

## **Student Government Association Constitution Committee By-Laws**

**Last updated: February 2, 2005**

1. The Constitution Committee convenes for the purpose of reviewing the Student Government Association Constitution and the Constitutions of UMKC student organizations. The Committee meets as necessary and makes recommendations to the SGA Student Senate on action matters involving constitutions.
2. The Committee meets on Wednesday evenings, corresponding to Student Senate meetings. All new or revised student organization constitutions are reviewed at the first Constitution Committee meeting of each month.
3. Constitutions must be submitted by 5 PM on the Monday before the meeting at which it shall be reviewed.
4. The Committee is chaired by the Executive Vice President of the Student Government Association.
5. The Committee follows Robert's Rule of Order for all parliamentary procedure.
6. After a Constitution has been recommended for approval by the Committee, it must then be presented to the entire Student Senate for approval.
7. If a Constitution is approved pending changes, the Committee Chair will notify the organization of the changes. The appropriate corrections must be made and a newly updated constitution must be submitted to the Student Life Office within two weeks of the date the notification was received.
8. The Executive Vice President, with approval of the SGA Executive Board, will appoint the Constitution Committee members. There must be at least four and no more than ten members, excluding the chair.
9. All actions by student organizations regarding their constitutional operation may be monitored by the Student Life Office and the Executive Vice President. Members of any organization found to be knowingly violating any University or Student Government policies will be subject to appropriate actions outlined in the Student Organization Conduct Code or the Collected Rules and Regulations of the University of Missouri.
10. To ensure fairness in the decision making process, any members of the Constitution Committee with direct ties to any student organization having their constitution reviewed shall abstain from voting on this matter.

11. All constitutions reviewed by the committee must have the following statements or regulations:
  - a. "Membership shall be open to all duly enrolled UMKC students. Membership and activities are open to all currently enrolled students regardless of race, color, creed, sex, sexual orientation, age national origin, disability, or Vietnam-era Veteran's status."
  - b. "The books of account shall be kept up-to-date and open to the inspection of the University auditor."
  - c. "It is further understood that if this organization desires at any time in the future to change in any way the provisions of this constitution, that before such action is taken, the organization will submit for approval to the Student Government Association and the Student Life Office every detail of the desired changes to be made."
  - d. A statement regarding the selection of an advisor, such as, "A qualified faculty, staff, or community member must be selected by the membership as an advisor."
  
12. If a constitution for an organization contains any statement about dues, it is required to have the following statement:

"Paying dues is not a mandatory requirement to be considered a member of this organization."

  - a. This does not effect organizations that are required by a national chapter to collect dues.
  - b. An organization may have different membership levels for students that do and do not pay dues.
  
13. The Committee shall make recommendations to ensure that a reasonable intent and process is in place for the administration of a student organization.
  
14. The Committee members are eligible for a stipend of \$50 per semester for their service on the committee. In order to receive this stipend the members must attend all meetings of the committee and must sign the appropriate honorarium form by the deadline specified by the Executive Vice President. Committee members may be excused from one meeting per semester without losing their stipend. The Chair is ineligible for this stipend. The Student Senate should review this stipend on an annual basis.