CONSTITUTION OF THE CLARK ATLANTA UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION

PREAMBLE

Whereas Clark Atlanta University recognizes the legitimate prerogative of its students to participate in the governance and affairs of the University; and whereas such participation shall be consistent with applicable University policies; Clark Atlanta University does hereby establish and create the Student Government Association in accordance with the provisions of this Constitution.

ARTICLE I: NAME

The name of this organization shall be the Clark Atlanta University Student Government Association (CAUSGA).

ARTICLE II: PURPOSES

The purposes of the Clark Atlanta University Student Government Association shall be:

• To represent the welfare and interests of the student body and the University
• To facilitate communication and dialogue among students, faculty, staff, administration, and alumni in matters affecting the welfare of the student body
• To promote academic excellence and good moral and ethical practices
• To provide opportunities for the development of superior character and leadership ability among its members
• To exercise the prerogatives and the responsibilities of student government as provided in this Constitution in cooperation with the University administration
• To give students an active voice in the governance of Clark Atlanta University
• To play a lead role in planning activities which are of recreational, social, and developmental interest to the student body.

ARTICLE III: MEMBERSHIP

All students matriculating and enrolling at Clark Atlanta University shall be members of CAUSGA.

ARTICLE IV: OFFICERS

Section 1: The officers of CAUSGA are Executive Board members, Class Officers, House of Delegates Members, and Miss Clark Atlanta University.

Section 2: Officer Selection
• Officers of CAUSGA shall be elected annually in a University-wide election of the student body.
• Only enrolled graduate students shall vote for graduate officers, e.g., President, Vice President, House of Delegates representatives and any other graduate officers. Only enrolled undergraduate students shall vote for undergraduate officers, e.g., President, Vice President, House of Delegates representatives and any other undergraduate officers.

ARTICLE V: ORGANIZATIONAL STRUCTURE

Section 1: Executive Branch
Executive authority of the CAUSGA shall be vested in the Executive Board.

Section 2: Legislative Branch
Legislative and deliberative authority of the CAUSGA shall be vested in the House of Delegates.

ARTICLE VI: EXECUTIVE BRANCH

Section 1: Membership
The members of the Executive Board shall consist of two Presidents (one graduate and one undergraduate), two Vice Presidents (one graduate and one undergraduate), Secretary, Treasurer, and Miss Clark Atlanta University.

Section 2: Term of Office
• All elected and appointed members of CAUSGA Executive Board shall serve approximate one year beginning and ending with the Spring Commencement of the University.
• The CAUSGA Executive Board Presidents, Vice Presidents, Secretary, and Treasurer may serve more than one term if reelected. However, an officer may not exceed two terms in a particular office.
• Miss Clark Atlanta University shall serve approximate one year beginning and ending with the Spring Commencement of the University, and shall not serve more than one term.

Section 3: Powers and Duties of the Executive Board

Section 4: Powers and Duties of the Executive Board Presidents
• Shall be the chief executive officers of CAUSGA Executive Board
• Shall serve as spokespersons for the student body.
• Shall be ex officio voting members of all committees of CAUSGA.
• Shall be empowered to appoint committees to assist in the executive functions of CAUSGA and to promote broad participation of students in the affairs of the student body and the University.
• Shall recommend and nominate students to serve on appropriate University committees.
• Shall be voting members of the Executive Board
Serve as student delegate on Board of Trustees
Actively serve on the University Senate and other University-wide committees to which he/she is appointed
Perform any additional duties, in accordance with this constitution, its Amendments and Bylaws of the CAUSGA

Section 5: Powers and Duties of the Executive Board Vice Presidents
- Shall be empowered to carry out the duties and responsibilities of either president in his/her absence.
- Shall assist and represent the Presidents in performing the executive and administrative duties of CAUSGA.
- Shall be voting members of the Executive Board
- The Graduate Executive Board Vice President Shall be a non-voting member in the House of Delegates and shall preside over that body.
- Make reports and assist the Executive Board Presidents
- Perform any additional duties, in accordance with this constitution, its Amendments and Bylaws of the CAUSGA

Section 6: Powers and Duties of the Executive Board Secretary
- Shall be responsible for taking and maintaining minutes and permanent records of all CAUSGA business. These records shall be open to any CAUSGA member.
- Be responsible for delegating and initializing all official correspondence
- Be responsible for requisitioning all rooms to be utilized for CAUSGA

Executive Branch
- Be a voting member of the Executive Board
- Oversee the student employees of the office
- Perform any additional duties, in accordance with this constitution, its Amendments and Bylaws of the CAUSGA

Section 7: Powers and Duties of the Executive Board Treasurer
- Shall monitor all CAUSGA financial transactions.
- Shall chair the Budget Committee and recommend to the House of Delegates an operating budget for the ensuing year and maintain records of funds.
- Shall make a year-end report describing revenues, disbursements, and encumbrances and shall carry forward balances of the CAUSGA’s funds to the House of Delegates and the University so as to reflect the business of CAUSGA at the close of the academic year.
- Be a voting member of the Executive Board
- Be responsible of assuring that no funds of the CAUSGA are misappropriated or otherwise misused
- Perform any additional duties, in accordance with this constitution, its Amendments and Bylaws of the CAUSGA

Section 8: Powers and Duties of Miss Clark Atlanta University
- Shall preside over the Kings and Queens Coalition
Shall participate in the Black Hall of Fame, Miss Fulton County, and any other pageants on the local, state, or national level as determined or requested by the University or the Department which is responsible for the advisement of her office.

- Shall perform 80 documented hours of community service during her term, which may include but not be limited to innovative and effective programming.
- Shall present her documented hours two weeks before the Spring Election Week to the House of Delegates.

ARTICLE VII: LEGISLATIVE BRANCH

Section 1: Membership
The House of Delegates shall be established and apportioned annually in accordance with the following representation:
- 1 representative for each undergraduate class
- 1 representative for each residence hall
- 1 graduate representative for each School
- 3 undergraduate representatives for commuter students
- 2 graduate representatives for commuter students
- 1 undergraduate representative for international students
- 1 graduate representative for international students
- 1 at-large representative per 1000 students

Section 2: Officers
The Officers of the House of Delegates shall be the Chair of the House of Delegates, Speaker of the House of Delegates, House of Delegates Treasurer, and House of Delegates Secretary.

Section 3: Organizational Structure

- The CAUSGA Executive Board Vice Presidents shall be referred to as the Executive Liaison to House of Delegates.
- The appointment of the Chair of the House of Delegates shall be made within the first House of Delegates meeting of the first semester, the nomination requires two thirds (2/3) approval of the House of Delegates members present and voting.
- The appointment of the Speaker of the House of Delegates shall be made no later than the first meeting post completion of the Fall Elections.
- The House of Delegates Recording Secretary shall be appointed by majority vote of the House of Delegates body within the first House of Delegates meeting of the first semester, the nomination requires two thirds (2/3) approval of the House of Delegates members present and voting.
- The House of Delegates Treasurer shall be elected by the majority vote of the student body through the general SGA election. The CAUSGA Executive Board Treasurer shall serve simultaneously as the Treasurer of the CAUHOD

Section 4: House of Delegates Powers and Responsibilities
The House of Delegates shall use its legislative power to:

- Improve the communication amongst CAUSGA through meetings with each representative’s respective constituency and formally address these concerns at the House of Delegates meetings.
- Approve any and all appointments deemed necessary through the provisions of this constitution.
- Functionally operate the House of Delegates Committees (i.e. Student Election Committee, Constitutional Revision Committee, Committee for SGA Policies and Procedures, Academic Affairs Committee, University Evaluations Committee, Student Activity Fee Committee)
- Vote internally for officers and members of the House of Delegates Committees
- Maintain a functional, productive, and impressive House of Delegates.
- Submit formal suggestions on the revisions of policies and procedures of the SGA and University.
- Annually review the Constitution beginning with the third House of Delegates of the Fall Semester
- Submit amendments and/or other revisions to the CAUSGA Constitution when and where necessary.
- Audit the CAUSGA budget at the end of each semester
- Set the calendar dates for all elections (student body elections may not occur within the two-week period immediately preceding mid-term or final examinations)
- Annually review the Student Election Code

Section 5: Duties of the House of Delegates Chair

The Chair of the House of Delegates shall:

- Appoint his/her Speaker
- Call meetings of the House of Delegates when and where necessary
- Dictate the duties of all officers of the House of Delegates
- Vote only in case of a tie
- Be ex-officio voting member of all House of Delegates Committees
- Provide speaker with the meeting Agendas at least 48 hours prior to the meeting called
- Maintain a functional, productive, and influential House of Delegates.
- Openly address, voice, and listen to all issues brought to him/her by the student body, SGA, Administration, and/or the representatives of the House of Delegates.
- Attend all meetings of the House of Delegates unless excused by the Executive Board Vice Presidents of the CAUSGA with prior knowledge given to the Speaker and Advisor of the House of Delegates in the amount of at least 48 Hours prior to the meeting.

Section 6: Duties of the Speaker of the House of Delegates

The Speaker of the House of Delegates shall:
• Preside over all meetings of the House of Delegates
• Appoint committees to assist in the legislative functions of the House of Delegates with the approval of the Chair
• Be empowered to carry out the duties and responsibilities of the Chair in his/her absence
• Assist and represent the Chair in his/her legislative duties
• Be a voting member of the House of Delegates
• Coordinate the duties of the Chairs of the House of Delegates Committees
• Attend all meetings of the House of Delegates unless excused by the Chair

Section 7: Duties of the House of Delegates Secretary

The Secretary of the House of Delegates shall:

• Be responsible for taking and maintaining minutes and permanent records of all HOD business.
• Publish the minutes of the HOD meetings to be available in the SGA office.
• Collect and maintain all of the surveys and other documents of the HOD.
• Be responsible for carrying out all clerical duties.
• Publish the calendar for meetings of all representatives and their constituency.
• Be responsible for delegating and initializing all HOD correspondence.
• Provide all HOD progress reports to the CAUSGA Executive Board upon request with approval of the Chair.
• Attend all meetings of the House of Delegates unless excused by the Chair

Section 8: Duties of the House of Delegates Treasurer

The Treasurer of the House of Delegates shall:

• Monitor all HOD financial transactions.
• Make current Treasury reports at all House of Delegates meetings.
• Be responsible of assuring that no funds of the House or CAUSGA are misappropriated or otherwise misused.
• Submit written and oral quarterly financial reports to the House of Delegates.
• Make a year-end report describing revenues, disbursements, and encumbrances so as to reflect the business of the SGA at the close of the academic year.
• Perform any additional duties, in accordance with this Constitution, its Amendments and the Bylaws of the overall CAUSGA.
• Attend all meetings of the House of Delegates unless excused by the Chair.

Section 9: Responsibilities of Representatives
Each representative shall:

- Be a voting member of the House of Delegates
- Attend all House of Delegates meetings, unless excused for extenuating circumstances. All excuses are approved by the Chair of the House of Delegates or designee.
- Hold meetings and keep sufficient and consistent correspondence with the bodies in which the Representatives represent.
- Create a calendar for meeting dates with respective constituency to be given to CAUSGA and published in the CAUSGA office.
- Suggest solutions to legislative issues effecting CAUSGA directly and/or indirectly formally at House of Delegates meetings.
- Attend all University Committee meetings that they are assigned to by either of the President’s or the Executive Vice President’s of CAUSGA.
- Provide written reports about the University Committee meetings to the respective President or Executive Vice President who appointed them to the committee.
- Attend all meetings of his or her respective HOD committees, unless excused for extenuating circumstances determined by the Chair of the Committee.
- Perform additional duties, subject to this constitution, its Amendments and the Bylaws of the CAUSGA.

ARTICLE VIII: COMMITTEES OF THE HOUSE OF DELEGATES

Section 1: Committee Composition

The Committee shall be composed of a Chair, Co-Chair, and Committee

Section 2: Duties of the Chair

- Preside over all meetings of their respective House of Delegates Committee
- Dictate the duties of the Committee Co-Chair
- Vote only in case of a tie
- Maintain a functional, productive, and influential committee
- Utilize students of the University to assist in legislative functions of the committee
- Keep all official and unofficial copies of committee correspondence
- Openly address, voice, and listen to all issues brought to him/her by the student body and/or the representatives of the House of Delegates
- Attend all meetings of the House of Delegates unless excused by the House of Delegates Chair

Section 3: Duties of the Committee Co-Chair

- Be empowered to carry out the duties and responsibilities of the Committee Chair in his/her absence
• Take all minutes of Committee Meetings, or delegate someone to do so
• Keep copies of all official and unofficial committee correspondence
• Assist and represent the Committee Chair in his/her legislative duties
• Be a voting member of their respective House of Delegates Committee
• Attend all meetings of their respective House of Delegates Committee unless excused by the Chair, and the Committee Chair is notified of this circumstance

Section 4: Duties of the Committee Members

The Committee Members shall:

• Attend all meetings of their respective Committee unless excused by the Chair, and the Committee Chair is notified of this circumstance
• Follow the orders of the Committee Chair
• Be responsible for duties given by the Committee Chair
• Represent the House of Delegates professionally and substantially

Section 5: Student Election Committee

The purpose of this committee is to:

• Represent the welfare of the student body
• Coordinate, promote, and maintain a fair and just Fall and Spring Election process
• Supervise all election activities in conjunction with its Faculty Advisor(s)
• Conduct elections as directed by the House of Delegates
• Make Changes to SEC Election Code to be approved by faculty advisor
• Make special judgments in cases pertaining to and during the Fall and Spring Election process

Section 6: Constitution Revision Committee

The purpose of this committee is to:

• Represent the welfare of the student body
• Annually review the CAUSGA constitution beginning the first official House of Delegates meeting of the Fall Semester
• Retrieve amendments to the constitution proposed by the student body
• Be responsible for obtaining the 2/3 vote for ratifying the amendments proposed by the student body
• To annually review the House of Delegates constitution beginning the first official House of Delegates meeting of the Spring Semester
• Be responsible for all proper publication and distribution of the most current and up-to-date CAUSGA constitution

Section 7: Committee for SGA Policies and Procedures
The purpose of this committee is to:

- Represent the welfare of the student body
- Thoroughly review all CAUSGA policies and procedures
- Formally offer changes to irrational or obsolete policies and procedures of CAUSGA to be approved by the committee, then by the House of Delegates
- Formally offer new and innovative policies and procedures to help the overall productivity of CAUSGA to be approved by the committee, then by the House of Delegates
- Formally offer changes to irrational or obsolete policies and procedures of the University to be approved by the Committee; then by the House of Delegates; then by the University
- Formally offer new and innovative policies and procedures to help the overall productivity of the University to be approved by the committee; then by the House of Delegates; then by the University

Section 8: Academic Affairs Committee

The purpose of this committee is to:

- Represent the welfare of the student body
- Evaluate the academic performance of the University
- Evaluate the academic performance of the Student body
- Coordinate students to evaluate the performance of professors of the University
- Evaluate underdeveloped departments and schools in need
- Develop a relationship with the Registrars Office and the Office of Student Retention and any other office which obtains information on student performance

Section 9: University Evaluations Committee

The purpose of this committee is to:

- Represent the welfare of the student body
- Evaluate aspects of the University excluding academic affairs
- Evaluate individuals or staff of the University
- Evaluate outsourcing ventures of the University
- Submit reports to the CAUSGA and to the University about certain facets of the University that need to be evaluate more closely by the University because of its lacking appearance or behavior

Section 10: Student Activity Fee Committee

The purpose of this committee is to:

- Represent the welfare of the student body
- Obtain student feedback on the activity fee
- Propose fee amounts according to student recommendations
- Create guidelines and regulations for the Student Activity Fee
- Create disbursement regulations for the fee

**ARTICLE IX: TERM OF OFFICE**

- All elected CAUSGA representatives who obtain office during the Spring Elections (the dates for the Spring Elections shall be determined by the SEC) shall serve for approximately one year beginning with the Spring Commencement of the University and ending with Spring Commencement of the Following year.
- All elected CAUSGA representatives who obtain office during the Fall Elections (the dates for the Fall Elections shall be determined by the SEC) shall serve from Time of Election until the Spring Commencement of the following semester.
- All students seeking appointment to the House of Delegates shall do so at the first House of Delegates meeting after the Fall Elections process and shall serve until the Spring Commencement of the following semester.
- Miss Clark Atlanta University shall not serve more than one term
- All other elected officers of CAUSGA may serve more than one term if reelected. However, an officer may not exceed two terms in a particular office.

**ARTICLE X: CONSTITUTIONAL AMENDMENTS**

- Shall be annually reviewed by the Constitution Revision Committee and the second meeting of the second semester.
- Any Clark Atlanta University students may submit changes or recommendations in writing to the special committee
- Any proposed change by the committee shall be ratified by the House of Delegates by 2/3 vote of those representatives present and voting
- This Constitution shall be considered enacted if approved by 2/3 vote of those representatives present and voting

**ARTICLE XI: BY-LAWS**

**I. Meetings**

*Section 1:* A notice of any meeting of CAUSGA shall be posted at least one week in advance.

*Section 2:* CAUSGA shall hold at least two meetings per semester—one prior to and one following the midterm. The House of Delegates shall hold two formal business meetings per semester—one prior to and one following the CAUSGA meeting.

*Section 3:* Fifty percent of the House of Delegates shall constitute a quorum for formal meetings.

*Section 4:* Additional meetings may be called by the Presidents of CAUSGA or by one-fourth of the House of Delegates, provided they present such a request in writing to the CAUSGA Presidents.

*Section 5:* One-third of the House of Delegates shall constitute a quorum for called meetings.

*Section 6:* Failure of a representative to attend two consecutive formal meetings without approval from the House of Delegates shall result in his or her suspension or expulsion from the House of Delegates.
Section 7: Failure of a CAUSGA officer to attend two CAUSGA meetings without approval from the House of Delegates shall result in his or her suspension or expulsion from his or her position.

Section 8: The House of Delegates meetings shall be held two Sundays per month for every month that has at least two full weeks in it; one of those weeks must not contain any examinations (midterm or finals).

Section 9: The Chair can call an emergency meeting as long as each representative is given twenty-four (24) hours advance notice.

Section 10: All meetings follow Roberts Rules of Order.

II: Qualifications

Section 1: The Executive Board of Clark Atlanta University Student Government Association which includes: the Executive Board Presidents, the Executive Board Vice-Presidents, the Secretary, and the Treasurer, shall meet the following qualifications immediately prior to and for the duration of their tenure:

- Only the Executive Board Presidents and Executive Board Vice-Presidents must be at least a full-time junior by the Fall semester that the office is sought or must be a graduate student by the semester in which the office is sought and have at least one year of matriculation at CAU immediately prior to that semester.
- Must have recommendations from two faculty or staff members and two Clark Atlanta University students.
- Must have a cumulative grade point average of 3.0 for the undergraduate and 3.0 for the graduate officers.
- Must be in good financial standing with the University.
- Must be in good judicial standing with the University.

Section 2: The members of the House of Delegates shall meet the following qualifications immediately prior to and for the duration of their tenure:

- Must be at least a full-time student having achieved classification consistent with the office being sought by the Fall semester.
- Must have recommendations from two faculty or staff members and two Clark Atlanta University students.
- Must have a cumulative grade point average of 2.7 for the undergraduate and 3.0 for the graduate offices.
- Must be in good financial standing with the University.
- Must be in good judicial standing with the University.

Position eligibility must be approved by the Student Election Committee and the Associate Dean of Student Affairs (i.e., only a commuter student may be eligible to be Commuter Student Representative).

Section 3: Miss Clark Atlanta University shall meet the following qualifications immediately prior to and for the duration of her tenure:

- Must be at least a full-time junior or a graduate student having at least one year of matriculation at CAU immediately prior to the semester in which the office is sought.
- Must have a cumulative grade point average of 3.0 for the undergraduate and 3.0 for the graduate.
- Must be in good financial standing with the University.
• Must be in good judicial standing with the University.
• Must have recommendations from two faculty or staff members and two Clark Atlanta University students.

Section 4: All other officers of CAUSGA shall meet the following qualifications immediately prior to and for the duration of their tenure:
• Must be at least a full-time student having achieved classification consistent with the office being sought by the Fall semester.
• Must have recommendations from two faculty or staff members and two Clark Atlanta University students.
• Must have a cumulative grade point average of 2.7 for undergraduate and 3.0 for the graduate officers.
• Must be in good financial standing with the University.
• Must be in good judicial standing with the University.

Section 5: All other qualifications not aforementioned above for any CAUSGA student elected position refer to ARTICLE IX SECTION 2 listed as the Student Election Code

III. Duties

Section 1: The Presidents of CAUSGA shall be the chief executive officers of Student Government.

Section 1A: The Executive Board Presidents shall serve as spokespersons for the student body.

Section 1B: The Class Presidents shall serve as spokespersons for their respective class.

Section 2: The Executive Board Presidents shall be ex officio voting members of all committees of CAUSGA.

Section 3: The Executive Board Presidents shall be empowered to appoint committees to assist in the executive functions of CAUSGA and to promote broad participation of students in the affairs of the student body and the University.

Section 4: The Executive Board Presidents shall recommend and nominate students to serve on appropriate University committees.

Section 5: The Vice Presidents of CAUSGA shall be empowered to carry out the duties and responsibilities of either president in his/her absence.

Section 6: The Executive Board Vice Presidents shall be nonvoting members in the House of Delegates and shall preside over that body until a Chair is appointed.

Section 7: The Vice Presidents shall assist and represent the Presidents in performing the executive and administrative duties of CAUSGA.

Section 8: The Secretary shall be responsible for taking and maintaining minutes and permanent records of all CAUSGA business. These records shall be open to any CAUSGA member.

Section 9: The Executive Board Treasurer shall chair the Budget Committee and recommend to the House of Delegates an operating budget for the ensuing year and maintain records of funds.

Section 10: The Treasurer shall monitor all CAUSGA financial transactions.

Section 11: The Treasurer shall make a year-end report describing revenues, disbursements, and encumbrances and shall carry forward balances of the CAUSGA’s funds to the House of Delegates and the University so as to reflect the business of CAUSGA at the close of the academic year.

Section 12: The body of the House of Delegates shall elect its chair.

Section 13: The Chair of the House of Delegates shall call and preside over meetings, of which he or she shall be a member without voting privileges.
IV. Vacancies

Section 1: Any office shall be declared vacant when an incumbent fails to satisfy any requirements as set forth in these bylaws.

Section 2: Any elected officer of CAUSGA may be removed from office by two-thirds vote of the student body.

Section 3: Should the office of President become vacant for any reason, the Vice President shall serve the rest of the term as President.

Section 3A: Should the Vice President fail to serve, a special election for replacement shall be held by the SEC. Should a Vice President fail to be elected, the President shall appoint a replacement with approval from the House of Delegates.

Section 4: Should the office of Treasurer and/or Secretary become vacant, the President shall appoint replacements with approval from the House of Delegates.

Section 5A: Should Miss Clark Atlanta University fail to comply with her duties, her position becomes vacant and the line of succession falls in order to the first attendant, second attendant. Should the line of succession fail to produce a replacement, the office shall fall in order to Miss Senior, Miss Junior, etc.

Section 5B: Miss Clark Atlanta University may be removed from office by two-thirds vote of those students voting in a university-wide election, if the incumbent's behavior, conduct, or demeanor reflects unfavorably on the office, the student body, or the University.

Section 5C: The successor to Miss Clark Atlanta University as described in Section 5A shall hold office for the unexpired duration of the term of office.

V. Method of Appointment for HOD Representatives

- For all House of Delegates appointed positions, students seeking these positions shall provide a resume, and make a one minute speech before the existing House of Delegates body at first meeting after the Fall or Spring Elections, depending on the nature of the appointment
  - The nomination requires two thirds (2/3) approval of the House of Delegates members present and voting
  - The Chair of the HOD can appoint his/her Speaker of the House; however the nomination must be approved by the HOD (2/3) approval

VI. Removal from Office

- Any member of the CAUSGA can bring charges of removal from office against another member.
  - The member must provide accurate reasoning and substantial evidence to sustain his/her charges
  - At this point the member of CAUSGA is considered in-active
  - The Chair must create a Judicial Committee of 5 to try the charges against the member in question; unless the Chair is the member being charged, in this case the Speaker of the House shall be acting Chair for the duration of the hearing.
  - The Chair shall serve as Chief Justice over the hearing with one of the CAUSGA Executive Board Vice Presidents and the HOD Secretary serving as Associate Justices. In addition, the other seats on this committee shall be held by the CAUHOD Advisor and the Dean of Judicial Affairs.
• The Speaker of the House of Delegates shall be the one to present all allegations against the accused.
• The active body of the HOD shall vote in this case; two-thirds (2/3) is required for either decision
• Each hearing must constitute a quorum
• Hearings are open to the Student Body

VII. Amendments
Section 1: Any proposed bylaw amendment or constitutional amendment must be submitted and adopted by the CAU House of Delegates.

VIII. Parliamentary Procedure
Section 1: In all matters not covered by this Constitution and bylaws, this organization shall be governed by Robert's Rules of Order with final interpretation by the CAUHOD Advisor.

IX. Election Code
Section 1: The House of Delegates in conjunction with the Student Election Committee shall review and approve election requirements and procedures with the signature of the Associate Dean of Student Affairs.
Section 2: Insert the Student Elections Code
CLARK ATLANTA UNIVERSITY

The Clark Atlanta University Student Election Committee is committed to manage a fair and just election. It is our goal to be a proactive committee, to minimize past mistakes and errors. Our primary objective is to make some much needed changes to the infrastructure of the committee, while listening to the voice of the student body. We guarantee that this election will be a well ran and managed election in all areas that will stand as a new foundation and blueprint for future Clark Atlanta University Student Election Committees.

Clark Atlanta University
Student Election Code
Last ratified 2011-2012 Academic Year
CLARK ATLANTA UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION
ELECTION CODE

PURPOSE AND DESIGN

SECTION I. ELECTIONS

- There will be two election sessions per academic year. A spring election shall be held second semester and a fall election shall be held the first semester. In the spring election the following officers shall be elected:
  - SGA Graduate/Undergraduate President
  - SGA Graduate/Undergraduate Vice President
  - SGA Executive Board Treasurer
  - SGA Executive Board Secretary
  - Miss Clark Atlanta University
  - House of Delegates
    - One, Graduate Representative for each school (Social Work, Business, Education, Arts and Sciences)
    - One, Undergraduate Representative for each Undergraduate class
    - Two, Graduate Representatives for Commuter Students
    - Three, Undergraduate Representatives for Commuter Students
  - One, Graduate Representative for International Students
  - One, Undergraduate Representative for International Students
  - One, At-Large Representative per 1000 students
  - Class Officers/Class Queens

- In the fall election the following officers shall be elected:
  - Freshman Class Officers
  - Miss Freshman
  - All positions left vacant by the spring election

- The Resident Hall Association (RHA) is in no way connected to the SGA. However, in light that the student body should decide its President and Vice President, the House of Delegates has elected to have RHA voting done via the spring election.

SECTION II: STUDENT ELECTION COMMITTEE

The Student Election Committee shall derive from the House of Delegates. The Chair of the House of Delegates shall appoint the chair of the Student Election Committee. In the event that the House of Delegates is not able to establish a Student Election Committee, the SGA Executive Board Presidents are empowered by the CAUSGA Constitution with the advisement of the Associate Dean for Student Affairs or designee, to appoint a special
committee with the same privileges, rights and duties as the Student Election Committee as stated in this code.

SECTION III: STUDENT ELECTION BOARD

• Election for the CAUSGA positions shall take place during the Student Election Week. All the election activities shall take place under the supervision of the Student Election Committee and with advisement of the Associate Dean or Designee of Student Affairs.

• The Student Election Committee shall conduct elections as directed by of the House of Delegates with the advisement of the Associate Dean for Student Affairs.

• Fall or spring elections may not occur within the two-week period immediately preceding mid-term or final examinations.

• Positions within the Student Elections Committee are as follows:
  • Chair- Is responsible for all actions of his or her committee; the chair will oversee the members of his committee, providing leadership and guidance. The chair will be responsible making sure that the committee is effective and to oversee the overall election process. The Chair shall have served 4 semesters on the Student election committee
  • 2 Co-chairs – Both Co-chairs will assist the chair and assumes the role of chair in his/her absence. Also oversees the actions of all committees
  • Sec – responsible for keeping accurate records of all minutes,
  • Time Keeper – Keep the time
  • Committee Chairs: Vigilance, Publicity, Speeches & Debates, Special Assignments.

SECTION IV: QUALIFICATIONS AND CONDITIONS FOR CANDIDACY

• All candidates must be academically, financially, and judicially in good standing with the university in order to run for any CAUSGA positions.

• Incompletes (I) will not be considered a disqualifying factor in academic verification.

• All candidates at the time of filing for office must have fulfilled all CAUSGA constitutional requirements. (As in the CAUSGA Constitution)

Section 1: The Executive Board of Clark Atlanta University Student Government Association which includes: the Executive Board Presidents, the Executive Board Vice-Presidents, the Secretary, and the Treasurer, shall meet the following qualifications immediately prior to and for the duration of their tenure:
A. Only the Executive Board Presidents and Executive Board Vice-Presidents must be at least a full-time junior by the fall semester that the office is sought or must be a graduate student by the semester in which the office is sought and have at least one year of matriculation at CAU immediately prior to that semester.
B. Must have recommendations from two faculty or staff members and two Clark Atlanta University students.
C. Must have a cumulative grade point average of 3.0 for the undergraduate and 3.0 for the graduate officers.
D. Must be in good financial standing with the University.
E. Must be in good judicial standing with the University.

Section 2: The members of the House of Delegates shall meet the following qualifications immediately prior to and for the duration of their tenure:
A. Must be at least a full-time student having achieved classification consistent with the office being sought by the fall semester.
B. Must have recommendations from two faculty or staff members and two Clark Atlanta University students.
C. Must have a cumulative grade point average of 2.7 for the undergraduate and 3.0 for the graduate offices.
D. Must be in good financial standing with the University.
E. Must be in good judicial standing with the University.
F. Position eligibility must be approved by the Student Election Board and the Associate Dean of Student Affairs (i.e., only a commuter student may be eligible to be Commuter Student Representative).

Section 3: Miss Clark Atlanta University shall meet the following qualifications immediately prior to and for the duration of her tenure:
A. Must be at least a full-time junior or a graduate student having at least one year of matriculation at CAU immediately prior to the semester in which the office is sought.
B. Must have a cumulative grade point average of 3.0, for the undergraduate and 3.0 for the graduate.
C. Must be in good financial standing with the University.
D. Must be in good judicial standing with the University.
E. Must have recommendations from two faculty or staff members and two Clark Atlanta University students.
F. Must submit a minimum of 35 hours of Community Service with application that was completed with one calendar year prior to running.

Section 4: All other officers of CAUSGA shall meet the following qualifications immediately prior to and for the duration of their tenure:
A. Must be at least a full-time student having achieved classification consistent with the office being sought by the fall semester.
B. Must have recommendations from two faculty or staff members and two Clark Atlanta University students.
C. Must have a cumulative grade point average of 2.7 for undergraduate and 3.0 for the graduate officers.
D. Must be in good financial standing with the University.
E. Must be in good judicial standing with the University.

III. Duties
Section 1: The Presidents of CAUSGA shall be the chief executive officers of Student Government.
Section 1A: The Executive Board Presidents shall serve as spokespersons for the student body.
Section 1B: The Class Presidents shall serve as spokespersons for their respective class.
Section 2: The Executive Board Presidents shall be ex officio voting members of all committees of CAUSGA.
Section 3: The Executive Board Presidents shall be empowered to appoint committees to assist in the executive functions of CAUSGA and to promote broad participation of students in the affairs of the student body and the University.
Section 4: The Executive Board Presidents shall recommend and nominate students to serve on appropriate University committees.
Section 5: The Vice Presidents of CAUSGA shall be empowered to carry out the duties and responsibilities of either president in his/her absence.
Section 6: The Executive Board Vice Presidents shall be nonvoting members in the House of Delegates and shall strictly serve as executive liaisons between the executive and legislative bodies of CAUSGA.
Section 7: The Vice Presidents shall assist and represent the Presidents in performing the executive and administrative duties of CAUSGA.
Section 8: The Secretary shall be responsible for taking and maintaining minutes and permanent records of all CAUSGA business. These records shall be open to any CAUSGA member.
Section 9: The Executive Board Treasurer shall chair the Budget Committee and recommend to the House of Delegates an operating budget for the ensuing year and maintain records of funds.
Section 10: The Treasurer shall monitor all CAUSGA financial transactions.
Section 11: The Treasurer shall make a year-end report describing revenues, disbursements, and encumbrances and shall carry forward balances of the CAUSGA’s funds to the House of Delegates and the University so as to reflect the business of CAUSGA at the close of the academic year.
Section 12: The body of the House of Delegates shall elect its chair.
Section 13: The Chair of the House of Delegates shall call and preside over meetings, of which he or she shall be a member with nonvoting privileges.

• Candidates can only hold one elected SGA office during a school year.
• No person who is a candidate or a member of the candidate’s campaign committee may participate in the operation of the polls, but is allowed one representative for the interest of fairness to see the tallying of votes.
• All persons who wish to run for office must submit their completed applications by the date and the time provided in the application packet. The Student Election Committee will consider no **late, incomplete or un-typed** applications.

• Current Student Government Association officers are not authorized to endorse or assist any candidates, besides describing their job description to the potential candidate(s).

• A mandatory candidate verification meeting will be held before the beginning of the campaign period. All candidates or a representative from the candidate’s campaign committee must arrive at the beginning of the meeting 30 minutes prior and stay for the duration. The time and date of the verification meeting is provided in the application packet. Attendance will be taken. All Meetings sponsored by the student election will require all potential and verified candidates to be in **Business Casual** at a minimum. Business attire includes slacks, blouses, button downs, suits (knee-length suits for females), and hard-bottom shoes. Failure to do so will result in disqualification from the election process as determined by the Student Election Committee.

SECTION V. CAMPAIGNING

• Campaigning shall be defined as any soliciting of votes for a particular candidate or issue involved in the election. This includes, but is not restricted to, distributing campaign literature and posting of campaign signs. The distribution of physical campaign material and vocal campaigning may not occur before the campaign period. Failure to adhere to these guidelines may result in disqualification, pending judiciary hearing.

• A typed campaign committee roster must be submitted to the Student Election Committee at the mandatory candidate’s verification meeting. After this roster is submitted no other persons are allowed to be added to this roster. Campaign teams shall be no larger than 15 students, who must be official students of the University.

• All campaign materials must be submitted to the Student Election Committee for approval during the allotted times, provided by the Student Election Committee in the mandatory verification meeting, **before** copies are made. An original copy of campaign literature must be stamped; all copies of this literature that will be handed out must bear the stamp of Student Election Committee’s approval, failure to do so may lead to disqualification. The Associate Dean for Student Affairs or Designee must approve all banner designs.

• Signs, banners, and campaign literature may be distributed only **at a time specified by the** Student Election Committee (according to the Student Election Board chair’s watch) the start of Campaign Week. The Student Election Board chair will be present in the front of the Student Center no later than thirty (30) minutes prior to the time indicated to conduct a time check with the candidates and their committee members.
• All campaign materials must be removed by midnight, the last day of campaign week. Failure to do so will result in disqualification from the election process as determined by the Student Election Committee. This includes all websites such as but not limited to Facebook, Twitter MySpace, electronic devices such as but not limited to Sidekick’s & Blackberries. Failure to adhere to these guidelines may be a result of disqualification.

• No Candidates or his/her campaign team may remove, deface, destroy or obscure the campaign material of any other candidate.

• Candidates are prohibited from writing campaign related messages on University sidewalks, buildings, chalkboards, and dry erase boards.

• There will be campaigning on the day of election, within the radius given by the Student Election Committee as specified in the Student Election Code. Written/tangible campaign materials may not be handed out to solicit votes, but vocal campaigning is allowed. Failure to adhere to these guidelines maybe a result of disqualification.

• Ticketing and write-ins shall not be used in the election of officers. Presidents and Vice-Presidents may campaign together, but will not be placed on the ballot together. Campaigners are not allowed to be on more than one campaign committee, failure to adhere to these guidelines may be a result of disqualification.

• There will be no posting of campaign material on light posts, glass doors, trees, lawn areas, benches, information booth the painted walls or any other unauthorized areas given by the Student Election Committee.

• Any violation of slander or libel shall result to a judiciary review.

• Student Election Committee has the power to remove or order the removal of any materials in violation of the Election Code.

• Flyers / Handbills
  • Number to be distributed: Unlimited
  • Maximum size: 11” X 14”

• Banners
  • Number of banner: One per person
  • Maximum size: 5’ x 12’

• No academic buildings may be used for the display of banners. Approval for the display of banners on the residential facilities must be obtained from the Head Resident of the residential facility and submitted to Student Elections Committee.
• Applications for banner requests cannot be requisitioned until dates have been specified by Student Election Committee. Banner requests must be obtained from the Student Elections Committee.

• Before a candidate embarks on an activity not expressly mentioned in these regulations, he/she must obtain approval, in writing from the Student Elections Chair prior to the start of the activity. No candidate can proceed with the activity until approval has been granted.

• There shall be no music of any sort on the promenade during election week. This includes but not limited to radios, computer speakers, bands etc.

• List-servers may be created by the campaign for the purpose of campaigning or informing a campaign staff and or supports. Emails sent to any previous list-servers are not permitted. This includes but not limited to yahoo groups, face book etc.

• Current SGA officer cannot use any student information, face book groups, or email list generated through their position that would give them an unfair advantage.

• Candidates may form a campaign staff prior to the campaign period in order to research a platform, and help the candidate prepare for campaign period.

• Candidates will be held responsible for the actions taken by his/her campaign staff.

• Campaign material cannot contain vulgar nor slanderous language. The Student Elections Committee reserves the right to define “Vulgar” and deny approval of any materials deemed as such. All rules apply for posted flyers and handbills. In addition no University seals, logo, or trademarks may be used on material.

• Voting Stations are not allowed to solicit votes. Any forms of technology to solicit votes are prohibited by candidates and campaign teams.

SECTION VI: VOTING

• Any matriculating student who is a financially enrolled member of the Clark Atlanta University student body may vote in the elections.

• Only students in a particular class, according to the Banner System (freshmen, sophomore, Junior, Senior) can vote for class positions during the spring and fall elections.

• Only enrolled graduate students shall vote for Graduate President, Graduate Vice President, SGA Executive Board Treasurer, SGA Executive Board Secretary and Miss Clark Atlanta University. Only enrolled undergraduate students
shall vote for **Undergraduate President, Undergraduate Vice President, SGA Executive Board Treasurer, SGA Executive Board Secretary, Miss Clark Atlanta University and your individual class officers**. Please check with the Registrar’s Office or Banner Web if there are any questions about your current voting status.

- Voting will be conducted **on-line** in a method specified by the student election committee and the office of student affairs.

- Ballot will only read first and last name of the candidate for the position he or she are running for. No slogans or nicknames are allowed on the ballots, and a sample ballot will be printed and posted for name verification prior to voting day.

- All students must have their Student ID and password to vote. Detailed voting instructions will be distributed in the mandatory verification meeting.

- On-line voting will occur over a 17-hour time span (12:00 a.m.-5:00 p.m.). Dates will be provided in the application packet.

- Each student will be allowed only one vote.

- The opposed candidate that obtains the majority of the votes wins that position. (One vote more, a plurality voting system)

- Unopposed candidates must receive 1/3 (33%) of the voting numbers to be elected into office.

- All candidates may send a representative to review voting tallies. In addition all candidates can review tallies after posted and announced.

- All votes will be certified and affirmed by the Student Election Committee, HOD Chair, and the offices of Student Activities & Student Affairs. The announcement of results will occur after tallies are verified for accuracy and reviewed with the SEC code.

- In event of a tie we will conduct a run-off election, between those candidates involved in tie only.

**SECTION VII: SPEECHES, QUESTIONS AND ANSWERS, AND MISS CAU PAGEANT**

- All candidates will be required to deliver a speech to the student body according to a schedule set by the Student Election Board. This order will be provided to the candidates upon arrival to the event.

- The time allowed for speeches will be determined by the Student Election Committee and announced at the candidates’ meeting.
• Candidates for CAUSGA Executive Board, Miss Clark Atlanta University and Class President/Vice President positions will be required to participate in a Question and Answer Session and/or Debate. Date and time will be announced at the mandatory verification meeting.

• All candidates for Miss Clark Atlanta University and class queens are required to participate in the Miss Clark Atlanta University Pageant. The pageant rehearsal schedule will be provided by the office of student affairs.

• All candidates for Miss Clark Atlanta University & Court shall submit intent of service proposal that shall include (3 Major Programs, 2 Community service projects, and one large fundraiser initiative) that will be submitted after verification along with campaign roster.

• All candidates must arrive 30 minutes prior to the specified time provided by the Student Election Committee at the mandatory verification meeting, and arrive on time, attend, and remain for the duration of the Election Week events. (i.e., Question and Answer/Debate and Speeches and Miss Clark Atlanta University Pageant). Failure to do so may result in disqualification.

SECTION VIII: VACANCIES

• CAUSGA positions left vacant by spring elections will be filled during the fall election.

• CAUSGA Executive Board elected positions not filled by the fall elections will be appointed positions by the respective president (graduate/undergraduate) with the consent of the House of Delegates.

• Class positions not filled by the fall elections will be appointed positions by the president of the class. In the event that a class president or vice president is not elected, the CAUSGA Undergraduate Association will appoint a president or vice-present with the consent of the House of Delegates.

SECTION IX: VIOLATION OF THE ELECTION CODE

• The Student Election Committee shall have the final jurisdiction concerning all violations of this code.

• Any student, faculty, staff, administrator, candidate, or campaign committee member can report a violation of the Election Code in writing or verbally to the Student Election Committee.

• The Student Election Committee shall determine whether a violation has taken place and may disqualify a candidate if he or she and/or a member of the campaign committee are found in violation of the code.
• Any person accused of election misconduct is presumed innocent until proven guilty and may testify in his/her defense.

• The Student Election committee will conduct a sweep of the campus verifying all campaign material has been removed prior to the midnight deadline.
  If the Student Election Committee accuses a candidate of violating the Student Election Code that candidate will be considered guilty until proven innocent. The accused candidate will be afforded a hearing to plead their case if any, before the judiciary committee. All decisions made by the Judiciary Committee are FINAL!!

SECTION X. CONTESTED ELECTIONS

• Upon the completion of the election, candidates will be afforded the opportunity to view final vote tallies through the Office of Student Activities.

• Questions on candidate qualifications must be referred directly to the Office of Student Activities.

• Questions concerning fairness or accuracy of the election must be forwarded to the Office of Student Activities through the Student Election Committee.

• If for any reason there is a request for Run-Off election or Re-Vote the contested candidate must submit the request in writing to the Student Election Committee, Office of Student Affairs, and the House of Delegates. This matter will be reviewed by The Student Election Committee, and approved by the HOD Chair and the office of Student Activities.

• All request for run-off and re-votes must be submitted within 24 hours of announcement of election results, only a verified candidate can request a run-off for the position they are seeking only.
If any student is found in violation, the Student Election Committee shall afford the following safeguards:

SECTION I.

• Written notice of the specific charges
• Written notice of the nature of the evidence to be presented against the person charged
• The right to present evidence and witnesses on behalf of the person charged
• Once the Student Election Committee makes a final decision it must be submitted in writing to the candidate.

SECTION II: PENALTIES

• Penalties may include, but are not limited to:
  • Written reprimand
  • Disqualification
• All candidates will be responsible for their actions as well as those of committee members.

All regulations and codes governing Student Government Elections is subject to interpretation by the Chair of the House of Delegates, Dean of Student Affairs or Designee and the Student Election Committee. The Student Election Code is subject to amendments and revisions.

WITNESSED BY:

______________________________________________________________
Candidate Name (Please Print)/ Signature                         Date

______________________________________________________________
Student Election Committee Chair and/or Co-Chair                  Date