**THE UNIVERSITY OF BALTIMORE**

**STUDENT GOVERNMENT ASSOCIATION CONSTITUTION**

**PREAMBLE**

We, the students of the University of Baltimore, in order to form a democratic, efficient, and responsible means of self-government, to represent, lead, and unify the student body, to decide and act responsibly for the students’ interest, and to work with the faculty, staff, and administration of the University in the pursuit of our mutual interest, in the name, and by authority of University of Baltimore students, do hereby establish the University of Baltimore Student Government Association. We ordain and establish this constitution for the University of Baltimore students to have means to provide input on the university’s decision-making processes and enable them to serve as leaders on our campus advocating for students' voice and interest.

**ARTICLE 1: NAME, MEMBERSHIP, AND PURPOSE**

**Section 1.** The name of this organization shall be called University of Baltimore Student Government Association; hereinafter referred to as UBSGA.

**Section 2.** All students by virtue of their registration at the University of Baltimore shall be considered supporting members of the UBSGA.

1. All students who meet the necessary qualifications shall be eligible to elect representatives from the student body to the Executive and Legislative branches, in accordance with the provisions of this Constitution and Bylaws.
2. Members of the organization that meet all necessary requirements (as defined in Article 3, Section 1 for the executive cabinet and Article 4, Section 1 for the Senate) shall also be eligible to participate as an officer or Senator in the UBSGA.
3. Students not elected into SGA can join student committees, more information in Article 5.

**Section 3.** The purpose of the UBSGA shall be as follows:

1. Represent the rights and opinions of the student body in a manner consistent with the ideals and goals of successfully completing a collegiate education.
2. Serve as a voice for the student body, while joining with the faculty, staff, and administration of the University in building a stronger, more effective educational institution.
3. Manage Student Government Association fee in a fiscally responsible manner.
4. Work to improve the quality of education and student life by formulating policies, legislation, advocacy, programming and opportunities that promote the general welfare of all students at the University of Baltimore.
5. Enable students to have a voice on campus through UBSGA committees and representation in school decision making processes via elected or appointed positions.

**ARTICLE 2: GOVERNING STRUCTURE**

**Section 1.** The governing body of the UBSGA shall consist of the Executive Branch, Legislative Branch and student committees.

**Section 2.** Positions in “-elect status” shall be defined as those officials elected, but not yet installed.

**Section 3.** The precedence of the UBSGA governing documents from greatest to least is as follows:

1. The established laws, handbooks, codes, and policies of the University of Baltimore.
2. The plan of organization and bylaws of the University of Baltimore Governance Steering Council (hereinafter referred to as GSC).
3. The Henry and Ruth Blaustein Rosenberg Center for Student Engagement and Inclusion (hereinafter referred to as CSEI) Handbook.
4. The constitution of UBSGA.
5. The bylaws of UBSGA.
6. The most recent version of *Robert’s Rules of Order*.

**Section 4.** Quorum can be established as 50% +1 of voting members on the roster in attendance of each meeting.

**Section 5.** Vote by proxy or email may be submitted to the chair of the meeting if the voting member cannot attend the meeting due to an excused absence.

**ARTICLE 3: EXECUTIVE BRANCH**

# Section 1. Executive Cabinet

1. All executive powers and duties of the UBSGA shall be vested in the Executive Cabinet, consisting of the President, Executive Vice President, Vice President of Operations, Vice President of Finance, Vice President of Student Affairs, Vice President of Academic Affairs, Vice President of Diversity Equity and Inclusion, Vice President of Public Relations and Vice President of Student Activities.
2. The Executive Cabinet shall be elected by the student body according to the processes outlined in the UBSGA Constitution.
   1. The Executive Cabinet shall be elected by the student body in a general election to serve a term of one (1) year beginning on the third Thursday of May through the following calendar year.
3. The qualifications to hold office in the Executive Cabinet shall be as follows:
   1. All candidates must be classified as a UB student in good standing related to campus conduct (deemed by the Office of Student Support) with a cumulative grade point average that meets the minimum satisfactory academic progress as computed for Graduate and Undergraduate students at University of Baltimore. Failure to maintain the qualifying GPA or good standing with the University of Baltimore will result in removal from office.
   2. Must have successfully completed the previous semester at minimum as a part time student (6 credits for graduate and 9 credits for undergraduate student excluding “W” grades) prior to running for President, Executive Vice President and Vice President of Finance during SGA General Elections. This rule does not apply to positions that are to be filled by appointment and only have to adhere to all other existing requirements for the stated positions.
   3. Transfer students are eligible to run for any position but President and Executive Vice President within their first semester.
   4. Student Serving as executive board members must be students who pay the UBSGA fee at time of filing to run and during their entire terms of service.
   5. A person shall not serve more than 1 term as SGA President in their lifetime. This means that a person who has previously served as SGA President can never again run for the role of President or be in line of succession if they serve as Executive Vice President or Speaker of Senate.

# Section 2. President

The President of the UBSGA shall have the following duties and powers:

1. Serve as a role model to the student body and by adhering to all policies, guidelines, and rules as stated by the University of Baltimore Student Handbook.
2. Act as a voice and ambassador of the students during interactions with faculty, staff, administration and community.
3. Serve as the Chief Executive Officer of the UBSGA and ensure that all the duties of the UBSGA members and Cabinet are carried out in accordance with the UBSGA constitution.
4. Preside over all UBSGA Executive Cabinet meetings. They shall only have voting privileges in the event of a tie.
5. Attend all official UBSGA Executive Cabinet and Senate meetings.
6. Call the meetings of the Senate over the Summer break (minimum of 2 times required) and Winter break (as needed), as well as the first formal meeting of each semester (within two (2) weeks of the first day of classes for the fall and spring semesters).
7. Work collaboratively with the executive cabinet, senate and committees to create the UBSGA yearly Platform.
8. Work collaboratively with the executive cabinet, senate and committees to create the SGA Mid-Year Progress Report as a follow up to the platform.
9. Perform mid-term evaluations for the Executive Cabinet.
10. Perform other duties assigned by vote of the Senate, upon approval of the Executive Cabinet.

# Section 3. Executive Vice President

The Executive Vice President of the UBSGA shall have the following duties and powers:

1. Serve as a role model to the student body and by adhering to all policies, guidelines, and rules as stated by the University of Baltimore Student Handbook.
2. Assist the President in all administrative duties, acting as President if the President is absent or physically incapable of carrying out administrative duties and assume office of President if vacated.
3. Serve as the Chairperson of the Senate and oversee all activities of the Senate.
4. Serve as the Parliamentarian of the UBSGA and demonstrate knowledge of the most recent version of *Robert’s Rules of Order* and parliamentary procedure, ensuring that these procedures are carried out properly at all UBSGA meetings.
   1. They shall present these procedures to the UBSGA at the beginning of each term to ensure that UBSGA officers and members understand the rules, expectations, and can act accordingly.
5. Attend all official UBSGA Executive Cabinet and Senate meetings.
6. Appoint representatives for university-wide committees.
7. Spearhead the development and execution of a training for incoming new officers in SGA with help of the Advisor and President as needed
8. Perform mid-term evaluations for all senators.
9. Perform other duties assigned by vote of the Senate, upon approval of the Executive Cabinet.

# Section 3. Vice President of Operations

The Vice President of Operations of UBSGA shall have the following duties and powers:

1. Serve as a role model to the student body and by adhering to all policies, guidelines, and rules as stated by the University of Baltimore Student Handbook.
2. Attend all official UBSGA Executive Cabinet and Senate meetings.
3. Receive all Legislation to be discussed or voted on at a Senate general or special meeting. Send out the agenda with all appropriate documents.
4. Serve as the corresponding and recording secretary for the UBSGA by attending all official UBSGA Executive Cabinet and Senate meetings, keeping accurate and permanent records of the minutes of each meeting.
5. Retain and make available a permanent record of the Constitution/Bylaws and Constitutional/Bylaws amendments passed by the Senate.
6. Forward all legislation passed by the Senate, and signed by its Executive Vice President, to the President of the UBSGA within two (2) business days following passage.
7. Publish Senate and Executive Cabinet approved meeting minutes to the website within two (2) business days following the approval of the minutes.
8. Maintain access to all UBSGA electronic forms of communication, including the UBSGA website, student organization software, and social media.
9. Collect Committee reports and share them with UBSGA Executive Cabinet and Senate. Archive these reports in UBSGA recorded meeting minutes.
10. Chair the Impeachment Committee and oversee the procedures and processes in the event of a senator impeachment.
11. Serve as the Co-Chair of the UBSGA Student Worker Committee.
    * Convene biweekly committee meetings to ensure that the committee continuously represents students,
    * Ensure the selection of a Senator Co-Chair of the Committee within the first 3 (three) meetings of the committee and work collaboratively with them to lead this group,
    * Outreach to and recruit student workers to join the committee,
    * Serve as the point of contact for all student work related issues within UBSGA for all students,
    * Report to executive board regarding the work of the committee
12. Perform other duties assigned by vote of the Senate, upon approval of the Executive Cabinet.

# Section 4. Vice President of Finance

The Vice President of Finance of UBSGA shall have the following duties and powers:

1. Serve as a role model to the student body by demonstrating fiscal responsibility and personal integrity through adherence to all policies, guidelines, and rules, as stated in the University of Baltimore Student Handbook.
2. Serve as Chair of the UBSGA Finance Committee.
   * Convene regular finance committee meetings to ensure proper allocation of agency funds.
   * Serve as the point of contact for all student organization budget allocations by maintaining communication via the committee’s email, CSI mailbox and website.
   * Work with the Center for Student Engagement and Inclusion with regards to meeting preparation, posting of allocations, filing of minutes, and other administrative duties.
3. Assist in the preparation and administration of a student organization budget workshop/training given prior to allocation periods. Prepare and submit an itemized financial report to the Senate each month, in addition to an annual report that shall be submitted prior to the first Senate meeting of the following year, including a starting balance, itemized list of income and expenses, and the closing balance of the month or year.
4. Attend all official UBSGA Executive Cabinet and Senate meetings.
5. Serve as ex-officio on all committees handling the distribution of student fee money from the UBSGA’s internal account.
6. Maintain an up-to-date budget on the website at all times.
7. Serve as the SGA representative on the Governance Steering Council (GSC) Budget Committee.

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# Section 5. Vice President of Student Affairs

The Vice President of Student Affairs of the UBSGA shall have the following duties and powers:

1. Serve as a role model to the student body by demonstrating fiscal responsibility and personal integrity through adherence to all policies, guidelines, and rules, as stated in the University of Baltimore Student Handbook.
2. Serve as the Co-Chair of the UBSGA Student Life Committee.
   * Convene biweekly committee meetings to ensure that the committee continuously represents students,
   * Ensure the selection of a Senator Co-Chair of the Committee within the first 3 (three) meetings of the committee and work collaboratively with them to lead this group,
   * Recruit students to join the committee,
   * Serve as the point of contact for all Student Affairs related issues within UBSGA for all students,
   * Report to executive board regarding the work of the committee
3. Connect students who contact SGA with Student Affairs related issues with appropriate resources on campus.
4. Attend all official UBSGA Executive Cabinet and Senate meetings.
5. Attend Student Affairs Related campus work groups and report back to SGA regarding issues relevant to students.
6. Meet with student affairs staff as needed to advocate for student affairs goals of SGA and Student Life committee or assign the duty to someone within the Student Life Committee to fulfill it.
7. Serve as the SGA representative on the Governance Steering Council (GSC) University Planning and Facilities Committee.

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# Section 6. Vice President of Academic Affairs

The Vice President of Academic Affairs of the UBSGA shall have the following duties and powers:

1. Serve as a role model to the student body by demonstrating fiscal responsibility and personal integrity through adherence to all policies, guidelines, and rules, as stated in the University of Baltimore Student Handbook.
2. Serve as Co-Chair of the UBSGA Academics Committee.
   * Convene biweekly committee meetings to ensure that the committee continuously represents students,
   * Ensure the selection of a Senator Co-Chair of the Committee within the first 3 (three) meetings of the committee and work collaboratively with them to lead this group,
   * Recruit students to join the committee,
   * Serve as the point of contact for all Academic Affairs related issues within UBSGA for students,
   * Report to executive board regarding the work of the committee,
   * Ensure that the committee is serving as a voice for students of all backgrounds and walks of life.
3. Connect students who contact SGA with Academic Affairs related issues with appropriate resources on campus.
4. Attend all official UBSGA Executive Cabinet and Senate meetings.
5. Attend Academic Affairs related campus work groups and report back to SGA regarding issues relevant to students.
6. Meet with the Provost, Academic related staff and faculty as needed to advocate for academic goals of SGA and committee or assign the duty to someone within the Academic Committee to fulfill it.

# Section 7. Vice President of Diversity, Equity and Inclusion

The Vice President of Diversity, Equity and Inclusion of the UBSGA shall have the following duties and powers:

1. Serve as a role model to the student body by demonstrating fiscal responsibility and personal integrity through adherence to all policies, guidelines, and rules, as stated in the University of Baltimore Student Handbook.
2. Serve as Co-Chair of the UBSGA Diversity, Equity and Inclusion Committee.
   * Convene biweekly committee meetings,
   * Ensure the selection of a Senator Co-Chair of the Committee within the first 3 (three) meetings of the committee and work collaboratively with them to lead this group,
   * Recruit students to join the committee,
   * Serve as the point of contact for all Diversity, Equity and Inclusion related issues within UBSGA for students,
   * Report to executive board regarding the work of the committee,
   * Ensure that the committee is serving as a voice for students of all backgrounds and walks of life.
3. Connect students who contact SGA with Diversity, Equity and Inclusion related issues with appropriate resources on campus.
4. Attend all official UBSGA Executive Cabinet and Senate meetings.
5. Attend Diversity, Equity and Inclusion related campus work groups and report back to SGA regarding issues relevant to students.
6. Meet with the school administrators or related professionals as needed to advocate for diversity, equity and inclusion goals of SGA and D.E.I. committee, or assign the duty to someone within the D.E.I. Committee to fulfill it.
7. Serve as the SGA representative on the Governance Steering Council (GSC) Culture and Diversity Committee.

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# Section 8. Vice President of Public Relations

The Vice President of Public Relations of the UBSGA shall have the following duties and powers:

1. Serve as a role model to the student body by demonstrating fiscal responsibility and personal integrity through adherence to all policies, guidelines, and rules, as stated in the University of Baltimore Student Handbook.
2. Manage the UBSGA marketing, social media accounts and website,
3. Maintain active presence of UBSGA virtually and on campus via visual postings,
4. Ensure that students are aware of the work of SGA and when SGA meets,
5. Assist committees with the creation of posters, visuals materials, videos and other forms of media as needed,
6. Attend all official UBSGA Executive Cabinet and Senate meetings.
7. Attend Public Relations, Marketing and Communication related campus work groups and report back to SGA regarding issues relevant to students.

# Section 9. Vice President of Student Activities

The Vice President of Student Activities of UBSGA shall have the following duties and powers:

1. Serve as a role model to the student body by demonstrating fiscal responsibility and personal integrity through adherence to all policies, guidelines, and rules, as stated in the University of Baltimore Student Handbook.

2. Serve as Co-Chair of the UBSGA Student Events Coordination Committee (SECC).

* + Convene regular SECC meetings to plan campus wide events.
  + Serve as the point of contact for all campus event related matters.
  + Work with the Center for Student Engagement and Inclusion with regards to meeting preparation, event promotion, filing of minutes, and other administrative duties.

3. Attend all official UBSGA Executive Cabinet and Senate meetings.

4. Maintain an up-to-date roster of student events.

5. Ensure the continuation of campus traditions, events, and activities important to campus life.

# Section 10. Executive Board Senate Meeting Requirements

Executive board members shall attend all scheduled Senate meetings. Refer to Bylaws Title 2 for policy regarding meeting attendance and absences

# Section 11. Stipends

All stipends, coming from the UBSGA allocated budget, shall be granted at the end of each semester. Each member of the Executive Cabinet shall be granted stipends, upon successful completion of the duties associated with their position and an evaluation of their performance, as described in Article 3, Sections 1-8. Stipend amounts are listed in Title 8 of the [UBSGA Bylaws.](https://docs.google.com/document/d/1iO4fsZyEFywoFb2QPpfntuwClRWX-XB0/edit)

**ARTICLE 4: LEGISLATIVE BRANCH**

# Section 1. Senate

All legislative powers herein granted shall be vested in the Senate. The Senate shall formulate policies, regulations, and recommendations that relate to the student body.

1. The Legislative Branch shall consist of the Senate and shall be presided over by the Executive Vice President.
2. No elected executive officer may serve as a senator.
3. There shall be a total of 11 Senators.
   1. There shall be a total of 10 Senator positions open to graduate and undergraduate students during the SGA elections.
   2. One (1) Senator role shall be open to law students, allowing law students to run for this singular position.
   3. To exceed this number, UBSGA senate will vote with the need for a three-fourths majority in support.
4. All elected and appointed members shall have equal status and an equal vote as members of the Senate, with exception of the Executive Vice President (Chairperson of Senate), who shall only vote in the event of a tie.
5. Senators shall be elected by the student body in a general election to serve a term of one (1) year. The term shall begin on the third Thursday of May through the following calendar year.
6. The qualifications to hold office as a senator shall be as follows:
   1. All candidates must be classified as a UB student in good standing related to campus conduct (deemed by the Office of Student Support) with a cumulative grade point average that meets the minimum satisfactory academic progress as computed for Graduate and Undergraduate students at University of Baltimore. Failure to maintain the qualifying GPA or good standing with the University of Baltimore will result in removal from office.
   2. Students who are permanent or contractual, full-time or part-time employees of the University of Baltimore, excluding student assistants and graduate assistants, are not permitted to run for or hold office in the UBSGA.
   3. Any student who meets the above criteria regardless of the amount of credits completed in the previous semester can run.

# Section 2. Senate Meetings

1. The Senate shall meet at least six (6) times during each fall and spring semester. The President shall call the first session of the Senate each semester within the first two (2) weeks of the semester. The meeting time and general schedule of the Senate session shall be decided at the final meeting of the previous Senate session.
   * 1. This schedule may be altered by majority vote of the Senate at any point in a semester or through a special session called by the President. If the special session is called by the President, prior notice must be given according to the process defined in the UBSGA Bylaws (Title 2).
2. UBSGA Senate meetings shall be open to all students.
3. Refer to Bylaws (Title 2) for procedure related to absences from Senate Meetings.

4. All voting tallies shall be based on members present. With the exception of those with excused absence who may submit vote by proxy to the chair of the meeting ahead of the meeting.

5. Quorum shall be necessary to conduct any business.

6. The most recent version of *Robert’s Rules of Order* shall be followed at all meetings and enforced by the Chairperson of the Senate.

# Section 3. Legislative Duties and Powers

The following legislative duties and powers, including but not limited to those stated below, shall be vested in the Senate.

1. Each Senator shall serve on at least one (1) of the UBSGA Student Committees outlined in Article 5.
2. Senators shall be appointed to serve as Co-Chairs of UBSGA Committees.
3. Fill Executive Cabinet and Senate vacancies during terms of office in accordance with regulations outlined in the UBSGA Constitution.
4. Impeach members of the Executive Cabinet and Senate, where cause is established and in accordance with regulations outlined in the UBSGA Constitution.
5. Removal of Standing Vice President Co-Chairs and Senator Co-Chairs, when they perpetually fail to perform their duties, or when a cause is established.
6. Report interactions with constituents and legislative activities to the Executive Cabinet through constituent reports and legislation (see Article 4, Section 4).
7. General UBSGA budget approval, as presented by the Vice President of Finance.

# Section 4. Senate Process

The Senate shall consider and enact legislation necessary for the operation of the UBSGA.

1. All legislation must be signed by the Executive Vice President (Parliamentarian of the Senate) and forwarded to the President by the Vice President of Operations within five (5) business days following passage.
2. The President must sign, not sign, or veto any legislation within ten (10) business days of receipt. If the President does not sign or veto any legislation within ten (10) business days of receiving, the legislation will pass, and shall be forwarded to the Chair of the Governance Steering Council for consideration and the Student Success and Support Services Leadership Team for informational purposes within five (5) additional business days.”.
   1. If the President signs the legislation, it shall be forwarded to the Chair of the GSC for consideration and the Student Success and Support Services Leadership Team for informational purposes within five (5) business days.
   2. If the President vetoes the legislation, they must return it to the Senate at its next meeting, stating their reasons for the veto and offering recommendations.
   3. The Senate shall review the President’s reasons for the veto and amend the legislation for resubmission, let the legislation die, or override the veto.
   4. The President’s veto may be overridden by a three-fourths (¾) vote of the full UBSGA Senate. If enough votes are achieved, the legislation must be forwarded to the Chair of the GSC and the Student Affairs Leadership Team for information purposes by the Vice President of Operations within five (5) business days.
   5. If the President does not sign the legislation after five (5) days and classes have ended for the semester, the legislation will be considered dead.

# Section 5: Speaker of the Senate

The Senate will elect a Speaker of the Senate by the third Senate meeting of the term.

1. To qualify as Speaker of the Senate, a senator must have completed at least one full semester at the University of Baltimore.
2. The Speaker of the Senate shall:
   1. Preside over the Senate in the absence of the Executive Vice President.
   2. Assume the office of Executive Vice President in the event of a position vacancy, upon approval of the Executive Cabinet, and the Senate shall elect another Speaker of the Senate.
   3. Chair the Impeachment Committee and oversee the procedures and processes in the event of an Executive Cabinet impeachment.
   4. Act as a lead mediator to resolve issues that arise in the Student Government Association.
   5. Attend all Senate meetings, acting as the official timekeeper for the Senate.
   6. Attend each committee once per semester and provide them with help as needed.
   7. Oversee the process of developing new committees.
   8. Ensure the continued development of all committees and their work.
   9. Spearhead the development of new committees and ad-hoc committees when such projects are taken on by UBSGA.
   10. Act as Ex-Officio member of the executive board and Serve as the liaison between the Executive Cabinet and UBSGA Senate.

# Section 6. Senate Stipends

All stipends, coming from the UBSGA allocated budget, shall be granted at the end of each semester. The Senate shall be granted stipends, upon successful completion of the duties associated with their position, as listed in Article 4, Sections 1-5. Stipend amounts are listed in Title 8 of the UBSGA Bylaws.

**ARTICLE 5: UBSGA Student Committees  
  
Section 1: Student Committees**

1. There shall be six (6) standing student committees of the UBSGA dedicated to Finance, Student Life, Academics, Student Work, and Diversity, Equity and Inclusion (D.E.I.), and Student Events.
2. Any UBSGA student may join any UBSGA committee with the exception of the student worker committee which will be exclusively available to student workers.
3. The Vice President Co-Chair of each committee shall be elected by the student body and serve alongside the Senator Co-Chair, as delineated in the proceeding sections of Article 5.
4. The UBSGA Executive Vice President shall appoint SGA senators to at least one committee with the exception of the Finance Committee which needs a minimum of three senator appointees to function.
5. UBSGA Committee membership will vote on selecting their Senator Co-Chair upon the Executive Vice President’s appointment of senators to committees.
6. A new committee shall be created by a Senate majority vote and with approval from the Executive Cabinet.
7. All bills and resolutions that will be presented to the SGA Senate must first be approved by one committee with a simple majority vote. This is to provide an opportunity for all resolutions and bills to be fully explored and improved on before being presented to the UBSGA Senate.

**Section 2:** **The Finance Committee**

1. The Finance Committee shall make financial recommendations for the annual operating budget and manage the allocation of agency funds to student organizations.
2. This Committee shall be chaired by the Vice-President of Finance.
3. The committee shall review and recommend all financial requests and sponsorship requests to the Senate.
4. The committee shall convene to review and allocate budget requests submitted by student organizations in accordance with funding guidelines developed by the Center for Student Engagement and Inclusion with guidance from the Finance Committee.
5. A minimum of three senators have to be appointed to this committee by the Executive Vice President.
6. Senators are the only voting members of this committee; the Vice-President of Finance will cast their vote only to break a tie.
7. The committee will also focus on all university budget committee matters and represent the UBSGA to UB finance offices.
8. Non-elected or appointed students can advise senators on the committee and ensure fairness of the monetary distribution process.
9. Bills and resolutions that are related to finance may be presented to the Finance Committee before being brought up to the Senate with simple majority approval.

**Section 3: The Student Life Committee**

1. The Student Life Committee is responsible for the research and review of all proposals and requests regarding current campus projects and UBSGA- sponsored events.
2. This Committee shall be co-chaired by the Vice President of Student Affairs and a senator.
3. The committee shall write legislation to assist with the improvement of established University of Baltimore policies, projects, and/or initiatives and execute campus events sponsored by the Student Government Association.
4. This Committee will focus on Student Affairs related issues and work with appropriate campus staff to address these issues.
5. This Committee will represent the needs of the student body on Student Affairs issues by holding conversations, creating surveys, and reaching out to students as appropriate.
6. To become a voting member, non-elected or appointed students must attend three consecutive meetings and be approved by the committee.
7. The Vice President of Student Affairs will cast their vote only to break a tie.
8. In the event of a vacancy of the Vice President, the Senator Co-Chair will take over duties of leading the committee meetings and attending the Executive Board meetings, and will therefore only cast a vote in order to break a tie until the position of the Vice-President is filled.
9. Bills and resolutions that are related to student affairs and campus life may be presented to the Student Life Committee before being brought up to the Senate with simple majority approval.

**Section 4: The Academics Committee**

1. The Academics Committee shall review all requests and proposals regarding academics at University of Baltimore.
2. The committee shall write legislation related to academic improvements and advocate for academic related issues.
3. This Committee shall be co-chaired by the Vice President of Academic Affairs and a senator.
4. This Committee will focus on Academic Affairs related issues and work with appropriate administrative staff and faculty to address these issues.
5. This Committee will represent the needs of the student body on Academic Affairs by holding conversations, creating surveys, and reaching out to students as appropriate.
6. To become a voting member, non-elected or appointed students must attend three consecutive meetings and be approved by the committee.
7. The Vice President of Academic Affairs will cast their vote only to break a tie.
8. In the event of a vacancy of the Vice President, the Senator Co-Chair will take over duties of leading the committee meetings and attending the Executive Board meetings, and will therefore only cast a vote in order to break a tie until the position of the Vice-President is filled.
9. Bills and resolutions that are related to academic affairs can be presented to the Academic Committee before being brought up to the Senate with simple majority approval.

**Section 5. The Student Work Committee**

1. The Student Work Committee will be tasked with ensuring that issues relevant to student workers are heard by UBSGA and represented to the University of Baltimore.
2. This committee will work on resolutions and initiatives that will aim to provide voice to student workers on campus and ensure good working conditions for students who are employed by the university.
3. This committee shall be co-chaired by the Vice President of Operations and a Senator.
4. This Committee will focus on Student Work related issues and work with appropriate campus staff and student employers to address these issues.
5. This Committee will represent the needs of student workers by holding conversations, creating surveys, and reaching out to students as appropriate.
6. Only students who are enrolled in classes, work on campus and pay the SGA fee are eligible to join this committee. All students who meet this criteria automatically have voting rights on the committee.
7. The Vice President of Operations will cast their vote only to break a tie.
8. In the event of a vacancy of the Vice President, the Senator Co-Chair will take over duties of leading the committee meetings and attending the Executive Board meetings, and will therefore only cast a vote in order to break a tie until the position of the Vice-President is filled.
9. Bills and resolutions that are related to student work can be presented to the Student Work Committee before being brought up to the Senate with simple majority approval.
10. When student workers get the right to collectively champion their rights, this committee will take on the work to do that work and work towards becoming an independent body from SGA for University of Baltimore students.

**Section 6. The Diversity, Equity and Inclusion Committee**

1. The Diversity, Equity and Inclusion Committee will focus on issues that are relevant to students of diverse backgrounds and provide a platform for underrepresented students to advocate for the betterment of the University through ensuring that perspectives of diverse students are heard and included in the Universities decision making processes.
2. This committee will work on resolutions and initiatives that will aim to provide voice to students of diverse backgrounds on campus and ensure an inclusive environment for all students on campus.
3. This committee shall be co-chaired by the Vice President of Diversity, Equity and Inclusion and by a Senator
4. This Committee will focus on Diversity related issues and work with appropriate campus staff to address these issues.
5. This Committee will represent the needs of students of diverse backgrounds by holding conversations, creating surveys, and reaching out to students as appropriate.
6. To become a voting member, non-elected or appointed students must attend three consecutive meetings and be approved by the committee.
7. The Vice President of Diversity, Equity and Inclusion will cast their vote only to break a tie.
8. In the event of a vacancy of the Vice President, the Senator Co-Chair will take over duties of leading the committee meetings and attending the Executive Board meetings, and will therefore only cast a vote in order to break a tie until the position of the Vice-President is filled.
9. Bills and resolutions that are related to Diversity, Equity and Inclusion may be presented to the Diversity, Equity and Inclusion Committee before being brought up to the Senate with simple majority approval.

**Section 7: The Student Events Coordination Committee** (SECC)

1. The Student Events Coordination Committee shall plan activities that target the general student population.
2. The committee shall write legislation related to student activities and advocate for issues that can raise student involvement.
3. This Committee shall be co-chaired by the Vice President of Student Activities and a senator.
4. This Committee will work with CSEI staff to curate bigger campus wide events.
5. To become a voting member, non-elected or appointed students must attend three consecutive meetings and be approved by the committee.
6. The Vice President of Student Activities will cast their vote only to break a tie.
7. In the event of a vacancy of the Vice President, the Senator Co-Chair will take over duties of leading the committee meetings and attending the Executive Board meetings, and will therefore only cast a vote in order to break a tie until the position of the Vice-President is filled.
8. Bills and resolutions that are related to student activities can be presented to the Student Events Coordination Committee before being brought up to the Senate with simple majority approval.
9. This committee shall plan events and have the autonomy to create roles (such as but not limited to PR coordinator, event promoter and other) as needed to operate.

**Section 8. Ad Hoc Committees**

1. Ad hoc Committees shall be formed in collaboration for one (1) term by the Executive Cabinet and Senate.
2. The Senate will vote to create the committee.
3. The Speaker of Senate shall present Senate with a nominee for chair and UBSGA Senate will need to approve the Ad-Hoc Committee Chair by 3/4 majority vote.

# Section 9. Co-Chair Duties - Shared by the Vice President and Senator Co-Chairs

The duties of committee co-chairs that are not of the finance committee are as follows.

1. Collaboratively plan and preside over all committee meetings as structured in the constitution and bylaws.
2. Provide the Vice President of Operations with committee reports prior to Senate and Executive Cabinet meetings. This will be completed by the Senator Chair in case of a specialized Vice-Presidential Chair vacancy.
3. Assist the committee and its members in arranging meetings with University Faculty, Staff, and Leadership.
4. Assist the committee and its members in communicating with students affected by committee goals.

**ARTICLE 6: EXECUTIVE BOARD AND SENATE ELECTIONS**

**Section 1.** There shall be a special committee of the UBSGA, herein referred to as the Election Commission.

1. The responsibility of the Election Commission is to provide the University of Baltimore student body with functional, fair, and engaging elections for UBSGA elected office.
2. The membership of the Election Commission shall consist of minimum two members.
   1. The President shall appoint all members of the Commission prior to the start of the spring semester with the approval of the Senate.
   2. The Commission shall elect a Chairperson by majority vote, who shall serve as chair for all Election Commission meetings.

**Section 2.** All duties and responsibilities of the UBSGA election process shall be governed by the UBSGA Election Commission and Chairperson.

1. The Election Commission must convene at least one time prior to the first scheduled UBSGA meeting of the semester, and thereafter present an election timeline and campaign procedures to announce at the first meeting.
2. The Center for Student Engagement and Inclusion will identify an Election Commission Advisor who will provide training and guidance to the commission and assist with implementation of election protocols.

**Section 3.** All candidates shall meet the qualifications for the particular office in which they aspire, in accordance with the policies stated in this constitution and the UBSGA Bylaws.

1. The Election Commission Advisor will investigate the candidate's GPA to verify their qualifications for office. By submitting an election application, a student consents to verification of their GPA and good standing.
2. Students who are permanent or contractual, full-time or part-time employees of the University of Baltimore, excluding student assistants and graduate assistants, are not permitted to run for or hold office in the UBSGA.

**Section 4.** To be elected, a candidate must receive a plurality of votes cast for the office or position sought.

**Section 5.** Voting in elections shall be completed using a secret ballot and conducted according to the procedures outlined in this constitution and election guidelines.

# Section 6. Constituent Vote

1. Executive officers shall be elected at large by University of Baltimore students.
2. Graduate senators will be elected by graduate students.
3. Undergraduate senators will be elected by undergraduate students.

**ARTICLE 7: VACANCIES**

# Section 1. Resignations

1. Any member of the Executive Cabinet has the right to resign from their position. A typed resignation letter must be turned into the UBSGA President.
   1. If the UBSGA President resigned their position, they must submit a letter of resignation to the Executive Cabinet. The resignation, once received by Cabinet, is effective immediately, unless otherwise specified by the President.
2. Any member of the Senate has the right to resign from their position. A typed resignation letter must be turned into the Executive Vice President of UBSGA. The resignation, once received by the Executive Vice President, is effective immediately, unless otherwise specified by the Senator resigning.
3. Resignation announcements, void of personal detail, will be sent to respective constituents via email.

# Section 2. Removal from Office

Any UBSGA member who no longer meets the eligibility requirements for their position shall be subject to automatic removal from office, effective immediately. The UBSGA Advisor shall facilitate this process.

# Section 3. Impeachment

The process of impeachment may be initiated against any elected or appointed official, in accordance with the procedures outlined in this Constitution.

1. The procedure shall be as follows:
   1. Formal impeachment charges shall be brought before the Senate in a resolution and shall immediately be tabled until the following meeting.
   2. The accused must be notified and informed of all charges forty-eight (48) hours prior to the charges being brought forth.
   3. The Senate shall form an Impeachment Ad Hoc Committee, consisting of at least five (5) Senate members nominated and elected by secret ballot. This committee shall be overseen by the Speaker of the Senate in the event of an Executive Cabinet impeachment. In the event of a senator impeachment, the committee will be overseen by the Vice President of Operations.
      1. The function of this committee shall be to investigate the impeachment charges.
      2. At the next regularly scheduled Senate meeting, the committee shall submit a typewritten report of its findings and recommendations to the Senate.
         1. The Committee Chair shall present findings and recommendations to the Senate.
         2. The accused shall have five (5) minutes to present their case to the Senate.
      3. The Senate shall vote by secret ballot to determine if impeachment will take place.
         1. Impeachment shall require a three-fourths (¾) majority vote of the Senate. Once impeached, the officer/senator is immediately removed from office.
         2. The UBSGA Executive Vice President, Speaker of the Senate, and the UBSGA Advisor will be responsible for counting and reporting the voting results to the Senate, unless there is a conflict of interest. If there is a conflict of interest with any of these members, a senator from the Impeachment Ad Hoc Committee will be responsible.
2. An impeachable offense shall be defined as any violation of this Constitution, the Bylaws, any legislation signed into law, and policies and procedures of the Student Handbook of the University of Baltimore.

# Section 4. Appointments

1. If, immediately following elections, but before the term of office officially commences, the position of President-elect is left vacant and/or the President- elect is unable to assume their role before being sworn in, the following succession plan will apply for the executive positions “-elect”:
   1. Executive Vice President-elect
   2. Vice President of Student Affairs-elect
   3. Vice President of Finance-elect
   4. Vice President of Operations-elect
   5. Vice President of Academic Affairs-elect
   6. Vice President of Diversity, Equity and Inclusion-elect
   7. Vice President of Public Relations-elect

2. If there are no officers in any of the Executive Cabinet positions then the Senate shall

convene forthwith and the office of President shall be filled for the remainder of the term by the majority affirmative vote of all members of the Senate in special session. The UBSGA Advisor will facilitate the special session.

* 1. The person nominated for the position of President shall be a senator elect.
  2. Once the President is chosen, the succession plan will follow the policy listed in Article 6, Section 4, Item 1.

1. Any remaining Executive vacancies in “–elect” shall be appointed by the President and approved by a three-fourths (3/4) majority vote of the Senate-elect and in accordance with established processes in this constitution.
2. For any vacancies that occur after the UBSGA term of office begins, any Executive Cabinet or Senate member may present a list of applicants to the President for consideration.

i. The Executive Cabinet will help the President develop a list of applicants and help them conduct interviews.

ii. The President will bring up and present appointments for a simple majority approval of the Executive Cabinet at the Executive Cabinet meeting.

iii. Upon approval from the Executive Cabinet, The President is responsible for presenting appointments to the Senate.

iv. The Senate is responsible for confirming appointments by a three-fourths (3/4) majority vote.

1. If a vacancy occurs in the office of the President, the succession plan outlined in Article 7, Section 4, Subsection 1 would apply.

**ARTICLE 8: FINANCES**

**Section 1.** The Vice President of Finance is the manager of UBSGA internal and external accounts and in conjunction with the finance committee will manage student organization budget allocations according to the Finance Committee funding guidelines.

**Section 2.** All UBSGA expenditures must be co-signed by the Vice President of Finance and President.

**Section 3.** The outgoing Executive Cabinet will create a budget for the following Fiscal Year in line with the student organization funding process timeline. This budget will be submitted to the Senate for approval no later than one week prior to the submission deadline. The Vice President of Finance will present the budget during the first fall senate meeting. Expenditures, except for the Senate Discretionary Fund, occurring prior to the first senate meeting, will be at the discretion of a 2/3 majority vote of the Executive Cabinet

**Section 4.** UBSGA accounts will be reconciled each semester. A report will be created and signed by the Vice President of Finance. After the President has verified the report, the Vice President of Finance will submit the report at the next Senate meeting. Reports will be kept on file.

**ARTICLE 9 AMENDMENT(S) TO AND RATIFICATION OF THE CONSTITUTION**

**Section 1.** All members of the UBSGA shall be bound by relevant provisions of the Student Government Constitution and Bylaws.

# Section 2. Procedure

1. Before a proposed Constitutional Amendment or Bylaw is presented at a Student Government meeting, the following steps must be taken:
   1. The UBSGA Executive Cabinet member or Senator must write up their proposal.
   2. The UBSGA Executive Cabinet member or Senator UBSGA member must collect five signatures, including their own signature, from members of Student Government as indications of support.
      1. Electronic signatures are permitted (e.g. via email).
   3. The UBSGA member must send the proposed Constitutional Amendment to the President and Vice President of Operations at least forty-eight (48) hours prior to the next Student Government meeting.
   4. The Vice President of Operations shall promptly send the proposed Constitutional Amendment to the UBSGA in advance of the meeting.
2. If the nominator meets the requirements above, then the proposed Constitutional Amendment or Bylaw shall be discussed at the next meeting, assuming quorum is met.
   1. The nominator may present their proposal.
   2. Discussion of the proposal, moderated by the President, shall be allowed.
   3. Any member of the UBSGA may motion to table the proposal.
      1. The proposal shall be tabled until the next meeting if a majority of the members in attendance are in favor of tabling the proposal.
      2. If less than a majority of the members in attendance are in favor of tabling the proposal, then discussion shall continue.
   4. Any member in the UBSGA may motion for a vote.
      1. A vote shall be held if a majority of the members in attendance are in favor of a vote.
      2. If less than a majority of the members in attendance are in favor of a vote, then discussion shall continue.

3. Requirements for the passage of a Constitutional Amendment or a Bylaw:

* 1. The Constitutional Amendment proposal will pass with the support of two- thirds (⅔) of the members of Student Government, including those not present.
  2. The Bylaw proposal will pass with the support of two-thirds (⅔) of the members in attendance, assuming quorum is met.

**ARTICLE 10: UBSGA ADVISOR(S)**

**Section 1.** The university shall appoint the UBSGA with an advisor to ensure a strong connection to the university and division of student affairs. The advisor will meet regularly with the UBSGA and serve as a point of contact for the UBSGA to the university.

**Section 2.** The Director of the Center for Student Engagement and Inclusion or their designee shall serve as the primary resource for the UBSGA, coordinating UBSGA training, assisting with UBSGA financial account management, and providing guidance to UBSGA advisors and UBSGA representatives.

**Section 3.** The UBSGA may seek out additional advisors, as outlined in the Student Organization Handbook. These advisors shall be full-time faculty or staff members at the University of Baltimore.

**ARTICLE 11: ENABLING ACT**

**Section 1.** This Constitution shall take effect upon approval by two-thirds (⅔) of the UBSGA Senate members present at the meeting, assuming quorum is met.

Passed: 3/30/2022