

*Howard University Student Association  
Constitution  
January 1977*

*Preamble*

*Article I General Provisions*

*Article II Policy Board*

*Article III Executive Branch*

*Article IV Senate*

*Article V Undergraduate Student Assembly*

*Article VI Graduate Student Assembly*

*Article VII Finance*

*Article VIII Amendments*

*Article IX Enactment*

# **PREAMBLE**

We, the students of Howard University, seeing the necessity to provide for: Broad involvement and adequate representation of all major student segments; A mechanism to speak to the needs of students in the various schools and colleges; Improvement of the channels of communication between the administration, students, and faculty; Effective maintenance of relationships with student government organizations at other institution; A mechanism capable of addressing itself to community concerns; Coordination of an overall thrust for student interests and concerns; And finally and most important, assistance in determining the future direction of the University; do establish this Constitution and its governmental structures to achieve all of these desired goals.

*This article was amended by student referendum in Spring 2007 in accordance with the provisions of the HUSA Constitution.*

## **Article I General Provisions**

### **Section 1. Name and Operational Calendar**

The name of this organization shall be the Howard University Student Association (hereafter HUSA). The elected officers of this organization shall serve office on a twelve month basis from noon on Commencement Day of the year they are elected to noon of the following Commencement Day.

### **Section 2. Membership**

All students, by virtue of their registration at Howard University are members of HUSA and shall be subject to this Constitution.

Clause A. The following shall be the members of this Association:

Item 1-The Student Body

Item 2-Policy Board of HUSA

Item 3-Executive Branch of HUSA

Item 4-HUSA Senate\*

Item 5-Undergraduate Student Assembly (UGSA)

Item 6-Graduate Student Assembly (GSA)

Item 7-All Student Councils of schools, colleges, undergraduate, graduate, or professional programs with hundred and fifty (150) students that are not housed in a school or college that presently exists and those that may be established by Howard University Board of Trustees.

*This section was amended by student referendum April 5, 1995, and in Spring 2007 in accordance with the provisions of the HUSA Constitution*

*This section was amended by student referendum March 1, 2011, in accordance with the provisions of the HUSA Constitution*

### **Section 3. Definition**

Clause A. The collective union of all student government structure shall constitute the Howard University Student Association (HUSA), and not one body or organization within that Association.

Clause B. The Policy Board is that of student government which recommends policy relative to the operation of the overall student government, and has the exclusive power of interpreting the Constitution.

Clause C. The Executive Branch of HUSA shall be composed of a President and a Vice President. The HUSA President shall serve as the Chief Executive and Official Representative of the Student Body on a University-wide basis.

Clauses D. The Undergraduate Student Assembly shall be the central **advocacy and** programming body of the Undergraduate Schools and Colleges, and shall serve to develop, maintain, and coordinate joint programs between the member schools and promote firm reciprocal continuance of this relationship after graduation.

Clause E. The Graduate Student Assembly shall be the central **advocacy and** programming body of the Graduate Schools and Colleges, and shall serve to develop, maintain, and coordinate joint programs between the member schools and colleges promote firm reciprocal continuance of this relationship after graduation. *This section was amended by student referendum in Spring 2007 and Spring 2010 in accordance with the provisions of the HUSA Constitution*

*This section was amended by student referendum March 1, 2011, in accordance with the provisions of the HUSA Constitution*

#### **Section 4. Qualifications for the Election of Officers**

Clause A. All elected officers to the Executive Branch of HUSA, members of the Policy Board, Senate, and UGSA and GSA shall meet the following requirements at the time of election and during their term of office:

The candidate must:

Item 1- Have been a full-time student the semester immediately prior to assuming office.

Item 2- Must be a full-time student during his/her term in office.

Item 3- Must maintain a grade point average not lower than 2.7 at the time of the election and during his or her term in office. Graduate and Professionals students must maintain the equivalent of good standing based on their school standards.

Item 4- Must not graduate prior to the completion of his/her term in office.

Item 5- Upon certification as a candidate for office, or upon selection as a member of the Policy Board, or for the Office of Attorney General, individuals will be mandated to attend a series of training sessions, to be administered under the authority of HUSA and the Office of Student Activities, before taking their office:

- (a) Roberts Rules of Order- All individuals
- (b) The Structure, Roles, and Responsibilities of Student Government- All candidates
- (c) Programming and Protocol- GSA and UGSA Candidates
- (d) Legislative Drafting- HUSA Senate Candidates
- (e) Judicial Processes- HUSA Policy Board Members

Item 6- Freshman and transfer students may seek positions not filled in the General Elections during the Special Election held in the Fall, at which time the stipulation that the candidate must have been a full-time student the semester immediately prior to assuming office will be waived.

*This section was amended by student referendum in Spring 2007 and Spring 2010 in accordance with the provisions of the HUSA Constitution.*

*This section was amended by student referendum March 1, 2011, in accordance with the provisions of the HUSA Constitution.*

#### **Section 5. Elections.**

Clause A. Time and Purpose

Item 1- HUSA Elections shall be held no later than the first Wednesday in the month of April, The candidates for HUSA President and Vice President, Student Council Officers, Representatives to the Senate, UGSA, GSA, Undergraduate and Graduate Student Trustees, as well as Proposed Referenda and/or Amendments to this Constitution are to be placed on the ballot at that time.

Item 2- A Special Election shall be held no later than the fourth Wednesday of September to fill vacancies left from the General Election held in the Spring. The election of Freshman or First-Year Class Officers and the placement of Proposed Referenda and/or Amendments on the ballot will take place at this time.

Clause B. Candidates

Item 1- Candidates for HUSA President and Vice President shall run together on the same ticket and must be elected together.

Item 2- Candidates for the HUSA Presidential and Vice Presidential tickets must submit a petition of not less than five percent (5%) of the student population for that election semester to the General Elections Commission per that body's instructions before the candidates can be considered duly nominated.

Item 3- All candidates for any Student Government Office must meet the qualifications specified within this document.

Clause C. Election Results



Item 1- During the General Election, any candidate receiving fifty one percent or more of the vote cast shall be duly elected.

Item 2- In the event that none of the candidates obtains a fifty-one percent (51%) majority vote, a runoff will be held between the top two (2) contenders no later than the second Wednesday in April.

Item 3- During the Run-off Election any candidate receiving a simple majority of the vote cast shall be duly elected.

Item 4- During the General Election, any candidate for UGSA or GSA receiving a majority of the vote cast from their school or college shall be duly elected.

Clause D. Election of Presiding Officers

Item 1- The election of the Chairperson and Co-Chairperson of the Policy Board, Chairperson and Vice-Chairperson of the Senate and the Coordinator and Vice Coordinator of the UGSA and GSA shall take place during their second Transitional Meeting of each respective body. Candidates are required to receive a 2/3 majority vote of incoming members to be duly elected. In the event that a 2/3 majority is not obtained, a runoff between the two (2) top contenders shall be held. The candidate then receiving the majority vote will assume office.

*This section was amended by student referendum October 5, 2004, and again in Spring 2007 in accordance with the provisions of the HUSA Constitution*

## **Section 6. Transitional Meetings**



Clause A. After the Spring General Elections of each the Academic School Year there shall be two (2) Transitional Meetings each of the Policy Board, the Senate, UGSA and GSA, to consist of all incumbent and newly elected members. At these meetings only the incoming members shall be allowed to vote for incoming officers. The incumbent presiding officer shall call and chair the meetings to vote for incoming officers. The incumbent presiding officer shall call and chair the meetings until a new presiding officer is elected, and shall chair the First Transitional Meetings of the Senate. Item1- Schedule of the First Transitional Meetings:

- (a) UGSA and GSA shall meet separately on the second Tuesday following General Elections..
- (b) The Policy Board shall meet the second Thursday following General Elections.
- (c) The Senate shall meet the second Wednesday following elections.

Item 2- During the First Transitional Meetings, the newly elected members should be briefed concerning duties of the respective offices and activities of the past year. Nominations for the officers of each body shall be entertained and closed at the adjournment of said meeting.

Item 3-Schedule of the Second Transitional Meetings:

- (a) UGSA and GSA shall meet separately on the third Tuesday following General Elections.
- (b) The Policy Board shall meet the third Thursday following General Elections.
- (c) The Senate shall meet the third Wednesday following General Elections.

Item 4-During the Second Transitional Meeting the election of officers will be held. The briefing concerning the year's activities may continue at this time.

*This section was amended by student referendum in Spring 2007 in accordance with the provisions of the HUSA Constitution*

## **Section 7. Meetings**

Clause A. All HUSA meetings are to be conducted in accordance with Robert's Rules of Order (Revised)

*This section was amended by student referendum in Spring 2007 in accordance with the provisions of the HUSA Constitution*

# **ARTICLE II**

## **Policy Board**

## **Section 1 Membership**

*Clause A.* The HUSA Policy Board shall be a seven (7)-member panel and consist solely of the appointees selected by the HUSA president from the schools and colleges and approved by the Senate. *Clause B.* The current HUSA President shall choose all Policy Board nominees. During the time of transition, the outgoing HUSA President shall choose the nominees for vacancies on the Policy Board. All nominees must be confirmed by both the Constitutional Review Committee and the 2/3 of the Senate.

*Clause C.* All members of the HUSA Policy Board shall serve for a term of one year (Commencement day at Noon to Commencement day at Noon). At the end of their tenure, all members must be reconfirmed by the outgoing Senate by the last transitional meeting.

*This section was amended by student referendum March 6, 2008, and March 2, 2010 in accordance with the provisions of the HUSA Constitution.*

## **Section 2 Powers**

The HUSA Policy Board shall recommend policy pertaining to University-wide matters and shall serve as the highest judiciary entity in student government, except in those cases where other Student Government structures have priority and/or jurisdiction as indicated within this constitution.

Clause A. Shall have the exclusive power to interpret the constitution.

Clause B. Shall have the power to require, hear and approve all reports from HUSA concerning University-wide matters.

Clause C. Shall have the power to require and hear all reports from University-wide Committees of the H.U. Administration concerning University-wide matters.

Clause D. Shall have the power to require, hear and approve all reports from the Senate.

Clause E. Shall be required to submit a monthly report to the Senate.

*This section was amended by student referendum March 4, 2004 and March 6, 2008 in accordance with the provisions of the HUSA Constitution.*

## **Section 3. Procedures**

The Policy Board shall be required to meet during the first full academic week of each month. A legally constituted meeting of the Policy Board shall consist of the majority of its voting members being present for its duration.

Clause A. The Chair and the Vice-Chair of the Policy Board shall be elected from within the ranks of the Board's members. The Chair and the Vice-Chair of the Policy Board shall retain their right to vote.

Clause B. The Chair shall call and chair all meetings of the Policy Board and shall administer the President's oath of office.

Clause C. In the absence of the Chair, the Vice-Chair shall assume all duties and responsibilities of the Chair.

Clause D. All business before the Policy Board must be approved by a two-thirds vote.

Clause E. Special meetings of the Board may be called by the Chair or the President of the Executive Branch of HUSA when they feel that situations and problems dictate the necessity.

Clause F. All meetings of the Policy Board shall be open to the students at large.

Clause G. Participants and/or attendance may be limited to the membership of the Policy Board by a two-thirds majority vote of said body.

*This section was amended by student referendum in Spring 2007 and 2008 in accordance with the provisions of the HUSA Constitution*

## **Section 4. Attendance**

Clause A. Attendance is mandatory (an alternate of the respective student council may be sent) at all meetings of the Policy Board. All members must be given at least forty-eight (48) hours notice before the meeting. A twenty (\$20) dollar fine will be levied against the member school for missing two (2) meetings with an additional twenty (\$20) dollar fine for each subsequent meeting if an alternate was not present. Additional funds shall not be allocated to any school whose fines have not been honored.

Clause B. All members of the Policy Board shall attend two (2) one-hour sessions - One covering Robert's Rules of Order and the other covering the responsibilities and powers of Policy Board Members respectively. These sessions shall be presided over by the Chairperson of the Policy Board and any other invited experts on this subject matter and shall take place during the transitional period. One session shall be held at each of the

two transitional meetings.

*This section was amended by student referendum March 6, 2008, in accordance with the provisions of the HUSA Constitution.*

## **Article III**

### **Executive Branch of HUSA**

#### **Section 1. The Executive Officers**

The Executive Officers shall be the President and Vice President of HUSA. The HUSA President shall not serve more than two (2) consecutive terms in office.

##### Clause A. Duties of the President

Item 1-Shall take the following oath, administered by the Chairperson of the Policy Board on Commencement Day, before assuming the duties of his/her office. "The duties and responsibilities of the President of HUSA embrace many of the problems and concerns of Howard University and the community at large. In assuming this office, I pledge to direct my efforts, and that of my administration, toward upholding those principals enumerated in the Preamble of the HUSA Constitution and to strive for the unity of all people of color around the globe."

Item 2-Shall present the State of the University Address at the first meeting of the Senate during the Fall semester.

Item 3-Shall coordinate all University-wide activities which directly affect HUSA.

Item 4-Shall present summer and annual budgets for the Executive Branch of HUSA to the Senate to receive that body's recommendation and approval.

Item 5-Shall call special meetings of the Policy Board if the need arises.

Item 6-Shall sign all requisitions for funds of the Executive Office of HUSA and the Senate with the Financial Advisor.

Item 7-Shall assemble an executive staff with the approval of the Senate.

Item 8-Shall be charged with the responsibility for the appointment of students to the University-wide Committees of the H.U. Administration.

Item 9-Shall use the executive power vested in him/her to uphold and support the Constitution and Bylaws of HUSA; shall enforce the rulings of the Policy Board; shall implement the legislation of the Senate, and pursue courses of action in the interest of the student body.

Item 10-Shall have the power to sign those bills passed by Senate into law within five business days of their passage.

Item 11-Shall possess the power to veto bills passed by the Senate within five business days of their passage, subject to a potential override. In the event that the President fails to take action on the bill in question within five business days, it will become law.

Item 12-Shall have the power to make executive orders, in those situation where warranted, which can only be overturned by an act of the Policy Board with 2/3 majority. These executive orders will only carry the force of law during the term of office in which that President is elected.

Item 13-The President shall appear once a semester to give the Senate information on the State of the Student Body and recommend to their consideration such measures as the President shall judge necessary.

Item 14- Shall recommend elections administrators with the advice and consent of the HUSA Senate.

*This section was amended by student referendum October 5, 2004, and again on March 6, 2008 in accordance with the provisions of the HUSA Constitution.*

##### Clause B. Duties of the Vice President.

Item 1 -Shall assist the President in performing the functions of his office.

Item 2-Shall assume all responsibilities of the President in the event of his absence or removal.

Item 3-Shall serve as an official member of all committees of the Senate without a vote.

#### **Section 2 Executive Staff**

Clause A. The Executive Staff shall consist of the following hired by the President with the approval of the Senate.

Item 1-The Financial Advisor:

- (a) Shall maintain accurate financial records of the HUSA Executive Office and Senate funds.
- (b) Shall assist the President in formulating the budgets for Summer and annual operations to be presented to the Senate for its recommendations and approval.
- (c) Shall submit budget reports every two months to the Senate to receive that body's recommendations and approval.

Item 2-The Executive Secretary:

- (a) Shall maintain communications and correspondence for HUSA under the direction of the President
- (b) Shall maintain the general upkeep of the office of the HUSA President, (coordination of files, taking messages, etc)
- (c) Shall maintain a roster of all officers and elected members of HUSA.

Item 3-The Recording Secretary:

- (a) Shall record, type and duplicate the minutes of Senate and Policy Board meetings, and make them available to the student body.
- (b) Shall maintain a permanent record of all minutes as corrected.
- (c) Shall call a meeting of the Senate to order in the absence of the President and Vice President and to preside until the election of a chairperson pro tem which should take place immediately.
- (d) Shall sign and certify all passed legislation.

Clause B. Members of the Executive Staff shall not hold any elected position in HUSA

*This section was amended by student referendum in Spring 2007 in accordance with the provisions of the HUSA Constitution.*

### **Section 3. HUSA Executive President Line of Succession**

Clause A. The following shall be the line of succession should the HUSA Executive President and the HUSA Executive Vice-President both be unable to discharge their duties.

Item 1. If, by reason of death, resignation, removal from office, inability, or failure to qualify, there is neither a President nor Vice President to discharge the powers and duties of the office of President, then the Senate Chairperson shall act as President.

Item 2. If for some reason the current Senate Chairperson is unable to fulfill the responsibilities, requirements, or qualifications of the HUSA Executive President, the Senate shall meet and select either the Undergraduate Student Assembly Coordinator or the Graduate Student Assembly Coordinator to become the new HUSA Executive President. One must attain a 2/3 majority vote in order to be selected.

*This section was amended by student referendum March 6, 2008, in accordance with the provisions of the HUSA Constitution.*

## **Article IV Senate**

Clause A. The following shall constitute the membership of the Senate:

Item 1- Undergraduate and Graduate students from every school and college of Howard University.

Item 2-Representation from the Schools and Colleges shall be based on the formula of two (2) representatives for each school and college regardless of size or enrollment. Furthermore, any school with an enrollment of five hundred (500) students or more will receive one seat for every five hundred (500) students.

Item 3-Vice President of HUSA

*This section was amended by student referendum October 5, 2004, in accordance with the provisions of the HUSA Constitution.*

*This section was amended by student referendum March 1, 2011, in accordance with the provisions of the HUSA Constitution.*

### **Section 2. Powers and Responsibilities**

The Senate shall be the student government body representing all the Student Councils of schools and colleges established by the Howard University Board of Trustees. Its function is to deal with the issues and concerns of

the students collectively and it shall have the responsibility to exercise all the powers enumerated herein and those not specifically designated to the Policy Board.

Clause A. Shall be responsible for placing referenda on the ballot. Proposed Referenda pertaining to HUSA shall require a petition of not less than five percent (5%) of the student body. The petition must be presented to the Election Committee for review and certification of signatures.

Item 1-There shall be two (2) times when Referenda may be place on the ballot: during the General Election in the Spring; and during the Special Election held in the Fall.

Item 2-All Referenda which are reviewed by the Election Committee shall be reported to the Policy Board for informational purposes only.

Item 3-Proposed Referenda, which do not require the approval of the Board of Trustees shall become effective upon two-thirds approval of all who vote.

Clause B. Shall have the responsibility of insuring that yearly elections are held at the times designated and has the power to establish guidelines for election procedures where it does not conflict or interfere with that which is mandated by this Constitution. It shall establish an Election Committee whose primary responsibility shall be to enforce the Constitutional guidelines and those established by the Senate.

Clause C. Shall have the power to review and approve the HUSA budget.

Clause D. Shall require reports from all officers and Committee Chairman.

Clause E. Shall provide for functioning of HUSA on a 12 month basis from noon Commencement Day until noon the following Commencement Day at Noon.

Clause F. Shall have the power to recommend programs to the Executive Office of HUSA for its execution.

Clause G. Shall have the power of impeachment, to be used in cases of misconduct on the part of the HUSA President and/or Vice President.

Item 1-Recommendations from 2/3 of the Senate membership, accompanied by a petition signed by ten percent (10%) of the student population for that given year will be required to move for impeachment.

Item 2-Investigative hearings shall be held by a Special Investigation Committee established by the Senate

(a.) The committee shall be composed of the following members:

- i. Vice-Chairperson, Policy Board
- ii. A member of the Policy Board elected from its ranks by the body.
- iii. An Undergraduate member elected from the ranks of the Senate by the body.
- iv. A Graduate member elected from the ranks of the Senate by the body.
- v. If any of the above persons are unable to participate, it will be the responsibility of each of the governmental structures which they represent to select an alternate to replace him/her at these hearings.

(b) The Special Investigation Committee shall select one of its members to serve as chairperson.

(c) Hearings shall continue until all pertinent testimony has been given, after which time the Committee shall make its findings of fact know to the Senate. The Committees shall not make a recommendation in regard to removal from office.

(d) All members or their designees must be present to hear testimony.

Item 3-The Senate shall call a meeting to deal exclusively with the report of the Special Investigation Committee and other findings of fact. The defendant will be permitted to address the body following the committee's report. Following the two presentations, the Senate shall consider and vote on the actual removal of the defendant from office. A 2/3 vote of the Senate shall be required for removal from office.

Clause H- Shall have the power to challenge a Presidential Veto

Item 1- In event of a presidential veto, the Senate can vote at the next regularly scheduled meeting (with quorum) following the issuance of the veto to override it.

Item 2-All veto overrides must have a 2/3 majority vote of the body.

*This section was amended by student referendum March 4, 2004, and again in Spring 2007 in accordance with the provisions of the HUSA Constitution.*

*This section was amended by student referendum March 1, 2011, in accordance with the provisions of the HUSA Constitution.*

### **Section 3. Meetings**

Clause A. The Senate shall meet on the first and third Wednesdays of every month.

Clause B. Meetings of the Senate shall be open to the student body unless a closed meeting is called by the voting body with 2/3 approval of the voting body.

*This section was amended by student referendum October 5, 2004, in accordance with the provisions of the HUSA Constitution.*

Clause C. All members of the Senate shall attend two (2) one-hour sessions - One covering Robert's Rules of Order and the other covering the responsibilities and powers of the Senate. These sessions shall be presided

over by the Chairperson of the Senate and any other invited experts on this subject matter and shall take place during the transitional period. One session shall be held at each of the two transitional meetings.

*This section was amended by student referendum March 6, 2008, in accordance with the provisions of the HUSA Constitution.*

*This section was amended by student referendum March 1, 2011, in accordance with the provisions of the HUSA Constitution.*

#### **Section 4. Attendance**

All members are subject to dismissal after two unexcused absences of the Senate or their designated committee meetings. All members shall be removed after four unexcused absences of the Senate or their designated committee meetings.

*This section was amended by student referendum October 5, 2004, in accordance with the provisions of the HUSA Constitution*

*This section was amended by student referendum March 1, 2011, in accordance with the provisions of the HUSA Constitution.*

#### **Section 5. Officers**

Clause A- A chair, vice chair, and parliamentarian shall be elected to run all Senate meetings unless otherwise noted in this document.

Clause B-All officers must be elected at the Second Transitional Meeting.

Clause C-All elected officers must be duly elected members of the Senate and cannot be the HUSA Vice President.

Clause D-Responsibilities of the Chair

Item 1. The chair shall run all meetings of the Senate.

Item 2. The Chair shall sign all legislation duly passed by the Senate.

Item 3. The chair shall only vote in the event of a tie.

Item 4. Shall appoint all committee members for Senate Standing Committees and Ad Hoc Committees.

Item 5. Shall present the Senate Operating budget to the Finance Committee for Review

*This section was amended by student referendum October 5, 2004 and March 6, 2008 in accordance with the provisions of the HUSA Constitution*

*This section was amended by student referendum March 1, 2011, in accordance with the provisions of the HUSA Constitution.*

#### **Section 6. Committees**

Clause A- The Senate shall have five standing committees: Finance, General Elections, Constitutional Review, University and External Affairs Committee, and Student Advocacy.

Item 1. The Elections Committee

a). The Senate Elections Committee shall maintain oversight responsibility of all Elections .

b). Shall confirm Elections Administrators recommended by the HUSA President.

c). Shall draft the guidelines for all elections and submit them to the full Senate for debate and passage.

Item 2. The University and External Affairs Committee

a). Shall draft resolutions and/or legislation dealing with university policies and current affairs in the university community, and the global community.

Item 3. The Student Advocacy Committee

a). Shall hear the needs and concerns of the student body and act upon them in coalition with the HUSA Executive Office, UGSA, and GSA.

b). Shall address the needs and concerns of particular groups of students while empowering the student body by educating them about how to rectify some of their various issues.

c). Shall refer non-university wide issues to their specific schools/colleges or UGSA, GSA as they see fit.

Item 4. The Constitutional Review Committee

a). Shall review the HUSA Constitution and made recommendations.

b). Shall assure that amendments passed by the Senate are forwarded to the Elections Committee and placed on the ballot for the next election day.

Item 5. The Finance Committee

a). Shall be entrusted with the authority to review and report on the budget and expenditures of the HUSA Executive Office and Senate, as well as any and all branches, departments, councils, committees and ancillary organizations of the aforementioned bodies.

b). The Financial Advisor of HUSA shall serve as a nonvoting member of the committee.

c). The Committee will be responsible for the passage of individual program budgets, as they deem necessary.

d). May subpoena all financial documents and officials of HUSA, including those mentioned in this document.

e). Shall have the exclusive power to review all applications for organizational funding and make recommendations for funding to the full Senate.

f). Shall have the exclusive power to oversee and review the Student Activity Fee, the procedures which govern it, and the distribution thereof and make the necessary recommendation to the full Senate, the HUSA Executive Office, the Policy Board, appropriate University- Wide Committees, Administrators, and the Board of Trustees.

g). Shall receive monthly financial reports from the HUSA Financial Advisor and oversee the approved HUSA budget.

Clause B- The Standing Committees shall be required to meet once between each regularly scheduled meeting of the Senate.

Clause C- Each Standing Committee shall consist of no more than twenty percent of the voting membership of Senate.

Clause D- Each representative of the Senate will compose the committee membership and no representative shall serve on more than one committee as a voting member.

Clause E- Ad-hoc committees shall be developed as the need arises at the discretion of the chair and the membership of the Senate.

*This section was amended by student referendum October 5, 2004, in accordance with the provisions of the HUSA Constitution*

*This section was amended by student referendum March 1, 2011, in accordance with the provisions of the HUSA Constitution.*

## **ARTICLE V**

### **The Undergraduate Student Assembly**

We, the Undergraduate Students of Howard University, form this Assembly: to meet the needs of the Undergraduate Schools and Colleges and the community at large; to develop, maintain and coordinate joint programs between the Undergraduate Schools and Colleges; and to promote firm reciprocal continuance of this relationship after graduation.

#### **Section 1. Name and General Function**

Clause A. The Undergraduate Student Assembly (UGSA) shall have the responsibility for instituting and implementing programs and affairs which utilize the combined skills of students of the member schools.

Clause B. The UGSA shall have the responsibility for Undergraduate student self-government and will act as an advisory board to supervise, coordinate and implement programs and affairs which utilize the combined skills of students of the member schools.

Clause C. The UGSA shall function on a twelve (12) month basis with the term of office being from noon Commencement Day to the following Commencement Day at noon.

#### **Section 2. Structure, Elections, and Membership**

Clause A. Representation from the Undergraduate Schools and Colleges shall be based on the formula of three (3) representatives for each school and college regardless of size or enrollment.

*This section was amended by student referendum March 6, 2008, in accordance with the provisions of the HUSA Constitution.*

*This section was amended by student referendum March 1, 2011, in accordance with the provisions of the HUSA Constitution.*

Item 1- There shall be a Coordinator of UGSA. This person shall be selected each year from within the UGSA representative voting body by a 2/3 majority vote.

Item 2- There shall be a Vice Coordinator of UGSA. This person shall be selected from within the UGSA representative voting body by a 2/3 majority vote.

Item 3- There shall be four (4) Standing Committees: (a) Public Relations (b) Program Committee, (c) Budget Committee (d) Executive Committee.

Item 4- Item 4- The Programs Director for the HUSA Executive Office shall attend the meetings of the UGSA for the coherence of the programming entities of HUSA.

Item 5- All voting members shall be required to serve on at least one of the standing Committees.

Item 6- The Voting membership of UGSA shall consist of the Vice President of the Student Councils and the representatives, exclusive of the Coordinator who shall vote only in case of a tie.

Clause B. Representatives shall be elected in accordance with the HUSA Constitution.

*This section was amended by student referendum in Spring 2007 in accordance with the provisions of the HUSA Constitution  
This section was amended by student referendum March 1, 2011, in accordance with the provisions of the HUSA Constitution.*

### **Section 3. Functions**

Clause A. The functions of the Undergraduate Student Assembly shall include the following:

Item 1-To promote programs in the interest of the Undergraduate Schools.

Item 2-To appropriate funds and review expenditures of all funds of UGSA.

Item 3-To determine stipends for officers, committee chairperson, and Vice Presidents for their member Student Councils.

Item 4-To require reports from all officers and committee chairpersons.

Item 5-To expel any Representative if, during his/her term in office, he/she has three consecutive absence at monthly meetings.

Item 6-To establish the criteria for the removal of Representatives.

Item 7-To remove the Coordinator and/or Vice Coordinator of UGSA:

(a.) A quorum at a regular monthly meeting shall be sufficient to call a Special Meeting of the Voting body of the UGSA with the exclusive purpose of considering and acting upon removal.

(b.)<sup>3</sup>/<sub>4</sub> vote of those voting at a Special Meeting where a quorum is present is sufficient to remove the Coordinator and/or Vice Coordinator.

(C.) In the event the Coordinator and/or Vice Coordinator are impeached they shall still retain the representative seat for their school or college.

*This section was amended by student referendum in Spring 2007 in accordance with the provisions of the HUSA Constitution*

*This section was amended by student referendum March 1, 2011, in accordance with the provisions of the HUSA Constitution.*

### **Section 4. Officers**

The officers of UGSA shall be the Coordinator, Vice Coordinator and Financial Advisor.

Clause A. The Coordinator of UGSA

Item 1-Shall chair all formal meetings of UGSA

Item 2-Shall vote only in case of a tie during and official meeting of UGSA.

Item 3-Shall implement Robert's Rules of Order (Revised) for conducting meetings.

Item 4-Shall issue a Statement of Affairs Report to UGSA and the Undergraduate Schools at the end of each semester.

Item 5-Shall appoint an Administrative and a Recording Secretary with a 2/3 vote of approval of UGSA.

Item 6-Shall aid the preparation of the summer and annual budge of UGSA.

Item 7-Shall sign with the Budget Chairperson all requisition for funds of UGSA.

Item 8-Shall serve as official spokesman and representative of the UGSA.

Item 9- Shall coordinate and supervise the Executive Office of UGSA.

Item 10-Shall determine office procedures and guidelines with the approval of the Executive Committee.

Clause B. The Vice Coordinator of UGSA

Item 1-Shall assist the Coordinator in performing the function of his/her office.

Item 2-Shall assume all responsibilities of the Coordinator in the event of his/her absence or removal.

Item 3-Shall serve as an official member of all Standing Committees without a vote.

Item 4-Shall vote at all UGSA meetings.

Clause C. The Financial Advisor

Item 1-Shall be selected each year from within the UGSA representative voting body by a 2/3 majority vote.

Item 2- Shall maintain accurate financial records of UGSA.

Item 3-Shall formulate the budgets for summer and annual operations, with the assistance of the Coordinator, to be presented to the body for its recommendations and approval by a 2/3 vote.

Item 4- Shall submit a budget report at each regular monthly meeting of UGSA.

Item 5-Shall submit his/her financial records for review to the Budget Committee.

*This section was amended by student referendum in Spring 2007 in accordance with the provisions of the HUSA Constitution*

### **Section 5 Executive Staff**

The Executive Staff shall consist of an Administrative Secretary and a Recording Secretary.

Clause A. The Administrative Secretary

Item 1-Shall maintain communications and correspondence for UGSA under the direction of the Coordinator.

Item 2-Shall maintain the general upkeep of the UGSA offices (coordination of files, taking messages, etc.).

Item 3-Shall maintain a roster of all UGSA members.

Item 4-Shall supervise the disbursement of office supplies.

Item 5-Shall record minutes of UGSA meetings when the Recording Secretary is absent.

Clause B. The recording Secretary

Item 1-Shall record, type and duplicate the minutes of all official UGSA meetings, and make them available to the UGSA membership.

Item 2-Shall maintain a permanent record of all minutes as corrected.

Item 3-Shall be responsible for the communication of all UGSA business.

Item 4-Shall work in close liaison with all Standing and Ad Hoc Committees.

Clause C. The Administrative and Recording Secretaries of UGSA shall not have a vote at UGSA meetings.

## **Section 6 Meetings**

Clause A. UGSA shall meet the second Tuesday of each month. A legally constituted meeting shall consist of a majority of its voting members being present for the duration of the meeting.

Clause B. UGSA meetings shall be open to the students of the member schools and colleges unless a closed meeting is called by the voting body with 2/3 approval of the voting body.

## **Section 7 Committees and Duties**

Clause A. There shall be two types of Committees:

Item 1-Standing

- (a) Chairperson shall be elected from within the ranks of UGSA Representatives-Officers and Vice President excluded-by a majority vote, except where otherwise noted in this document.

Item 2-Ad Hoc

- (a) Chairperson shall be elected from within the ranks of UGSA Representatives-Officers excluded-by a majority vote.

Clause B. There shall be (5) Standing Committees:

Item 1-Public Relations-Shall be responsible for publicizing programs and events, collect and distribute all communiqués and, finally, to enhance the overall potential of UGSA

Item 2-Programs-Shall be responsible for the coordination of all UGSA-sponsored affairs and will receive, respond and act upon all requests made by sources external to UGSA.

Item 3-Grievance-Shall receive, hear and resolve any and all problems, including referendum, recall and amendment, existing in the member schools and colleges collectively and/or individually. This committee shall seek out and hear complaints from any student or organization of the member colleges.

Item 4-Budget-Shall manage all financial transactions of UGSA and is authorized to audit the Treasurer's records of any member school on recommendation from the Grievance Committee with 2/3 approval of the voting body. If this case shall arise, the school whose Treasurer's records are under investigation shall not vote to approve or disapprove the audit of its financial records. The Financial Advisor shall chair this committee.

Item 5-Executive-Shall consist of the Coordinator who will chair, the Vice Coordinator, the Financial Advisor and all committee chairmen. It will be responsible for reviewing committee recommendations. It will meet periodically at the Coordinator's request to determine the overall State of Affairs of UGSA.

Clause C. All voting member of UGSA shall be required to serve on at least one of the Standing Committees.

Clause D. Ad Hoc committees shall be formulated whenever the voting body of UGSA deems it necessary.

*This section was amended by student referendum in Spring 2007 in accordance with the provisions of the HUSA Constitution*

*This section was amended by student referendum March 1, 2011, in accordance with the provisions of the HUSA Constitution.*

## **Article VI**

### **The Graduate Student Assembly**



We, the Graduate and Professional Students of Howard University, form this Assembly to: meet the needs of the Graduate and Professional Schools and the community at large: to develop, maintain and coordinate joint

programs between the Graduate and Professional Schools; and to promote firm, reciprocal continuance of this relationship after graduation.

## **Section 1. Name and General Function**

Clause A. The Graduate Student Assembly shall have the responsibility for instituting and implementing programs and affairs which utilize the combined skills of students of the member schools.

Clause B. The GSA shall have the responsibility for Graduate Student self-government and will act as an advisory board to supervise, coordinate, and implement programs and affairs which utilize the combined skills of students or the member schools.

Clause C. The GSA shall function on a twelve (12) month basis with the term of office being from noon Commencement Day to the following Commencement Day at noon.

## **Section 2. Structure and Elections**

Clause A. Representation from the Graduate and Professional Schools shall be based on the formula of three (3) representatives for each school and college regardless of size or enrollment.

Item 1- There shall be a Coordinator of GSA. This person shall be selected each year from within the GSA representative voting body by a 2/3 majority vote.

Item 2- There shall be a Vice Coordinator of GSA. This person shall be selected from within the GSA representative voting body by a 2/3 majority vote.

Item 3- Student Council Vice Presidents cannot seek nor occupy the position of Coordinator, Vice-Coordinator, or chairperson of a Standing Committee.

Item 4- The Programs Director for the HUSA Executive Office shall attend the meetings of the GSA for the coherence of the programming entities of HUSA..

Item 5- All voting members shall be required to serve on a least one of the standing Committees.

Item 6- The Voting membership of GSA shall consist of the elected representatives, exclusive of the Coordinator who shall vote only in case of a tie.

Clause B. Representatives shall be elected in accordance with the HUSA Constitution.  
*This section was amended by student referendum in Spring 2007 in accordance with the provisions of the HUSA Constitution*  
*This section was amended by student referendum March 1, 2011, in accordance with the provisions of the HUSA Constitution.*

## **Section 3 Functions**

Clause A. The functions of the Graduate Student Assembly shall include the following:

Item 1- To promote programs in the interest of the Graduate and Professional Schools.

Item 2- To appropriate funds and review expenditures of all funds of GSA.

Item 3- To determine stipends for officers, committee chairpersons, and Vice Presidents for their member Student Councils.

Item 4- To require reports from all officers, and committee chairpersons.

Item 5- To expel any Representative if, during his/her term in office, he/she has three consecutive absence at monthly meetings.

Item 6- To establish the criteria for the removal of Representatives.

Item 7- To remove the Coordinator and/or Vice Coordinator of GSA:

(a) A quorum at a regular monthly meeting shall be sufficient to call a Special Meeting of the Voting body of the GSA with the exclusive purpose of considering and acting upon removal.

(b)  $\frac{3}{4}$  vote of those voting at a Special Meeting where a quorum is present is sufficient to remove the Coordinator and/or Vice Coordinator.

(c) In the event the Coordinator and/or Vice Coordinator are impeached they shall still retain the representative seat for their school or college.

*This section was amended by student referendum in Spring 2007 in accordance with the provisions of the HUSA Constitution*

*This section was amended by student referendum March 1, 2011, in accordance with the provisions of the HUSA Constitution.*

## **Section 4. Officers**

The officers of GSA shall be the Coordinator, Vice Coordinator and Financial Advisor.

Clause A. The Coordinator of GSA

Item 1- Shall chair all formal meetings of GSA

Item 2-Shall vote only in case of a tie during and official meeting of GSA.  
 Item 3-Shall implement Robert's Rules of Order (Revised) for conducting meetings.  
 Item 4-Shall issue a Statement of Affairs Report to GSA and the Undergraduate Schools at the end of each semester.  
 Item 5-Shall appoint an Administrative and a Recording Secretary with a 2/3 vote of approval of GSA.  
 Item 6-Shall aid the preparation of the summer and annual budge of GSA.  
 Item 7-Shall sign with the Budget Chairperson all requisition for funds of GSA.  
 Item 8-Shall serve as official spokesman and representative of the GSA.  
 Item 9- Shall coordinate and supervise the Executive Office of GSA.  
 Item 10-Shall determine office procedures and guidelines with eth approval of the Executive Committee.  
 Clause B. The Vice Coordinator of GSA  
 Item 1-Shall assist the Coordinator in performing the function of his/her office.  
 Item 2-Shall assume all responsibilities of he/she Coordinator in the even of his/her absence or removal.  
 Item 3-Shall serve as an official member of all Standing Committees without a vote.  
 Item 4-Shall vote at all GSA meetings.  
 Clause C. The Financial Advisor  
 Item 1-Shall be selected each year from within the GSA representative voting body by a 2/3 majority vote.  
 Item 2- Shall maintain accurate financial records of GSA.  
 Item 3-Shall formulate the budgets for summer and annual operations, with the assistance of the Coordinator, to be presented to the body for its recommendations and approval by a 2/3 vote.  
 Item 4- Shall submit a budget report at each regular monthly meeting of GSA.  
 Item 5-Shall submit his/her financial records for review to the Budget Committee.  
*This section was amended by student referendum in Spring 2007 in accordance with the provisions of the HUSA Constitution*

## **Section 5 Executive Staff**

The Executive Staff shall consist of an Administrative Secretary and a Recording Secretary.  
 Clause A. The Administrative Secretary  
 Item 1-Shall maintain communications and correspondence for GSA under the direction of the Coordinator.  
 Item 2-Shall maintain the general upkeep of the GSA offices (coordination of files, taking messages, etc.).  
 Item 3-Shall maintain a roster of all GSA members.  
 Item 4-Shall supervise the disbursement of office supplies.  
 Item 5-Shall record minutes of GSA meetings when the Recording Secretary is absent.  
 Clause B. The recording Secretary  
 Item 1-Shall record, type and duplicate the minutes of all official GSA meetings, and make them available to the GSA membership.  
 Item 2-Shall maintain a permanent record of all minutes as corrected.  
 Item 3-Shall be responsible for the communication of all GSA business.  
 Item 4-Shall work in close liaison with all Standing and Ad Hoc Committees.  
 Clause C. The Administrative and Recording Secretaries of GSA shall not have a vote at UGSA meetings.

## **Section 6 Meetings**

Clause A. GSA shall meet the second Tuesday of each month. A legally constituted meeting shall consist of a majority of its voting members being present for the duration of the meeting.  
 Clause B. GSA meetings shall be open to the students of the member schools and colleges unless a closed meeting is called by the voting body with 2/3 approval of the voting body.

## **Section 7 Committees and Duties**

Clause A There shall be two types of Committees:  
 Item 1-Standing  
 (a.)Chairperson shall be elected from within the ranks of GSA Representatives-Officers and Vice President excluded-by a majority vote, except where otherwise noted in this document.  
 Item 2-Ad Hoc  
 (b.)Chairperson shall be elected from within the ranks of GSA Representatives-Officers excluded-by a majority vote.  
 Clause B. There shall be (4) Standing Committees:  
 Item 1-Public Relations-Shall be responsible for publicizing programs and events, collect and distribute all communiqués and, finally, to enhance the overall potential of GSA

Item 2-Programs-Shall be responsible for the coordination of all GSA-sponsored affairs and will receive, respond and act upon all requests made by sources external to GSA.

Item 3-Budget-Shall manage all financial transactions of GSA and is authorized to audit the Treasurer's records of any member school on recommendation from the Grievance Committee with 2/3 approval of the voting body. If this case shall arise, the school whose Treasurer's records are under investigation shall not vote to approve or disapprove the audit of its financial records. The Financial Advisor shall chair this committee.

Item 4-Executive-Shall consist of the Coordinator who will chair, the Vice Coordinator, the Financial Advisor and all committee chairmen. It will be responsible for reviewing committee recommendations. It will meet periodically at the Coordinator's request to determine the overall State of Affairs of GSA.

Clause C. All voting member of GSA shall be required to serve on at least one of the Standing Committees.

Clause D. Ad Hoc committees shall be formulated whenever the voting body of GSA deems it necessary.

## **Article VII**

### **Finance**

The Howard University Student Association is entrusted with the coordination of an overall thrust for student interests and concerns and assisting in determining the future direction of the University. As such, the HUSA Executive and Senate hereby establish the following policies and procedures regarding HUSA finances.

*This section was amended by student referendum in Spring 2010 in accordance with the provisions of the HUSA Constitution*

#### **Section 1. Source**

The Howard University Student Association shall be funded by sixty-five percent (65%) of the Student Activity Fee paid annually by each full-time student and any acceptable contributions.

#### **Section 2. Allocations**

The Student Activity Fee shall be apportioned in the following manner:

Clause A. Each year twenty-three percent (23 %) of the student activities fee shall be divided by the total number of Graduate and Undergraduate students. That number shall then be used as the Individual Student Allocation or ISA. Each Student Council shall receive SAF appropriations not to exceed an amount equal to the ISA multiplied by their respective number of enrolled students.

Item 1-All Student Councils must submit their budgets to the Senate Finance Committee in order to receive their SAF appropriations.

Item 2-Each academic year, the College of Arts and Sciences Student Council shall allocate ten percent (10%) of the sum of all SAF resources collected from Fine Arts students to the Fine Arts Trust Fund. Said resources may only be used for programming and policies affecting Fine Arts Students.

Clause B. Fifteen and one half-percent (15.5%) shall be allocated for each undergraduate and graduate student in UGSA and GSA respectively.

Clause C. Eleven percent (11%) shall be allocated to the Senate as follows:

Item 1- Six percent (6%) to be utilized for the development and execution of University-wide programs.

Item 2-Four and one-half percent (4.5%) to be utilized for the funding of Student Organizations.

Item 3- One-half percent (.5%) shall be allocated to the Senate Finance Committee for the Operations of the Policy Board and the Senate to be divided evenly.

Clause D. Four percent (4%) shall be allocated to the HUSA Executive Office.

Item 1-These funds are to provide for the following:

(a) The President's stipend

(b) The Vice President's stipend

(c) Executive Staff salaries

(d) Office supplies and equipment

Item 2-President's and the Vice President's stipend shall not exceed the amount announced each year by the office of Financial Aid and Student Employment as the average cost for a student to attend that particular

school or college in which he/she is enrolled. Additional funds may be prorated from the total financial aid figure for the summer stipend.

Item 3-Item 2 of Clause D of the HUSA constitution shall be the only restriction outside of individual Student Council Constitutions that governs Presidential/Vice Presidential stipends and individual Student Council spending.

*This section was amended by student referendum in Spring 2010 in accordance with the provisions of the HUSA Constitution*

Clause E. Twelve percent (12%) shall be allocated for the Bison Yearbook for each full-time student.

### **Section 3. Student Activities Fee Committee Source and Authority**

Clause A. Thirty-five percent (34.5%) of the Student Activities Fee shall be allocated to the office of the Vice President for Student Affairs, for support of the University Center, University-wide activities, Residence Halls, Special Programs, Student Newspaper (Hilltop) Intramural and Recreational Activities.

Clause B. The Student Activity Fee Committee (SAFC) shall be the ultimate authority regarding the collection, allocation, distribution, and impoundment of the thirty-five percent (35%) of the SAF allocated to the office of the Vice President of Student Affairs.

*This section was amended by student referendum in Spring 2010 in accordance with the provisions of the HUSA Constitution*

### **Section 4: Student Activities Fee Committee Membership**

Clause A. The Chair of the SAFC will be the Vice President of Student Affairs.

Clause B. The Vice President of Student Affairs may appoint two university administrators to serve on the SAFC.

Clause C. All other members of the SAFC will be selected by the HUSA Executive with the advice of the Senate and the Howard University Vice President of Student Affairs. The final decision regarding an appointment will be left to the HUSA President. The remainder of the SAFC membership will consist of the following:

- (i) Four Non Elected Undergraduate Students
- (ii) Two Non Elected Graduate Students
- (iii) The Chairman/Chairwoman of the Senate Finance Committee
- (iv) Two Academic Professors
- (v) Two Elected Student Government Leaders
- (vi) One Elected Graduate Student
- (vii) One Non Traditional Student (as defined by legislation)

Item 1- The HUSA Executive will provide three students to serve as committee staff members for the SAFC.

*This section was amended by student referendum in Spring 2010 in accordance with the provisions of the HUSA Constitution*

### **Section 5: Requirements of the SAFC Chair**

Clause A. The Vice President of Student Affairs shall provide the SAFC with all pertinent documentation when allocating SAF resources.

Clause B. The Vice President of Student Affairs will consult the SAFC when allocating significant portions of the student activities fee granted him/her by the HUSA constitution.

Clause C. The Vice President for Student Affairs will provide the SAFC with a written explanation as to why SAF resources are being utilized.

Clause D. If two thirds of the SAFC disagrees with the allocation of funds and the Vice President of Student Affairs still insists on allocating said funds, he/she can do so; however, a written report must be submitted to the HUSA Senate explaining the necessity for the allocation.

*This section was amended by student referendum in Spring 2010 in accordance with the provisions of the HUSA Constitution*

## **Section 6: Requirements of the SAFC**

Clause A. SAFC is mandated to meet at least twice a month. Effective School Year 2010-2011, the first meeting of the each session shall take place no later than the second week of the academic year.

Clause B. The SAFC may develop their own bylaws regarding the collection, allocation, and distribution of SAF resources; however, those bylaws must be approved by the Senate and Board of Trustees.

Clause C. All meetings of the SAFC shall be open to the public and cannot be closed for any reason. Therefore, meetings of the SAFC shall be publicized and should be held in a venue that can reasonably accommodate the public.

*This section was amended by student referendum in Spring 2010 in accordance with the provisions of the HUSA Constitution*

## **Section 7: Constitutional Mandate**

All structures within HUSA must abide by this Constitution to be entitled to any allotment of the student activities fee.

## **Section 8: Legislative Authority**

Those subjects not explicitly discussed in this section of the constitution are left to the Senate and Board of Trustees for action.

*This section was amended by student referendum in Spring 2010 in accordance with the provisions of the HUSA Constitution*

# **ARTICLE VIII**

## **Amendments**

### **Section 1. Procedures for Amending the Constitution**

Clause A. Amendment to this Constitution shall be originated by 2/3 vote at two (2) consecutive meetings of the voting body or the Senate (absolute).

After this process, the Senate shall then propose amendment or amendments placed on ballot to be approved by a 2/3 majority of those students voting in a University-wide Referendum.

# **ARTICLE IX**

## **Enactment of This Constitution**

### **Section 1. Constitutional Approval**

Clause A. This constitution shall be considered enacted if approved by 2/3 majority vote of those students voting in a University-wide Referendum.

Item 1-Once enacted, this Constitution shall be the governing document of HUSA and become subject to evaluation on a semester basis by the Evaluations Committee of HUSA.

\* All references to the HUSA Senate are now imputed to the HUSA Senate.

