Executive Board, the Constitution, all legislation and minutes forwarded from the Student Senate branch and committees, Executive Orders, appointments, and the Master Calendar.
- Shall post copies of the approved minutes of the Executive Board meetings for public viewing.
- Responsible for all official correspondence of the Executive Board.
- Shall receive the records of the Student Senate branch and standing committees, and assist in providing efficient record keeping.
- Shall verify signatures for all Executive Board documents, recall votes, petitions, resignations, and other documents of the Executive Board as may be directed by the President.
- The Executive Secretary shall meet as needed monthly with the Secretaries from Student Senate and Standing Committees, to discuss issues common to their duties.
- Meet as directed with Advisor.



The Student Senate

Qualifications to Serve:

In order to serve as a member of the Student Senate, a student must meet the following standards:

- A. **Executive Vice President** (Presides over Student Senate Meetings and also sits on the Executive Board)
 - Refer to Page 3, Section C
- B. **Senate Pro Tempore**
 - Service as a member of Senate for at least two consecutive semesters prior to applying.
 - Must maintain a cumulative 2.50 grade point average upon running for office.
- C. **Senate Secretary**
 - Service as a member in Student Senate for at least one semester.
- D. **Student Senators**
 - Each Senator must maintain a cumulative 2.5 GPA upon running for office or appointment.
 - Must be a student who is who's major falls under the college they are applying for

Positions and Brief Descriptions:

- A. **Executive Vice President** (Presides over Student Senate Meetings and also sits on the Executive Board)
 - Refer to Page 4, Section C
- B. **Senate Pro Tempore**
 - Shall succeed the president as outlined in the vacancy and succession clause in the Senate Bylaws.
 - Shall work with the Executive Vice President in training and coordinating retreats for Senators
- C. **Senate secretary**
 - Shall keep all official records for the Senate (minutes, agendas, bills, legislation, office hours reported by senators, and attendance records, etc.).
 - Shall compile, distribute, and post the agenda in a public display area prior to the Senate meetings.
 - Shall post minutes of the previous meeting in a public display area prior to the next meeting.
 - Shall be responsible for reserving meeting rooms, table set-up, seat assignments, etc. in order to facilitate an organized Senate meeting.



- Shall send all official communication on behalf of the Senate.
- Shall send all official records to the Executive Secretary.
- The Senate Secretary is required to complete a minimum of three (3) hour of Senate business per week, these hours are to be reported to the Executive Vice President for logging.

D. Student Senators

- Senators from each college, school or constituencies shall collectively hold at least one (1) event per school year pertaining to issues specific to their representative populations.
- Each senator shall meet with the Dean of his or her college or school at least twice an academic year. Residential Senators shall meet with the Director of Housing. Non-traditional and Commuter Senators shall meet with the Director or Advisor of Commuter Services.
- Each Senator is required to complete a minimum of one (1) hour of Senate business per week, these hours are to be reported to the Senate Secretary for logging.
- In an effort to support the Senate members, each Senator must attend at least two (2) events of another college, at-large group, or committee per academic semester.
- Each Senator must attend at least 2 Meet and Greet events during each semester.
- Each member of Senate, excluding the Executive Vice President, must sit on a SGA standing committee.

