

# BRANIFF GRADUATE STUDENT ASSOCIATION

UNIVERSITY OF DALLAS

## CONSTITUTION

**Ratified April 17, 2009**  
**Amended September 17, 2009; May 6, 2010**

### **Preamble**

The Braniff Graduate Student Association of the University of Dallas is established to further the interests of the student body of the Braniff Graduate School of Liberal Arts within the University of Dallas community. The Braniff Graduate Student Association adopts this Constitution to govern its activities.

### **Article I. Membership**

All students enrolled in the Braniff Graduate School of Liberal Arts shall be members of the Braniff Graduate Student Association (“BGSA”).

### **Article II. The Senate and the Executive Board**

#### **A. The Senate.**

1. The Senate shall consist of six Senators.
  - a. Senators are to represent the interests of the members of the BGSA on all matters concerning school policy and student life.
  - b. The Senate as a whole is to serve as a forum for BGSA participation in the larger University community.
2. A member of the BGSA who is current on all BGSA fees, and who is enrolled in at least three course hours in the Braniff Graduate School of Liberal Arts or is in the process of writing a thesis or dissertation, shall be eligible to serve as a Senator.
3. Senators shall be elected in an at-large Senate election held no later than the fourth week after the start of the fall term.
  - a. Each BGSA member may cast up to six votes, but may cast only one vote for each candidate.
  - b. The two Institute of Philosophic Studies students who receive the highest number of votes shall be Senators.

- c. The two Master's degree students who receive the highest number of votes shall be Senators.
  - d. The remaining two candidates who receive the highest number of votes shall be Senators.
4. Senators' terms shall begin the day after the at-large Senate election of the fall term and shall end the day after the subsequent at-large Senate election of the fall term.
  5. In the event of a vacancy in the Senate, the President shall appoint a replacement to fulfill the balance of the term, who shall be confirmed by a majority of Senators present at the next regularly scheduled meeting.

B. The Executive Board.

1. The Executive Board shall consist of a President, a Treasurer, and a Secretary.
  - a. The President shall administer the activities of the BGSA, preside over all meetings of the Senate, and serve as the official voice of the BGSA to the President of the University.
  - b. The Treasurer shall supervise the financial activities of the BGSA and shall present, in cooperation with the President, a proposed BGSA budget to the Senate for approval or amendment. The Treasurer shall prepare reports on the financial activities of the BGSA for the Senate and shall fulfill the roles of the President if such office is vacated through resignation or removal.
  - c. The Secretary shall create and maintain records of the activities of the BGSA, including minutes of Senate meetings. The Secretary shall administer all BGSA elections, presenting an election plan to the Senate for its approval or amendment no later than three weeks before a scheduled election.
2. A member of the BGSA who is current on all BGSA fees, and who is enrolled in at least three course hours in the Braniff Graduate School of Liberal Arts or who is in the process of writing a thesis or dissertation shall be eligible to serve as a member of the Executive Board.
3. Members of the Executive Board shall be elected in an at-large Executive Board election held no later than the last class day of the spring term.
  - a. Each BGSA member may cast one vote for each of the offices of President, Treasurer, and Secretary.
  - b. The student who receives the highest number of votes for each particular office shall become the President, Treasurer, or Secretary.

4. The terms of the Executive Board members shall begin the day after the at-large Executive Board election of the spring term and shall end the day after the subsequent at-large Executive Board election of the spring term.

C. Holding Office.

No member of the BGSA shall hold more than one BGSA office at the same time.

D. Senate Meetings.

1. The official business of the BGSA shall be conducted in official meetings of the Senate. Meetings shall be conducted according to this Constitution, the Bylaws, and the current edition of *Robert's Rules of Order Newly Revised* ("*Robert's Rules of Order*"). Where two or more of the Constitution, the Bylaws, and *Robert's Rules of Order* are in conflict, this Constitution shall take precedence, followed by the Bylaws, followed by *Robert's Rules of Order*. All Senate meetings shall be open to BGSA members and the greater University community unless otherwise provided for by the Bylaws or *Robert's Rules of Order*.
2. Senators shall be voting members of the Senate. Senators must be present to cast a vote. Motions shall be approved by majority vote unless otherwise required by this Constitution, the Bylaws, or *Robert's Rules of Order*.
3. The President shall chair meetings and shall cast a vote only in the case of a tie. In the absence of the President, the Treasurer shall chair meetings. The Treasurer shall cast a vote only in the case of a tie while chairing a meeting. Otherwise, the President, the Treasurer, and the Secretary shall not cast votes.
4. The presence of four Senators and either the President or the Treasurer shall constitute a quorum.
5. The Senate shall meet at least three times each in both the spring and the fall semester.
6. Meeting minutes shall be published by the Secretary in a form easily accessible to all BGSA members within a reasonable time after each meeting.

E. Removal.

A Senator or an Executive Board member shall be removed from office for failure to perform his or her duties, including failure to attend Senate meetings, upon approval of removal by a three-fourths majority vote of the Senators present. The quorum for such a vote shall be five senators and either the President or the Treasurer.

### **Article III. Budget and Expenditures**

- A. The President and the Treasurer shall prepare for the Senate a proposed budget to be presented at the first Senate meeting after the fall Senate election.
- B. Obligations to disburse BGSA funds and disbursements of BGSA funds shall be made consistent with University requirements.
- C. Obligations to disburse BGSA funds, including but not limited to contracts, shall not be made by any BGSA member, Senator, or Executive Board member without the approval of the Senate.
- D. Obligations to disburse BGSA funds and disbursements of BGSA funds each require the separate approval of the Senate.
  - 1. An obligation to disburse, and a disbursement, of \$50.00 or less each shall require the separate approval of a simple majority of the Senators present.
  - 2. An obligation to disburse, and a disbursement, of more than \$50.00 each shall require the separate approval of a simple majority of the Senators present plus one.
- E. The Treasurer shall authorize, verbally or in writing consistent with University requirements, payment pursuant to a disbursement of BGSA funds approved by the Senate. In the absence of the Treasurer, the President shall perform this duty.

### **Article IV. Amendment**

- A. A proposed amendment to this Constitution shall be adopted for consideration by the BGSA upon approval by a two-thirds majority of the Senate or upon petition of at least fifteen members of the BGSA.
- B. A proposed amendment shall be presented for consideration by the BGSA in an at-large amendment election. A proposed amendment shall be adopted upon approval by a two-thirds majority of the votes cast by BGSA members in the at-large amendment election.

### **Article V. Bylaws**

The BGSA shall adopt Bylaws to govern its activities under this Constitution no later than October 1, 2009, by a majority vote of the Senate.

### **Article VI. Ratification**

This Constitution shall be presented for consideration by the BGSA in an at-large ratification election to be held no later than April 17, 2009. This Constitution shall be adopted upon approval by a simple majority of the votes cast by BGSA members in the at-large ratification election.