



STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

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PREAMBLE

We, the students of the University of North Carolina School of the Arts, realizing the need for fairness and advancement of the arts, scholarship, and ethical leadership, in a model of advocacy-based governance, do hereby establish and embrace this constitution of the Student Government Association of the University of North Carolina School of the Arts.

ARTICLE I. NAME, PURPOSE & MEMBERSHIP

1) Name

- a) The name of the government herein established shall be the Student Government Association (also referred to as SGA) of the University of North Carolina School of the Arts.

2) Purpose

- a) The purpose of SGA shall be to represent the rights and opinions of the student body, joined with the administration and leadership of the University, and together build a unified community that advances rigorous academic and creative inquiry for the purpose of developing artists' voices.

3) Membership

- a) The membership of the Student Government Association herein established shall consists of:
 - i) SGA Executive Officers (Application-Selection required).
 - (1) Student applicants selected by the process outlined in Article II A.
 - ii) SGA Associate Members (Application-Volunteer)
 - (1) Students who express interests via application and serve in a volunteer capacity.
 - iii) Student Body Vice President (Appointment Required)
 - (1) One undergraduate student, who meets the qualifications for the Student Body Vice President and selected by the process outlined in Article IV.

4) Student Body President (Application & Election required)

- a) One undergraduate student, who meets the qualifications for Student Body President and elected by the undergraduate student body as outlined in Article III of this Constitution.

5) At-large members of SGA

- a) All enrolled, degree-seeking undergraduate students are considered at-large members of SGA.

ARTICLE II. SGA EXECUTIVES & ASSOCIATES

1) SGA Executives

a) Definition & Scope

- i) SGA Executives serve as student liaisons between UNCSA undergraduate students and UNCSA staff, faculty, administrators.
- ii) The role of an SGA Executive is designed to function as the “owner/operator” of UNCSA’s Student Government Association, where they work with the SGA Advisor to define and shape the SGA experience.
- iii) If the Executive Team has a Student Body President and Student Body Vice President, there shall be no more than five Executives. If the Executive Team only has a Student Body President, there shall be no more than six Executives.
- iv) Each SGA Executive is considered equal with all other SGA Executives, all operating with shared rights and authority. This is reflected in SGA’s flat organizational structure, also referred to as a “self-managed” team, with advising and guidance from the SGA Advisor and Vice Provost Dean of Student Affairs.

b) Eligibility Requirements for SGA Executive

- i) At the time of application, during the application process, and throughout the entirety of their tenure on SGA, applicants must:
 - (1) Be enrolled as a degree seeking (as defined in the UNCSA student handbook) undergraduate student of UNCSA.
 - (2) Be a rising Second, Third, or Fourth year student. (Exception of year may be granted at discretion of SGA Advisor for students transitioning from UNCSA High School to College).
 - (3) Have a cumulative GPA of 3.0.
 - (4) Be in “good standing” with their respective art school;
 - (5) Be in “good standing” with the Office of the Vice Provost Dean of Student Affairs and Associate Director of Student Conduct. Students who are subjects of conduct hearings or investigations will be deemed as “ineligible” to apply or serve on SGA.
 - (6) Return to UNCSA in early August to attend Student Leadership Retreat/Training. Members who have already served one year or more on the team with extenuating circumstances may request to be exempt from this training, with approval from the SBP and SGA Advisor.
 - (7) Serve the entirety of their tenure, beginning at Spring Forward Training(s) and concluding the first Wednesday in April of the following academic year.

- ii) At the time of appointment, candidates for SGA Executive shall have served one (1) academic year in a student leadership role. (i.e. Resident Advisor, SGA Associate, SGA Executive, Welcome Squad Coordinator/Member, School of Filmmaking Student Association, leadership with a student club/organization, etc.)
- c) Recruitment and Application Process for SGA Executives
- i) The current SGA Executive Team, with counsel from the SGA Advisor, is responsible for passive and active recruitment of SGA Executive applicants.
 - ii) Students wishing to apply for SGA Executive must complete and submit the following documents and the following steps as part of the SGA Executive Application Process prior to the announced application deadline:
 - (1) SGA Executive application (i.e. name, class, arts/discipline, GPA, essay/question(s);
 - (2) Two recommendation forms affirming the applicant's capacity for solution-focused problem solving and leadership capabilities (one, at least, must be from a member of their arts faculty).
- d) Vetting and Consideration for SGA Executives
- i) Applicants for SGA Executive will be reviewed and vetted by the Office of Student Engagement for the purpose of confirming their eligibility.
 - ii) The SGA Advisor may solicit feedback regarding applicants from SGA Executives who are current 4th year students.
 - iii) Concerns/recommendations regarding applicant(s) from SGA Executives (4th years) should be shared in a separate meeting with the SGA Advisor so as to avoid creating bias among the SGA Executive Team Council.
 - iv) In the event SGA Executives may be required to serve on the following year's Welcome Squad, feedback on applications may also be sought from Welcome Squad Coordinator(s) for the following fall semester.
- e) Selection Process for SGA Executives
- i) While preference may be given for returning SGA Executives who are in "good standing," and interested in continuing their service with SGA, they will not be guaranteed an assignment to the new SGA Executive team.
 - ii) The SGA Advisor, with input from the SBP and SBP-Elect and SGA Executives in their 4th year at UNCSA, will finalize the SGA Executive roster, taking into consideration applicants' applications, interviews, recommendations, and the student's proven leadership on campus.
 - iii) Should an SGA Executive withdraw mid-tenure, an application period may re-open for SGA Executives, at the discretion of the current Executive Team, Student Body Vice

President, and Student Body President. Applications must meet all of the eligibility requirements for SGA Executive and will be vetted by the Office of Student Engagement. Affected members may/will receive pro-rated stipends at the discretion of the SGA Advisor.

f) Oath of Office for SGA Executives

- i) All members of SGA shall take the following Oath of Office at the first SGA Executive meeting of the academic year prior to beginning their tenure in SGA:

“I, (name), hereby pledge my word that I will uphold the honor, integrity, and reputation of the University of North Carolina School of the Arts and that I will fulfill, to the best of my ability, all duties incumbent upon me as a member of the Student Government Association of our university.”

g) Responsibilities for SGA Executives

i) Commitment

- (1) The commitment to serve as an SGA Executive is not to be taken lightly and should be made with the understanding that SGA is a priority for the student, second only to the student’s academic and arts responsibilities.
- (2) Members suspecting or knowing they will be unable to fulfill any/all of their SGA Executive responsibilities should schedule a time to share their concerns with the SGA Advisor and the Student Body President as soon as possible.
- (3) Serve the entirety of their tenure, beginning at Spring Forward Training(s) and concluding the first Wednesday in April of the following academic year.

ii) Training(s)

- (1) All SGA Executives are required to participate in “Spring Forward Training” (a full-day of training in the Spring Semester, prior to the beginning of their tenure, conducted by the Office of Student Engagement) in addition to the other training dates identified during the Application process.

iii) Weekly SGA Meetings

- (1) SGA Executives are required to attend the weekly SGA meeting (approximately 23-25 meetings in the academic calendar) and should notify both the Student Body President and the SGA Advisor if/when they are unable to attend a meeting.
- (2) SGA Executives are permitted three absences from the Weekly SGA meetings during the academic calendar (August-April). Upon their third absence (between August-April) the SGA Executive must schedule a meeting with the SGA Advisor and Student Body President to discuss the Executive’s current schedule, workloads, and SGA commitment.
- (3) Upon an SGA Executive’s fourth absence, the following will occur:

- (a) The SGA Executive will immediately be placed on administrative probation and suspension from all SGA Executive responsibilities and privileges;
- (b) The SGA Advisor and Student Body President will meet with the SGA Executive within 7 workdays to discuss the student's standing commitment to their role on the SGA Executive team;
- (c) At the discretion of the SGA Advisor and Student Body President, the SGA Executive faces dismissal from the SGA Executive team with a full or partial forfeiture of their SGA Executive Stipend.

iv) Tasks / Committees / Special Projects / Roles

- (1) Concerns/issues/questions presented in the weekly SGA meeting will be assigned or taken up by SGA Executive(s) and/or the SBP for the purpose of researching and addressing with a solution focus / advocacy-centered mindset.
- (2) Updates from the appropriate SGA member(s) will be shared in the weekly meeting where they can receive input and direction from the SBP, fellow SGA Executives and/or the SGA Advisor.
- (3) SGA Executives are responsible for filling a variety of individual and committee roles including:
 - (a) Tuition & Fees Committee (September – November)
 - (i) If the Student Body President is unable to fulfill their position as Co-Chair of the Tuition & Fees Committee, they may appoint someone from the Executive Team or the Student Body Vice President to serve as their proxy.
 - (b) Elections Committee (November – February)
 - (i) See description under Article III. Section D.1.
 - (c) Association of Student Governments [ASG] Liaison (September – May)
 - (i) Definition & Scope - The SGA Executive Team ~~Council~~ will select one (1) member from within the SGA Executive Team ~~Council~~ who, in addition to the SBP, will represent UNCSA on the University of North Carolina Association of Student Governments (ASG).
 - (ii) Eligibility Requirements for ASG Liaison
 1. Must be a current SGA Executive (see Article II. A. 2)
 2. If a current SGA Executive is unable to serve as ASG Liaison, the SGA Executive Team ~~Council~~ may select a current UNCSA undergraduate student currently serving in another student leadership capacity (i.e. RA/RM, Peer Mentor, Welcome Squad Coordinator, SGA Associate, etc.)

(iii) (UNCSA) Responsibilities for UNCSA's ASG Liaison

1. Must coordinate student transportation to the monthly ASG meetings (location rotates to a different UNC campus each month) through the SGA Advisor who will assist with the initial paperwork required for using UNCSA transportation to/from ASG.
2. Must coordinate all of UNCSA's ASG involvement, representation, etc. (i.e. list of student attendees who will be serving as UNCSA representatives at the upcoming ASG meeting. This list shall be shared with the SGA Executive team [at Weekly Meeting] and email the list to the SGA and ASG advisors.)
3. If ASG Liaison is unable to attend ASG meeting, they must notify the SBP and SGA Advisor. The ASG Liaison may be asked to recruit someone to stand in their vacancy at the ASG meeting.
4. Assist the Associate Director of New Student Orientation with funding requests for ASG from UNCSA student organizations/clubs.
5. Provide monthly updates to SGA Executives and the UNCSA community on ASG and UNC system issues that affect or indirectly impact UNCSA students.

(iv) (ASG) Responsibilities for UNCSA ASG Liaison

1. See current ASG constitution for ASG Liaison responsibilities.

(v) (ASG) Stipend for UNCSA's ASG Liaison

1. See current ASG constitution for ASG Campus Liaison stipend amount.

(d) Associate Liaison (September – May)

- (i) Definition & Scope - An SGA Executive will serve as liaison between SGA Executives and SGA Associates and serve as the primary point of contact between Executives and Associates.
- (ii) The Associate Liaison will distribute and collect applications to all students on the roster of interested students.
- (iii) The Associate Liaison will be responsible for hosting meetings with Associates to share SGA updates, and solicit feedback from Associates on current initiatives and campus culture, etc.
- (iv) The Associate Liaison may recommend Associates for SGA Executive vacancies (current and future) based on the student's experience as an SGA Associate.
- (v) It should be communicated clearly and regularly that serving as SGA Associate does not guarantee a space on the SGA Executive Team.

2) Calendar

- a) SGA Executives, in collaboration with the SBP, will propose SGA's events calendar for the upcoming academic year to the SGA Advisor no later than Labor Day this may include initial budget estimates and requests.

3) Educational Stipend for SGA Executives

- a) Upon successful completion of the academic year, SGA Executives shall receive an educational stipend of \$1200 (2019-2020; previous: \$700). The stipend amount will vary year to year at the discretion of the Vice Provost Dean of Student Affairs and SGA Advisor/ The current year's stipend will be reflected above for reference.
- b) Stipends will be issued at the end of the academic year in service by the Office of the Vice Provost Dean of Student Affairs upon the SGA member's successful completion of the academic year.
- c) SGA members failing to fulfill their one-academic year commitment may forfeit their stipend (as decided by both the SBP & SGA Advisor).

4) SGA Associates

a) Definition and Scope

**The SGA Associate Role serves as an auxiliary extension of SGA. The role was created with a two-fold purpose: 1) to provide students with a "low commitment" opportunity to be involved and learn more about the work and mission of SGA; and, 2) to create a recruiting pool of future SGA Executive prospects; and 3) to allow underclassmen the opportunity to become more involved in campus issues and create initiatives to benefit the campus community.*

- i) Applications for SGA Associates are will be due in the second half of September.

b) History

- i) The role of the SGA Associate was designed as an opportunity for students to get involved on campus in a volunteer-based role during their very first semester at UNCSA if they wish.
- ii) The intense schedules of UNCSA's conservatory culture may limit students' availability for extracurricular involvement and the SGA Associate role provides students the opportunity to participate in SGA as their schedules permit.

c) Size

- i) The size of this team shall have no minimum or maximum number.

d) Eligibility Requirements for SGA Associates

- i) At the time of appointment and thereafter, candidates for SGA Associate must be:

- ii) Enrolled as a degree-seeking, undergraduate student; ~~and,~~
 - iii) In “good standing” with their respective art school and the division of liberal arts; ~~and,~~
 - iv) In “good standing” with the Office of the Vice Provost Dean of Students Affairs.
 - v) Students who are subjects of conduct hearings or investigations will be deemed as “ineligible” for service on SGA in any capacity.
- e) Recruitment and Application Process for SGA Associates
- i) SGA Executives will maintain a roster of students who express an interest in serving on SGA.
- f) Selection Process for SGA Associates
- i) The Associate Liaison will share the roster of interested students with SGA Executive Team at the weekly SGA meeting.
 - ii) The maximum number of Associates will be decided upon at the discretion of the Executive Team.
- g) Recommendations for SGA Associates
- i) Associates attend meetings and events for SGA ~~Associate Council~~ as their school schedule permits.
 - ii) SGA Associates are asked to respond to SGA Associate-related communication within 24 hours.
- h) Stipends for SGA Associates
- i) Given the “volunteer” nature of the role, SGA Associates do not receive a stipend.

ARTICLE III. STUDENT BODY PRESIDENT

1) Definition & Scope

- a) The Student Body President (SBP) is a member of the SGA team. This role is one of, if not “the”, most visible member of SGA and coordinates a variety of projects which may require or benefit from participation from members of the SGA Executive Team (i.e. Tuition & Fees Committee, etc.)
- b) The function of the Student Body President position at UNCSA is uniquely designed to serve in a collaborative nature with members of the SGA Executive Team Council, High School Student Government (HS S.G.), and Graduate Student Council (GSC) so that they may represent the overarching needs and wishes of UNCSA’s student body at the institutional and state levels, including the UNC system (UNC Association of Student Governments, UNC Board of Governors, etc.)
- c) The Student Body President shall call and preside over any regular or special meetings of the student body.
- d) Nomination and/or appointment of SGA Executives (with approval of SGA Executive team) to joint faculty-student committees and all vacant positions on the SGA Executive team are the responsibility of the Student Body President with final approval from the SGA Advisor.
- e) The Student Body President represents the student body in official dealings with students from other universities, UNCSA campus community, Co-Chair of UNCSA’s Tuition & Fees Committee, and as a voting member on UNCSA’s Board of Trustees.

2) Eligibility Requirements

- a) At the time of application, election, appointment, and thereafter, candidates for Student Body President must:
 - i) Be enrolled as a ~~full-time~~, degree-seeking, undergraduate student
 - ii) Be a rising Third Year or Fourth Year student
 - iii) Have a cumulative GPA of 3.0 or higher
 - iv) Be in “good standing” with their respective art school and the Division of Liberal Arts
 - v) Be in “good standing” with the Office of the Vice Provost Dean of Students Affairs. Students who are subjects of conduct hearings or investigations will be deemed as “ineligible” for service on SGA in any capacity
- b) The student must be able to serve as Student Body President throughout the entirety of Term of Service for Student Body President. (Beginning at the conclusion of the previous year’s college commencement and concluding with the Student Body President’s Commencement Address at college commencement at the end of the same academic year-typically, but not always, the first Saturday in May).

- c) Student Body President applicants must have one year of experience as an SGA Executive at UNCSA prior to applying for the role of Student Body President.
- d) Recruitment and Application Process for Student Body President (SBP)
 - i) Recruitment
 - (1) The current Student Body President and SGA Elections Committee will oversee advertising of Student Body President application/election timeframe.
 - ii) Application
 - (1) The current Student Body President and SGA Elections Committee will determine the Student Body President application and election timeline.
 - iii) Vetting and Consideration
 - (1) Student Body President Applicants will be vetted by the Office of Student Engagement for eligibility and reviewed for consideration by the current Student Body President, SGA Elections Committee, and the SGA Executive Team Council.
- e) Student Body President Election Process
 - i) Election Committee
 - (1) Each November the SGA Executive Team Council and SGA Advisor will appoint an Elections Committee comprised of two SGA Executives who will be responsible for coordinating the Student Body President (SBP) application/election/selection process and dates/deadlines for the upcoming Spring semester.
 - (2) In the case where only one (1) candidate completes the Student Body President application process, and is successfully vetted as outlined in ARTICLE IV, the SGA Election Committee may choose to abbreviate the application/election schedule.
 - ii) Campaign & Election Guidelines
 - (1) The Election Committee shall approve the Campaign & Election Guidelines at the beginning of the Spring Semester.
 - (2) The Campaign & Election Guidelines shall, at least, consist of the following:
 - (a) All candidates must follow any and all posting policies in the UNCSA Student Handbook, SGA Constitution and other campus posting policies.
 - (b) Any violation of the Campaign & Election Guidelines may result in revocation of candidacy. If a violation occurs, the following procedures will be followed:
 - (c) If there is an SGA Executive Team Council meeting before the time of elections the Election Committee will report the violation at the next scheduled SGA

Meeting. SGA Executives will then decide whether the candidate will be disqualified. A two-thirds majority is needed to disqualify a candidate.

(d) If there is not an SGA Executive meeting before the time of elections, the Election Committee will work with the SGA Advisor to determine whether or not the candidate should be disqualified.

iii) The Campaign & Election Guidelines must include the office location and contact information for the SGA Advisor.

f) Ballots and Voting for Student Body President

i) UNCSA students currently enrolled as degree-seeking undergraduate students are permitted to vote in the Student Body President election or polls conducted by SGA.

ii) Only those applicants' names approved as Official Candidates will be placed on the Student Body President election ballot.

g) Paper Ballot Voting (*Used Previous To 2019 Election*):

i) The Election Committee will obtain a roster of currently enrolled undergraduate students from the SGA Advisor at least one week prior to the election for use as confirmation of currently enrollment at the ballot table.

ii) To receive a ballot, students must present their current UNCSA One Card as proof of current enrollment.

iii) At least one member of the Election Committee must be present at the voting ballot box while votes are being cast or one member of the Election Committee with a staff member from the Office of Student Engagement.

iv) Each full-time undergraduate may cast one vote upon presenting their current One Card.

h) Electronic Voting (*Used For 2019 Election*):

i) Electronic voting will utilize UNCSA's survey system (Qualtrics) which will be set up by the SGA Advisor prior to Election Day.

ii) On the day of the election, each full-time undergraduate will receive an email from the SGA Advisor or current SBP with a link to the survey.

iii) Students will be required to enter their school email and "9600" number in the survey to cast their vote.

i) The winner will be determined by a simple majority vote.

3) Student Body President Responsibilities

a) Spring Training

- i) Collaborate with the SGA Advisor on the agenda and planning of the SGA Spring Training for the new incoming SGA team. The Student Body President should expect to run at least a portion of the training day.
 - ii) Attendance at the Spring Training by the SBP is required.
- b) Fall Orientation
- i) The Student Body President is responsible for coordinating SGA representation and visibility initiatives during new student orientation in August (i.e. attendance at New Student Orientation events and functions, planning SGA functions for the beginning of fall semester, etc.) This is coordinated with the Office of Student Engagement.
 - ii) The Student Body President is required to attend Fall Convocation (first day of classes in August) where they will deliver their Welcome to UNCSA address. This is coordinated through the Office of the Vice Provost of Student Affairs.
- c) Weekly SGA Meeting
- i) Attendance by the Student Body President is required (Student Body President should notify the SGA Advisor when unable to attend due to illness or scheduling conflict due to other Student Body President responsibilities.)
 - ii) The Student Body President is permitted three absences from the Weekly SGA meetings during the academic year (August-April). Upon their third absence (between August-April) the Student Body President must schedule a meeting with the SGA Advisor to discuss the SBP's current schedule, workloads, and Student Body President commitment.
 - iii) If the Student Body President is unable to attend a Weekly SGA meeting and the Executive Team has a Student Body Vice President, the SBVP will represent the SBP at the meeting.
 - iv) Upon a fourth absence within the academic year, the following shall occur:
 - (1) The Student Body President will immediately be placed on administrative probation until a meeting can be held with the SGA Executive team and SGA Advisor.
 - (2) Administrative Probation – Student will continue fulfilling their Student Body Presidential duties as outlined in the SGA Constitution until the SGA Executive team and SGA Advisor meet to determine a further course of action.
 - (3) SGA Advisor will meet with the SGA Executive team to determine a further course of action moving forward for the Student Body President. Options may include, but must be approved by a simple majority of the SGA Executive team:
 - (a) Reduction in responsibilities for Student Body President
 - (b) Recommendation for Student Body President to move to SGA Executive

- (c) Recommendation for Student Body President to resign from this position and SGA completely.
 - (4) If it is determined that the Student Body President cannot fulfill the remainder of their tenure, with less than 60 days remaining of the Student Body President's tenure, the Student Body Vice President will complete the term as Interim Student Body President. In the event that the SBVP cannot fulfill the duties of the Interim SBP, the SGA Executive Team will nominate one member from the current SGA Executive Team to the SGA Advisor and Vice Provost Dean of Student Affairs to serve out the remainder of the academic year as Interim Student Body President.
 - (5) If it is determined that the Student Body President cannot fulfill the remainder of their tenure, with more than 60 days remaining of the Student Body President's tenure, a special election will be held to elect a new Student Body President for the remainder of the term. The Student Body Vice President will serve as Interim Student Body President until the results of the special election are announced.
- d) Recurring meetings with UNCSA Administration
- i) Board of Trustees [BOT] – The Student Body President must participate in and complete UNCSA's BOT training with the Secretary of the University and an average of three BOT meetings each semester.
 - ii) Provost – Bi-weekly meetings (1 on 1) to be scheduled by the Student Body President.
 - iii) Chancellor – Initial meeting with SBP-Elect will be setup by outgoing Student Body President after Spring Election. Additional meetings by occasional phone calls and meetings (1 on 1) as necessary.
 - iv) Vice Provost Dean of Student Affairs – Bi-weekly meetings (1 on 1) to be scheduled by the Student Body President.
 - v) Graduate Student Council President – Twice per semester.
 - vi) Advisor – Bi-weekly meetings (1 on 1) to be scheduled by the Student Body President.
- e) Committee/Ex-Officio Responsibilities
- i) Tuition & Fees Committee – Co-Chair
 - (1) The Student Body President serves as co-chair of the Tuition & Fees Committee with the Provost each fall.
 - (a) With the approval of the Provost, the Student Body President may appoint a member of the current SGA Executive Team or the Student Body Vice President to serve as co-chair by proxy of the Tuition & Fees Committee.
 - ii) Responsibilities as Co-Chair
 - (1) Meetings with the Provost to discuss the role of co-chair (early/mid-September)

- (2) Attending Tuition & Fees committee meetings
 - (3) Determine student representative to serve on the Tuition & Fees Committee at the guidance of the Provost and Vice Provost Dean of Student Affairs.
- f) Association of Student Governments [ASG] for the UNC System
- i) ASG Student Body President Training (May/June)
 - (1) A summer training session for UNC system Student Body Presidents (SBPs) and ASG members.
 - (2) SBP must first notify SGA Advisor if unable to attend ASG SPB Training and also notify the ASG Advisor to setup a time to be updated on training.
 - ii) Monthly ASG meeting (August – May)
 - (1) ASG monthly meeting travels to various UNC campuses.
 - (2) SBP must first notify SGA Advisor if or when they are unable to attend the monthly ASG meeting. Following, they should notify the ASG Liaison, ASG President, and ASG Advisor.
 - (3) Coordinate with UNCASG’s Advisor a time to be updated on training.
- g) Committees / Special Projects / Events
- i) Concerns/issues/questions presented in the weekly SGA meeting will be assigned or taken up by SGA Executive Officers, SBVP, and/or the SBP.
 - ii) SGA Executives and/or SBP will research and address with a solution focus / advocacy-centered mindset.
 - iii) Offer input in SGA weekly meetings, as requested by SGA Advisor and/or SGA Executives.
- h) Service Term
- i) The title of the newly-elected Student Body President will be “Student Body President-Elect” until UNCSA Spring Commencement for undergraduates (historically the first Saturday in May) after which their title will change to Student Body President until the following Spring Commencement (12 months later).
 - i) Educational Stipend
 - i) The SBP shall receive an educational stipend of \$2200 (2019-2020; previous: \$1200). The stipend amount will vary year to year at the discretion of the Vice Provost Dean of Student Affairs and SGA Advisor and the current/previous year’s stipend will be reflected above for reference.

- ii) Stipends will be issued at the end of the academic year in service by the Office of the Vice Provost Dean of Student Affairs upon the SGA member's successful completion of the academic year.
- iii) An SBP not fulfilling their one-academic year commitment may forfeit the entirety of their stipend (as decided by the Vice Provost Dean of Student Affairs).

ARTICLE IV. STUDENT BODY VICE PRESIDENT *(Effective beginning 2020-2021)*

1) Definition & Scope

- a) The Student Body Vice President (SBVP) is a member of the SGA team. This is one of the most visible positions on SGA, second only to the Student Body President. The role requires coordination on a variety of projects which may require or benefit from participation from members of the SGA Executive Team (i.e. Tuition & Fees Committee, etc.)
- b) The function of the Student Body Vice President position at UNCSA is new as of the 2020-2021 school year, and is uniquely designed to fill in the “gaps” between the role of Student Body President and the SGA Executive Team. They are responsible for working closely with the Student Body President to represent the overarching needs and wishes of UNCSA’s student body at the institutional and state levels, including the UNC system (UNC Association of Student Governments, UNC Board of Governors, etc.)
- c) The Student Body Vice President will be appointed for the next academic year to the position by the Student Body President-Elect, with the guidance of the SGA Advisor and Vice Provost Dean of Student Affairs. The Student Body President-Elect, SGA Advisor, and Vice Provost Dean of Student Affairs will determine on a year to year basis if this role is needed for the upcoming year’s team.
- d) The Student Body Vice President shall call and preside over any regular or special meetings of the student body in the absence and approval of the Student Body President.
- e) The Student Body Vice President represents the student body in official dealings with students from other universities, UNCSA campus community, second only to the Student Body President.

2) Eligibility Requirements

- a) At the time of appointment, and thereafter, candidates for Student Body Vice President must:
 - i) Be enrolled as a degree-seeking, undergraduate student
 - ii) Be a rising Third Year or Fourth Year student
 - iii) Have a cumulative GPA of 3.0 or higher
 - iv) Be in “good standing” with their respective art school and the Division of Liberal Arts
 - v) Be in “good standing” with the Office of the Vice Provost Dean of Students Affairs. Students who are subjects of conduct hearings or investigations will be deemed as “ineligible” for service on SGA in any capacity
- b) The student must be able to serve as Student Body Vice President throughout the entirety of Term of Service for Student Body Vice President. (Beginning at the conclusion of the previous year’s college commencement and concluding with the Student Body President’s Commencement Address at college commencement at the end of the same academic year – typically, but not always, the first Saturday in May).

- c) Student Body Vice President candidates must have one year of experience as an SGA Executive at UNCSA prior to the role of Student Body Vice President.
- 3) Appointment Process for the Student Body Vice President (SBVP)
- a) Prior to Spring Training, the SBP-Elect will appoint someone to the role of Student Body Vice President with the guidance of the SGA Advisor and Vice Provost Dean of Student Affairs.
- 4) Student Body Vice President Responsibilities
- a) Spring Training
 - i) Collaborate with the Student Body President on the agenda and planning of the SGA Spring Training for the new incoming SGA team. The SBVP should expect to run at least a portion of the training day.
 - ii) Attendance at Spring Training by the SBVP is required.
 - b) Fall Orientation
 - i) The Student Body Vice President is required to attend Fall Convocation. This is coordinated through the Office of the Vice Provost of Student Affairs.
 - c) Weekly SGA Meeting
 - i) In the event that the Student Body President is unable to attend, the Student Body Vice President will represent the SBP.
 - ii) Attendance by the Student Body Vice President is required (Student Body Vice President should notify the Student Body President and SGA Advisor when unable to attend due to illness or scheduling conflict due to other Student Body Vice President responsibilities.)
 - iii) The Student Body Vice President is permitted three absences from the Weekly SGA meetings during the academic year (August-April). Upon their third absence (between August-April) the Student Vice Body President must schedule a meeting with the Student Body President and SGA Advisor to discuss the SBVP's current schedule, work loads, and Student Body Vice President commitment.
 - iv) Upon a fourth absence within the academic year, the following shall occur:
 - (1) The Student Body Vice President will immediately be placed on administrative probation until a meeting can be held with the Student Body President and SGA Advisor.
 - (2) Administrative Probation – Student will continue fulfilling their Student Body Vice Presidential duties as outlined in the SGA Constitution until the SGA Advisor and Student Body President meet to determine a further course of action moving

forward for the Student Body Vice President. The recommendation could be, but not limited to the following:

- (a) Reduction in responsibilities for Student Body Vice President
- (b) Recommendation for Student Body Vice President to move to SGA Executive
- (c) Recommendation for Student Body Vice President to resign from this position and SGA completely.

(3) The recommendation must be presented to the SGA Executive team and approved by a majority vote.

d) Recurring meetings with UNCSA Administration

- i) Student Body Vice President candidates should closely review the Student Body President responsibilities to meet with UNCSA Administration, as the Student Body President could appoint the Student Body Vice President to attend any of these meetings alongside them or in their place as a proxy, with the exception of Board of Trustees.

(1) The Student Body Vice President may attend Board of Trustees meetings, but will not be a member of the Board. The Student Body Vice President will not be permitted a vote on the Board or allowed in closed session meetings, even if they are attending in the Student Body President's place.

5) Committees / Special Projects / Events

- a) Concerns/issues/questions presented in the weekly SGA meeting will be assigned or taken up by SGA Executive Officers, SBVP, and/or SBP.
- b) SGA Executives, SBVP, and/or SBP will research and address with a solution focus / advocacy-centered mindset.
- c) Offer input in SGA weekly meetings, as requested by SGA Advisor and/or SGA Executives.

6) Service Term

- a) The title of the newly-appointed Student Body Vice President will be "Student Body Vice President-Elect" until UNCSA Spring Commencement for undergraduates (historically the first Saturday in May) after which their title will change to Student Body Vice President until the following Spring Commencement (12 months later).

7) Educational Stipend

- a) \$1800 (2020-2021; previous: NEW ROLE). The stipend amount will vary year to year at the discretion of the Vice Provost Dean of Student Affairs and SGA Advisor and the current/previous year's stipend will be reflected above for reference.

- b) Stipends will be issued at the end of the academic year in service by the Office of the Vice Provost Dean of Student Affairs upon the SGA member's successful completion of the academic year.
- c) An SVBP not fulfilling their one-academic year commitment may forfeit the entirety of their stipend (as decided by the Vice Provost Dean of Student Affairs).

ARTICLE V. REMOVAL FROM OFFICE

- 1) Grounds for Removal from Office (SGA Executive, Student Body Vice President-Elect, Student Body Vice President, Student Body President-Elect or Student Body President):
 - a) The student no longer meets the eligibility/qualification criteria (i.e. “good standing” with arts or academics, subject of any conduct investigation/query, etc.)
 - b) Academic
 - i) Academic or Arts GPA below 3.0- As Student Body President-Elect, a cumulative GPA below 3.0 at end of spring semester; as Student Body President, a cumulative GPA below 3.0 at end of Fall semester;
 - ii) Academic or Arts “Good Standing” – All members, current and elect, must remain in “good standing” with the student’s art school and the Division of Liberal Arts
 - c) Conduct
 - i) At any time if any member of SGA, current or elect, becomes the subject of a conduct hearing:
 - (1) The student will be placed on temporary administrative leave (their SGA privileges/rights/suspended) until a final finding has been issued by the Vice Provost Dean of Student Affairs.
 - (2) The SGA Executive team will work closely with the SGA Advisor to determine if a temporary or permanent successor should be appointed.
 - d) Abuse of Power or Other
 - i) A motion to declare any member of the SGA Executive Team [current or elect] unfit to carry out their duties or a motion to call for a vote of confidence can be submitted by any member of the SGA Executive Team to the SGA Advisor and should include specific examples which substantiate any claim(s).
 - e) Motion Process
 - i) The SGA Advisor will review the motion for consideration to bring before the entire SGA Executive Team for a vote. It is the responsibility of the SGA Advisor to work to clarify and ensure all information and claims are clear, accurate, and of the highest integrity before a vote is taken.
 - ii) The member in question shall have the right to speak on their own behalf during this process but may not vote.
 - iii) The SGA Advisor is responsible for coordinating the process for how the vote for removal from office will take place.

- iv) A three-fourths majority vote is required for the SGA Advisor to advance this motion to the Vice Provost Dean of Student Affairs so that the Vice Provost may ensure this process has been handled with consistency and fairness to all involved.
- v) The Vice Provost Dean of Student Affairs will issue a final ruling regarding the case.
- f) If a member of the SGA Executive team is removed, the vacancy is not required to be filled unless the removal results in the size of the SGA Executive team dropping below the requirement minimum number of SGA Executives.
- g) See Article II. Section e) Subsection iii) for the SGA re-application process.
- h) See Article III. Section c) Subsection iv) for the Student Body President re-election/appointment process.

ARTICLE VI. BUDGET

1) Funding

a) Sources

- i) The operating budget for the SBP and SGA is funded from College Activities Fee which is administered by the Office of Student Engagement.
- ii) SGA will be notified of their budget at the beginning of the Fall semester.
- iii) Additional funding may be requested from the UNC Association of Student Governments (ASG). These funds have a different process than outlined in this Constitution and should be coordinated with assistance from UNCSA's ASG Liaison, the SBP, and the SGA Advisor.

b) Budget Proposal

- i) It is the responsibility of the incoming SGA Executive team to propose their itemized budget for the upcoming academic year to the SGA Advisor by the end of the Spring semester. Failure to do so could negatively impact the new budget.
- ii) The SGA Advisor may ask for clarification on the itemized budget at which time SGA may nominate an SGA Executive to represent the team's interests on matters related to the budget.

c) Annual Budget Approval

- i) Once the SGA Advisor's questions or concerns have been addressed by SGA, a final budget will be approved and forwarded to the SGA Executive Team.

d) Fund Disbursement Process

- i) SGA Executives will use their approved itemized SGA budget (when planning and coordinating SGA events / initiatives.
- ii) Requests for the approved events/initiative funds must be submitted to the SGA Advisor prior to the date the requested funds are needed.
 - (1) Contracts & Rentals – Purchases that require contracts (i.e. performances, rentals, etc.) must be coordinated with the SGA Advisor a minimum of one month before the event and/or requested funds are needed in hand.
 - (2) Retail purchases – Most purchases that can be made through Amazon.com or at Target, Office Depot, Best Buy, Lowes Home Improvement, A.C. Moore, etc. can be made by the SGA Advisor using their UNCSA Purchase Card. SGA Executives will coordinate a time to assist a designated staff member from the Office of Student Engagement with the shopping.

e) Educational Stipend

- i) The stipend amount will vary year to year at the discretion of the Vice Provost Dean of Student Affairs and SGA Advisor.
- ii) Every year, the Student Body President and ASG Liaison, with guidance from the SGA Advisor, should review UNCSA's SGA stipend process and amounts to ensure SGA's stipends and position expectations are relevant with similar sized campuses in the UNC system.
- iii) This review should include researching the stipend amounts and job descriptions of other SGA's within the UNC university system.
- iv) The Student Body President and ASG Liaison will submit recommendations for changes to the stipend amounts to the Vice Provost Dean of Student Affairs and SGA Advisor for consideration and final approval.

ARTICLE VII. MEETINGS, EVENTS & INITIATIVES

1) Meetings

a) Weekly Meeting

i) Format / Agenda

- (1) A designee will be responsible for creating a simple agenda for the weekly meeting, distributed no later than twelve hours prior to the SGA meeting.
- (2) The method for recording minutes/notes for the weekly meeting will be determined by the SGA Executive Team no later than the third meeting of the academic year.
- (3) Time permitting, any member of SGA, or the SGA Advisor, may request to be placed on the next SGA meeting agenda. Once the agenda is full (45 minutes of topics = full agenda), requests will be moved to the next meeting's agenda.
- (4) The SGA Advisor may request the SGA team prioritize agenda requests on matters considered urgent or time-sensitive.

b) Meeting Logistics

- i) The weekly SGA meeting will last no longer than 60 minutes, unless otherwise agreed upon by a simple majority of the SGA Executive team and the SGA Advisor.
- ii) The date, time, and location of the weekly meeting will be determined by the SGA Executive team during Spring Training which precedes the academic year of tenure.
- iii) The meeting should be scheduled for a consistently recurring window of time when the greatest number of SGA Executives, the SBP, the SBVP, and the SGA Advisor are all available to attend on a regular basis.

c) Guests

- i) All SGA meetings are open to the public unless previously determined and advertised as closed session.
- ii) Any member of SGA, or the SGA Advisor, may invite guest(s) to a weekly meeting and request a space for the guest(s) on the meeting agenda.
- iii) Guests and visitors of the SGA meetings should hold questions/comments until their designated time on the agenda.

d) Events

i) Scheduling

- (1) The SGA Executive team will draft and submit their SGA fall events calendar to the SGA Advisor for review and recommendations by the end of the first week of

September; a spring events calendar to the SGA advisor for review and recommendations by mid-January.

- (2) Proposals for new events (i.e. impromptu events) not on the approved SGA calendar should be submitted to the SGA Advisor two weeks in advance and should first be approved by a simple majority of the SGA Executive team.

e) Teams for Events / Initiatives

- i) Project Lead - The SGA Executive team will appoint a Project Lead/Point of Contact for each SGA sponsored event / initiative.
 - (1) The Project Lead will serve as the event coordinator and primary contact between SGA and the SGA Advisor and/or Office of Student Engagement. The Project Lead is responsible for ensuring all required paperwork is completed and submitted to the Office of Student Engagement in a timely manner.
- ii) Support Team – The SGA Executive team will assist the Project Lead as requested to ensure the event / initiative is successfully marketed and coordinated.



ARTICLE VIII. ADVISOR

1) Role

- a) The SGA Advisor is appointed by the Vice Provost Dean of Student Affairs.
- b) The primary responsibility of the SGA Advisor is to work with and through SGA to carry out a phase of the students' university education and enhance their leadership skills as emerging artist-scholars.
- c) SGA Advisor meets with SGA Executives frequently, either individually or in groups, sometimes at regularly scheduled hours, other times by request.
- d) Individual members of the student body or administration may confer with the SGA Advisor regarding SGA business.
- e) The SGA Advisor is responsible for maintaining an awareness of campus opinion with regard to SGA.

2) Commitment

- a) To ensure SGA's organizational continuity and effectiveness as student advocates, the SGA Advisor supports SGA in the following capacities:
 - i) Attending meetings on matters related to SGA and serving as moderator in meetings as requested by members of SGA.
 - ii) Collaboration with SGA in coordinating the selection and election processes.
 - iii) Advocacy on behalf of SGA to university administrators and the community of Winston-Salem.
 - iv) Ensures the timely distribution of stipends for the SGA team occur at the end of the academic year.

ARTICLE IX. CONSTITUTION AMENDMENTS & UPDATES

- 1) Amendment and Update Process
 - a) Amendments and/or updates to the Constitution of the Student Government Association
 - i) Any SGA Executive, the Student Body President, the Student Body Vice President, or the SGA Advisor may submit suggestions for or amendments to this constitution.
 - ii) Proposals for amendments will be compiled and submitted to the SGA Executive Team for ratification at the end of the Fall Semester and voted upon for ratification at beginning of the Spring semester.
 - iii) Amendments/updates must be approved by a two-thirds majority vote of the SGA Executive Team.
 - iv) The amendment shall go into effect two weeks after the two-thirds majority vote has been received by the SGA Advisor at which time all previous SGA Constitutions will be declared null and void.
 - b) To ensure the SGA Constitution remains up-to-date and relevant, the SGA Executive team shall create a Constitutional Review Committee consisting of no fewer than 2 and no more than 4 SGA Executives and Associates.
 - i) This committee will be responsible for reassessing the SGA Constitution and proposing any needed/wanted amendments and updates.