



SOUTHERN UTAH UNIVERSITY
Policies and Procedures

Policy # 11.1
Date Approved: 05/03/10
Date Amended: 01/13/17
Reviewed w/no Changes:
Office of Responsibility: VPSS

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SUBJECT: Constitution of the Southern Utah University Student Association

PREAMBLE

SECTION 1: We, the students of Southern Utah University (or SUU), to create a fair and representative student government, do hereby establish this constitution (herein "Constitution") for the Southern Utah University Student Association (or SUUSA) (see Article I for definition of SUUSA).

SECTION 2: The purpose of Student Government inside SUUSA (See Article II Section 1 for definition) is to:

- A. Represent the student body in the decision-making and policy-development processes as prescribed in University policy;
- B. Voice student concerns to SUU Administration;
- C. Promote unity within SUUSA;
- D. Review and make recommendations concerning student fees;
- E. Support student involvement and activities;
- F. Promote quality education in all aspects of student life;
- G. Communicate with all its members; and,
- H. Provide leadership opportunities to its members;
- I. Promote an inclusive environment that celebrates the diversity of all SUU students.

ARTICLE 1: Membership

Members of Southern Utah University Student Association are all matriculated full-and part-time, undergraduate and graduate Southern Utah University students paying the full corresponding fees. When this Constitution refers to the membership or members of SUUSA it is referring to this population of students.

ARTICLE II: SUUSA Governance

SECTION 1: The governance of SUUSA is comprised of elected and appointed officials. These officials are: the Executive Council and the Student Senate. Members of the Executive Council must have and maintain a cumulative GPA of 3.0 on a 4.0 scale. All other elected and appointed members of SUUSA must have and maintain a cumulative GPA of 2.75 on a 4.0 scale. In certain circumstances SUUSA may grant a probationary period as outlined in the SUUSA procedures. Collectively these representatives are referred to as "SUUSA Student Government" throughout this document.



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SECTION 2: In order to be eligible to apply for an appointed position, run for an elected office, and/or hold and maintain any elected or appointed position or office within SUUSA Student Government, an individual shall:

- A. Be matriculated as a student at SUU;
- B. Subject to the provisions in the SUUSA Governance Bylaws, be enrolled in and complete at all times a minimum of twelve [12] semester hours as an Undergraduate student or nine [9] semester hours as graduate student;
- C. Possess a minimum cumulative GPA of 2.75 (3.0 for Executive Council) on a 4.0 scale to apply for and/or run for an elected or appointed position. During the academic year he/she is in office, elected and appointed officials shall maintain a 2.75 (3.0 for Executive Council) minimum semester GPA.
- D. Must be in good standing with University Conduct.

SECTION 3: Elections for the officers of SUUSA Student Government will be held pursuant to the time frame outlined in the SUUSA Election Bylaws.

SECTION 4: The elections shall be governed by this Constitution and the SUUSA Election Bylaws that are created, reviewed, and revised by the SUUSA Student Senate.

SECTION 5: An elected officer shall not assume office or duties until he/she has taken the Oath of Office.

SECTION 6: Appointed offices in SUUSA Student Government shall be filled after the completion of the General Election or as the need arises following resignation, graduation or impeachment and removal, or under similar circumstances. An appointed officer will not have the authority to act in his/her official capacity until the SUUSA Student Senate has approved his/her appointment and he/she has taken the Oath of Office.

SECTION 7: The Oath of Office for all SUUSA Student Government officers shall be administered by the Chief of Staff, or Members who are currently seated on the Administrative Committee. The Oath of Office is administered at an inaugural event that shall take place no later than April 30th. The Oath of Office will first be administered to all elected SUUSA officers. The newly sworn-in SUUSA Student Senate will then conduct a special senate meeting to ratify all newly appointed officers at this inaugural event. The SUUSA Executive Council will present the names for each appointed position within their respective governing body to the SUUSA Student Senate. After the ratification, the Oath of Office will then be administered to the newly ratified officers at this same inaugural event. In



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the event an elected or appointed officer cannot attend the inaugural event, or in the case of an appointment made necessary by resignation, impeachment and removal, graduation, or under similar circumstances, the Oath of Office should be administered within two weeks of the appointee's approval by the Student Senate and in the presence of two [2] or more witnesses. The Oath of Office may not be taken by proxy.

A. The Oath of Office is administered by having the newly elected or appointed officer raise his/her right hand and repeat these words:

“I, (stated name), do solemnly affirm that I will faithfully execute the office of (stated office) and will, to the best of my ability, uphold and defend the constitution of the Southern Utah University Student Association and the laws of the State of Utah.”

SECTION 9: At no time shall any appointed or elected officer concurrently hold more than one [1] office in the SUUSA Student Government.

ARTICLE III: SUUSA Attendance Policy

All members of SUUSA must be in attendance of all required meetings. If a member will not be present for a meeting they must notify the Chair 24 hours in advance. If a member of the Student Senate is absent more than three times their continued membership shall be brought to the Student Senate for consideration as determined by the SUUSA Executive Council and outlined in the SUUSA Policies and Procedures. The Executive Council in coordination with the Student Senate will determine which meetings are required at the beginning of each academic semester.

ARTICLE IV: The Executive Council

SECTION 1: The Executive Council of SUUSA Student Government is comprised of the following elected officers: The SUUSA President, Vice President of Academics, Vice President of Clubs & Organizations, and the Vice President of Finance.

SECTION 2: The President of the Student Programming Board shall serve as an Ex Officio member of the Executive Council.

SECTION 3: The SUUSA President shall appoint a Chief of Staff to serve on the Executive Council as an Ex Officio member. The Chief of Staff will serve as the parliamentarian for the Student Senate meetings. If the Chief of Staff is absent then a member of the Administrative Committee will act as parliamentarian, if there are no members present then the President will act as parliamentarian.



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SECTION 4: Officers of the Executive Council are popularly elected by SUUSA during an annual election.

SECTION 5: The SUUSA President will preside over each SUUSA Vice President. Each SUUSA Vice President will be Chair over one [1] of three [3] Student Committees formed from members of the Student Senate.

- A. The Vice President of Academics will be Chair over the Student Life Enhancement Committee.
- B. The Vice President of Student Involvement will be Chair over the Clubs & Organizations Committee.
- C. The Vice President of Finance will be Chair over the Budget and Finance Committee.

SECTION 6: All executive powers and responsibilities are vested in the SUUSA President. The SUUSA President shall:

- A. Act as the official representative of SUUSA on and off campus;
- B. Preside over the Student Senate;
- C. Approve or veto all SUUSA budget and allocation decisions made by the Vice President of Finance and the Budget and Finance Committee.
- D. Review all bills and resolutions from the SUUSA Student Senate. The SUUSA President may exercise veto power pursuant to Article X.
- E. Serve as a member of the Southern Utah University Board of Trustees;
- F. Manage all staff members employed by SUUSA Student Government;
- G. Assume additional duties and responsibilities as determined necessary by the Executive Council, Student Senate, Southern Utah University policy, or the SUU President's Council;
- H. Ensure that the governing bodies and officers of SUUSA comply with all record keeping provisions and applicable state law [see Article XII]; and I. Serve on the General Student Fee Committee.

SECTION 7: The Vice President of Academics shall:

- A. Serve as the Chair over the Student Life Enhancement Committee:
 - 1. Train Student Life Enhancement Committee members;
 - 2. Enforce the bylaws, rules of order, and policies established to govern the operations of Student Life Enhancement Committee; and
 - 3. Appoint new Committee members in the event of a vacancy.
- B. Serve as a voting member of the Student Senate;
- C. Serve as a non-voting member of the Southern Utah University Deans Council.



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- D. Serve as the chairperson and spokesperson for the Constitutional Amendment Committee [CAC] (see Article XII);
- E. Manage the Student Life Enhancement Committee budget;
- F. Assume additional duties and responsibilities as assigned by the SUUSA President, Executive Council, and Student Senate.

SECTION 8: The Vice President of Clubs & Organizations shall:

- A. Serve as the Chair over the Clubs & Organizations Committee:
 - 1. Train Clubs & Organizations Committee members;
 - 2. Enforce the bylaws, rules of order, and policies established to govern the operations of the Clubs & Organizations Committee and recognized student clubs and organizations; and
 - 3. Appoint new Committee members in the event of a vacancy.
- B. Serve as a voting member of the Student Senate;
- C. Coordinate training for registered SUUSA student clubs and organizations;
- D. Maintain the official club calendar in concert with the Clubs & Organizations Committee;
- E. Manage the Clubs & Organizations Committee budget;
- F. Assume additional duties and responsibilities as assigned by the SUUSA President, Executive Council, and Student Senate.

SECTION 9: The Vice President of Finance shall:

- A. Serve as the Chair over the Budget & Finance Committee
 - 1. Train Budget & Finance Committee Members
 - 2. Enforce the bylaws, rules of order, and policies established to govern the funding and accounts of the Clubs & Organizations; and
 - 3. Appoint new Committee members in the event of a vacancy.
- B. Serve as a voting member of the Student Senate;
- C. Oversee the SUUSA budget and provide monthly reports to the Student Senate;
- D. Recommend how student fees should be used for the academic year.
- E. Serve as a member of the General Student Fee's Committee;
- F. Appoint controllers to assist in managing all SUUSA funds; and
- G. Assume additional duties and responsibilities as assigned by the SUUSA President, Executive Council, and Student Senate.

SECTION 9: In the event of a vacancy or vacancies within the offices of the Executive Council, the following shall occur:



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- A. If the office of SUUSA President, Vice President of Academics, Vice President of Clubs & Organizations, or Vice President of Finance is vacated for any reason after the individual is elected in spring semester, but before the start of the academic school year in fall semester, then the first runner-up from the recent election for the position that was vacated shall assume the office.
- B. If the office of SUUSA President, Vice President of Academics, Vice President of Clubs & Organizations, or Vice President of Finance is vacated outside the time period prescribed above, or in the event there is not a runner-up from the previous election or the runner-up declines to assume the position, the following shall occur:
 1. If the office of SUUSA President is vacated, the Vice President of Academics shall assume the office of SUUSA President and the remaining Executive Council shall recommend a new Vice President of Academics according to the requirements of the position. This recommendation will then be ratified by the Student Senate
 2. All other vacated Executive Council positions shall be filled by recommendation of the remaining Executive Council based on the requirements of the position. This recommendation will then be ratified by the Student Senate.
 3. In the event that all of the Executive Council positions are vacated the Student Senate shall meet with the SUUSA Advisor(s) to decide what the best form of action shall be.

SECTION 10: The SUUSA Executive Council, along with the ratification of the Student Senate, shall have the power to make all regulations and institute all procedures which shall be necessary and proper for executing the above mentioned powers, responsibilities and privileges, and all other powers vested by this constitution in the SUUSA Executive Council or officer thereof.

ARTICLE V: The Student Senate

SECTION 1: The Student Senate is comprised of all Executive Council members, with the SUUSA President acting as Chair, along with six [6] elected Academic Senators, two [2] elected Upper and Lower Class Senators and, eight [8] appointed individuals from Interest Groups on campus. Further explanation can be found in the SUUSA Procedures.



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SECTION 2: Academic Senators are popularly elected during the annual SUUSA election. They shall serve on the Student Senate. Each senator shall also serve on one [1] of three [3] Senate Committees as appointed by the Executive Council.

SECTION 3: Class Senators are popularly elected during the annual SUUSA election. There shall be two [2] Class Senators: an Upper Class Senator and a Lower Class Senator. Upper Class Senator or Lower Class, shall be decided by years in college, not by credit count. They shall serve on the Student Senate. Each senator shall also serve on one [1] of three [3] Senate Committees as appointed by the Executive Council.

SECTION 4: Special Interest Representatives shall be appointed by the interest group they represent and ratified by the Executive Council. Each Representative shall also serve on one [1] of three [3] Senate Committees as appointed by the Executive Council.

SECTION 5: The Student Senate shall meet once a week as prescribed by the SUUSA President. All voting must be conducted within this allotted time period.

SECTION 6: The Student Senate are to:

- A. Commit to at least one senate meeting a week as prescribed by the SUUSA President as well as one meeting a week within their appointed Committees;
- B. Vet, review, and discuss all bills sent by the three [3] Committees. Once the review process is over the Student Senate shall vote to ratify or reject the reviewed bill. If a bill does not meet the requisite votes from the Student Senate it is sent back to the Committees for revision.
- C. Approve all implemented policies and procedures for the fair and orderly use of identified student space, equipment, and resources within SUUSA jurisdiction.
- D. Ratify all SUUSA budgets at the beginning of each fall semester for the next academic year.
- E. Approve funding requests from SUUSA student clubs and organizations that are above \$200.
- F. All funding requests from non-registered student groups or individuals must be brought to the Student Senate.
- G. Ratify all appointed Executive Council members in the event of a vacancy.
- H. May be appointed to participate in campus wide committees.

SECTION 7: In order for the Student Senate to have quorum they must have 2/3 of the standing Student Senate present during the scheduled weekly meeting. If the Student Senate



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does not obtain quorum then they will be unable to vote on any bills. In special circumstances, the Student Senate may utilize an online vote/conference to conduct business. Votes for the Student Senate meetings may not be submitted via proxy.

SECTION 8: During the Student Senate meetings each bill will be read by an appointed representative of the committee sponsoring the bill. A bill must have 2/3 majority vote in order to pass. When passed, a bill shall have all the privileges and authority written within its presented format.

SECTION 9: The Chief of Staff will take role during all Student Senate meetings and will notify all organizations and advisors of any absences.

SECTION 10: The SUUSA President can veto any approved bill according to Article X.

ARTICLE VI: Student Interest Representatives

SECTION 1: The Student Interest Representatives are comprised of eight [8] students appointed from designated Student Organizations to be a member of the Student Senate for the academic year. Each representative will be a voting member of the Student Senate.

SECTION 2: The Executive Council will select the designated Student Organizations and number of representatives. The selected Student Organization shall then choose a representative(s). All representatives must be ratified by the elected Student Senators.

SECTION 3: If a Student Interest Representative is absent for more than three [3] Student Senate meetings the Student Senate will then review the status of the Student Organization's membership.

SECTION 4: If a Student Organization wants to change their representative they must go through the ratification process as prescribed in the SUUSA procedures.

ARTICLE VII: Student Senate Committees

SECTION 1: There are three [3] Student Senate Committees: Student Life Enhancement, Clubs and Organizations, and Budget and Finance. Each Committee is comprised of members of the Student Senate. Senators will be assigned by the Executive Council.



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SECTION 2: The duties of the Committees will be to compose, vet, and review any bills or recommendations before presenting them to the Student Senate. If a bill does not meet the minimum standards written within the SUUSA procedures then a Committee can reject the bill.

- A. The Student Life Enhancement Committee will be chaired by the Vice President of Academics. The major duties of this committee will be:
 - 1. Propose, implement, and monitor special projects.
 - 2. Address the social and academic needs of all SUU students.
 - 3. Create and maintain opportunities to receive feedback from the student body.
 - 4. Work together with any other committee or ad hoc-committee to enhance student life at SUU.
- B. The Clubs & Organizations Committee will be chaired by the Vice President of Clubs & Organizations. The major duties of this committee will be:
 - 1. Organize trainings for all SUUSA clubs.
 - 2. Organize, approve, and regulate all registered Student Clubs and Organizations.
 - 3. Host regular Inter Club Council (ICC) meetings during fall and spring semester.
 - 4. Develop and maintain student co-curricular transcripts.
 - 5. Coordinate semi-annual club fairs.
 - 6. Work together with any other committee or ad hoc-committee to support clubs and organizations at SUU.
- The Budget and Finance Committee will be chaired by the Vice President of Finance. The Budget and Finance Committee shall utilize controllers in an ex-officio (a nonvoting member) capacity. The major duties of this committee will be:
 - A. Review and monitor all funding requests and make recommendations to the Student Senate.
 - B. Approve or deny any funding requests under \$200.
 - C. Monitor all SUUSA budgets and accounts.
 - D. Work together with any other committee or ad hoc-committee to support SUUSA.

ARTICLE VIII: The Administrative Committee

SECTION 1: The Administrative Committee consists of a Chief of Staff and four [4] Directors.



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SECTION 2: A member of SUUSA may be eligible for appointment to the Administrative Committee if he/she satisfies the eligibility requirements enumerated in Article I and Article II Section 2. If they are appointed they must forfeit their current role within SUUSA.

SECTION 3: The SUUSA Executive Council will appoint The Chief of Staff and four [4] Directors through an interview process. This appointment will be ratified by the Student Senate. Upon accepting an appointment to the Administrative Committee the student must agree to waive his/her right to participate in meetings that could potentially conflict with his/her duties as a committee member.

SECTION 4: The term of a Chief of Staff and his/her Directors on the Administrative Committee shall be a term of one [1] academic year.

SECTION 5: The Administrative Committee shall have the jurisdiction and authority to hear and decide all grievances filed against any officer or governing body of SUUSA, and shall have the authority to review the SUUSA Constitution, all SUUSA policies regardless of which body has implemented them including all governing body bylaws and rules of order.

SECTION 6: The Administrative Committee shall:

- A. Hear and decide duly filed grievances against appointed and elected officers of SUUSA Student Government ;
 - B. Hear and decide duly filed grievances against student clubs and organizations;
 - C. Hear and decide violations of the election bylaws;
 - D. Certify and publish election results;
 - E. Other responsibilities as outlined in the SUUSA Governance Bylaws;
 - F. Periodically review the SUUSA Constitution, governing body bylaws, and all policies and procedures to ensure they are consistent with each other and this Constitution; G. Serve as student representatives on the University Appeals Board ; and
- SECTION 7:
The Chief of Staff of the Administrative Committee shall:

- A. Act as Parliamentarian at all Student Senate meetings.
- B. Attend all Executive Council meetings.
- C. Preside over the Administrative Committee during their regular meetings, and during the review and hearing process unless he/she is the subject of review or has had a grievance filed against him or her;
- D. Act as the spokesperson for the Administrative Committee; and
- E. Preside over the impeachment and/or removal of any elected or appointed officials unless he/she is the individual being impeached and removed.



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SECTION 8: In the event that the Chief of Staff or a Director decides to run for an elected office within SUUSA Student Government, he/she must resign their position on the Administrative Committee before seeking another office.

SECTION 9: In the event that a member of the Administrative Council leaves or is removed from their position, the Executive Council shall appoint a new member. This new member will be ratified by the Student Senate.

ARTICLE IX: Student Government Advisors

SECTION 1: Student Government Advisors are determined by the Vice President of Student Affairs.

SECTION 2: The Student Government Advisors shall:

- A. Be present at all meetings of the Student Senate as well as any meeting of which his/her presence is requested;
- B. Work with Academic Affairs, assuring proper student representation on all Academic Committees;
- C. Act as consultant to the Student Government.

SECTION 3: If an Advisor is unable to attend a required meeting they may select a designee from the Student Affairs Division to represent them during their absence.

SECTION 4: The Student Government Advisors do not have a vote on the Student Senate or Committee meetings, but may provide advice and voice concerns or opinions.

SECTION 5: The Student Government Advisor may consider vetoing a bill/decision if:

- A. It is not aligned with the SUUSA or University mission and vision;
- B. Infringes upon, or harms student rights;
- C. It is not designated use of the SUUSA student fee.

Any veto made by the student government advisor must be followed by a formal letter of explanation as to why the bill/decision was vetoed. This must be submitted in writing to SUUSA within 24 hours. Vetoes made by the Student Government Advisor can be appealed by any member of the SUUSA Student Government.

The appeal must be brought to the Vice President of Student Affairs. Upon receipt of the appeal request, the Vice President of Student Affairs must:

- A. Review a letter of appeal written by a(n) SUUSA member(s).
- B. Review advisor's letter of explanation for veto.



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C. Offer an opportunity for an open forum to hear further concerns (advisors cannot attend). SECTION 6: The Student Government Advisors may be reviewed at the end of the academic year by the Student Senate. A report must be provided to the Vice President of Student Affairs for his/her consideration.

ARTICLE X: Presidential vetoes and veto override

SECTION 1: Any SUUSA bill, resolution, budget and funding proposal or policy passed by a majority of the Student Senate shall take effect when it is signed by the SUUSA President.

SECTION 2: The SUUSA President has the authority to veto any bill, resolution, budget and funding proposal, or policy passed by the SUUSA Student Senate. A vetoed measure must be returned to the Student Senate accompanied by the reasons for vetoing the measure and any recommendations the SUUSA President may have for improving the measure. Reasons and recommendations must be shared in a written memorandum.

SECTION 3: The SUUSA Student Senate may override a Presidential veto on any bill, resolution, funding proposal, or policy by passing the exact same measure with a three-fourths [3/4] vote. With an affirmative override vote, the measure will take effect.

- A. Vetoed measures cannot be amended and then passed by three-fourths [3/4] vote. An override can only be applied to a measure that remains unchanged.
- B. When necessary, Presidential recommendations should be used by the SUUSA Student Senate to create a new bill, resolution, funding proposal, or policy that complies with recommendations provided.

SECTION 4: Should the SUUSA President fail to sign or veto a bill, resolution, funding proposal, or policy within three [3] school days of receipt, the measure will automatically become effective on the next day.

ARTICLE XI: Impeachment and Removal

SECTION 1: An officer of SUUSA Student Government may be impeached for:

- A. A violation of this Constitution, any SUU policy, handbook, code of conduct or municipal, state and federal law;
- B. A violation of the Election Bylaws or other applicable bylaws; or
- C. Failure to satisfy the duties and responsibilities of one's office as specified by this Constitution.



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SECTION 2: The impeachment process is comprised of the following steps:

A. Petition to impeach

1. A member of SUUSA may initiate the impeachment process by filing a petition with 100 printed names with signatures and corresponding T-numbers filed with a member of the Administrative Committee. The petitioner must also specifically state the alleged violation of policy so a student signing the petition can make an informed decision as to whether he/she wants to sign.
2. The petition must be verified by the Administrative Committee with the assistance of the SUUSA advisor no later than one week after it was received by a member of the Committee.

B. Formation of an Impeachment Committee

1. If the petition is verified as complete and legitimate, the Chief of Staff shall form an impeachment Committee within three [3] school days of verifying the petition.

The Committee shall consist of:

- The Chief of Staff;
 - The three [3] current members of the Executive Council;
 - Three [3] SUUSA Senators;
 - Three [3] SUUSA Special Interest Representatives; ● Two [2] Directors from the Administrative Committee and; ● Two [2] SUU students selected at large.
 - SUUSA Advisor
2. There must be a majority of 2/3 membership present in an Impeachment Committee meeting in order to conduct official business.
 3. The Chief of Staff shall choose the Senators, Representatives, Directors, and at large students in an effort to appoint an unbiased committee.
 4. No one being considered for impeachment may be a member of the Impeachment Committee.
 5. The Chief of Staff shall serve as the chair and spokesperson of the Impeachment Committee and shall only be able to vote in the event the Impeachment Committee is evenly divided. In the event that the Chief of Staff is absent, the SUUSA President shall appoint an interim Chief of Staff for purposes of these proceedings.
 6. In the event the Chief of Staff is being considered for impeachment, the Director of Student Involvement and Leadership shall select an impartial



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officer of SUUSA to serve as the Chair and spokesperson for the impeachment committee.

C. Review and Evaluation of the Allegation

1. The impeachment committee shall undertake deliberations on the validity and merit of the allegations, and should thoroughly review and evaluate all the available evidence.
2. At the Conclusion of the deliberation, the Chief of Staff shall conduct a secret ballot vote of the impeachment committee. If the majority of impeachment committee members find merit in the allegation, then the officer shall be impeached.
3. The review and evaluation of the allegation shall take no longer than 10 school days commencing from the time the impeachment committee is formed. Official notice of the impeachment committee's decision shall be given in writing to the accused officer and the Vice President of Academics within 48 hours of the decision, and the notice shall initiate the removal process.

SECTION 3: The removal process is comprised of the following steps:

A. Student Senate Hearing

1. Upon the Vice President of Academics receiving official notice of the Impeachment Committee's decision, he/she will schedule a special session of the Student Senate to hold a hearing to determine removal of the impeached officer. This special session will be scheduled so as to provide the impeached officer with at least five [5] school days to prepare for the hearing, and must occur during a week when classes are in session. Written notice of the date and time of the special session will be given to the impeached officer once the special session is scheduled.
2. The special session will provide the impeached officer the opportunity to hear the evidence and arguments being presented against him/her, and also to present evidence in his/her favor.
3. The impeached officer may have an advisor help prepare and attend the hearing with him/her. An advisor may not speak or directly advocate for the accused officer during the hearing so as to prevent undue influence being exerted by a person in an authoritative role.
4. The Vice President of Academics shall preside over the hearing unless he/she is the impeached officer for whom the session has been called. In the event the Vice President of Academics has been impeached, the President Pro Tempore shall preside over the meeting.



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5. A quorum of the SUUSA Student Senate must be in attendance at the special session in order for the hearing to commence. At least one [1] SUU administrator involved with Student Affairs shall be present at the hearing.
6. This special session of the Student Senate shall not be open to the public.
7. The session shall proceed according to the following format:
 - Once the session is called to order by the presiding officer, the administrative assistant to the Academic Vice President shall read the allegation from the petition to impeach and also read the decision of the impeachment committee.
 - The impeached officer shall be allotted a reasonable amount of time to present any evidence, argument, or witness to the Student Senate. Senators will have an opportunity to ask any questions following the impeached officer's presentation.
 - Following the questions, the impeached officer will be allowed to provide a summation and any closing remarks he/she feels will be helpful to the Student Senate prior to its deliberations.
 - Following the impeached officers summation, he/she will be required to leave the hearing so the Student Senate can debate the merits of the accusation and determine the appropriate outcome. The debate shall alternate between proponent and opponent speeches and will be governed by the Student Senate's adopted rules of order.
 - After the debate, the presiding officer shall put the question of removal to the Student Senate and conduct a vote.
 - All votes will be collected and the presiding officer will announce the result of the vote. Only a vote of three-fourths [3/4] of the votes cast in the Student Senate hearing will result in the removal of the impeached officer.
8. All proceedings of the Student Senate's removal hearings are confidential. Only the Student Senate's decision will be made public. B. Official Notice of the Student Senate's Decision.
9. The presiding officer shall draft a letter and provide a copy of the hearing minutes to the impeached officer regardless of the outcome.
10. When the Student Senate's decision results in removal, the letter shall also include notice of an opportunity to appeal.



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SECTION 4: The Appeal Process

- A. An impeached and removed officer of SUUSA may appeal the Senate's decision to the Dean of Students. Appeals must be filed within one week of the Student Senate's decision.
- B. The impeached and removed officer may only appeal the Student Senate's decision if he/she believes there was a violation of due process and/or h/she has additional evidence that was not available before or during the Student Senate's decision.
- C. An appeal to the Dean of Students shall be the final step. The Dean of Students determination will be final and may either uphold or reject the Student Senate's decision.
- D. In the event the Dean of Students rejects the Student Senate's decision, the impeached officer shall retain his/her office.

SECTION 5: Throughout the impeachment, removal, and appeal process, the accused officer may continue to function in his/her official capacity and receive the benefits of his/her office.

SECTION 6: Once a decision to remove has been confirmed at all levels, the impeached and removed officer shall have all benefits of his/her office revoked.

SECTION 7: The Executive Council, by a two-thirds [2/3] vote, may release appointed officials from their positions and revoke all associated benefits without the impeachment and removal process. The only exception shall be the Directors of the Administration Committee who must be impeached and removed.

ARTICLE XII: Constitutional Amendments

SECTION 1: Amendments to this Constitution shall be considered by the Constitutional Amendment Committee [CAC] composed of the following individuals:

- A. The Vice President of Academics [Chairperson and Spokesperson];
- B. The Vice President of Clubs
- C. Three [3] Senators appointed by the Vice President of Academics
- D. Three [3] Directors appointed by the Vice President of Clubs
- E. One [1] Director from the Student Programming Board appointed by the President of Student Programming Board;
- F. Two [2] members of the SUUSA Presidential Cabinet;
- G. Two [2] students appointed at large by the SUUSA President.



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The majority of the CAC must be present in order to conduct official business. Each member shall have one [1] vote on all items submitted to them.

SECTION 2: Any member of SUUSA may propose an amendment to this Constitution.

A. Proposed amendment(s) not made by the CAC must be accompanied by a petition signed by at least five [5] percent of the total SUUSA membership.

B. The petition must include the following information:

1. A written statement clearly defining the change to constitution;
2. A written rational statement explaining the changes to the constitution;
3. Each student's signature, printed name, and T-number for the purpose of verifying the legitimacy of the petition.

C. The written/proposed amendment(s) from the CAC shall be forwarded to the SUUSA Student Senate for its consideration.

SECTION 3: If the Student Senate agrees to the amendment(s) as presented to them, it will be forwarded to the President's Council for their consideration. IF the Student Senate does not agree with the amendment(s) as it is presented to them, then the Student senate should (1) commit or refer the amendment(s) back to the CAC or the sponsor of the petition for further revisions with it recommendations noted or (2) postpone the amendment(s) indefinitely. Any revisions to the amendment(s) after being committed back to the CAC should be forwarded to the President's Council to ascertain their agreement.

SECTION 4: Once the CAC, the Student Senate, and the President's Council agree on the amendment(s) the membership of SUUSA shall have the opportunity to approve or disapprove the amendment(s) during the general election or a special election called for the purpose of amending this Constitution. If the amendment(s) fails to garner the support of a majority of the SUUSA membership voting in the election, the amendment(s) is voided and cannot be reintroduced during the same academic year it was placed on the ballot. If the amendment(s) garners the support of a majority of voters voting in the election, the amendment(s) shall be incorporated into this Constitution. On voting is over the newly formed Constitution shall go to the SUU Board of Trustees for its approval. Should the Board of Trustees reject this Constitution as amended it is void and cannot be reintroduced until the next academic year.

ARTICLE XIII: Ratification and Review of the SUUSA Constitution

SECTION 1: The SUUSA Constitution will be ratified by:

- A. A two-thirds [2/3] vote of the Student Senate;
- B. A majority vote of the SUUSA membership voting in the election;



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- C. The SUU President's Council; and
- D. The SUU Board of Trustees.

SECTION 2: Once ratified by the above-mentioned entities this Constitution shall be effective at the end of the current Academic school year.

SECTION 3: The entire SUUSA Constitution shall undergo an official review by the officers of SUUSA every three [3] years following its ratification. During a review year:

- A. The SUUSA President shall appoint a committee of four [4] members from the Student Senate. Two [2] from the previous Student Senate and two [2] from the current Student Senate. If there are no eligible Senators from the previous Academic year then four [4] members from the current Student Senate may be used.
- B. The committee shall be formed by a newly elected SUUSA president during the first month [April] of his/her term of office. The formation of the committee should take place during the spring so the appointed officers have the summer to review and consider the strength of this constitution.
- C. At the beginning of the immediately ensuing fall semester, the Review Committee will meet and recommend amendments, if any, to the Constitutional Amendment Committee [CAC]. The amendment process will then proceed as outlined in this Constitution. [see Article X].

ARTICLE XIV: Transparency in Governance

SECTION 1: The governing bodies and officers of the SUUSA Student Government will follow the Utah Open Meetings Act and the Government Records and Access Management Act [GRAMA].

SECTION 2: All bills, resolution, applications for funding, receipts, meeting minutes, and other documents will be kept on file for four [4] years and be available for public inspection. The SUUSA President shall have the responsibility to ensure this record keeping occurs, and may assign a member of his/her cabinet to oversee this function.