

CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION OF THE AMERICAN UNIVERSITY OF NIGERIA YOLA

PREAMBLE

WE, the students of the American University of Nigeria, in order to establish the official representative voice of the undergraduate student body: to realize student power, to have a major role in the decision-making process at the University, represent and defend the rights and interests of students to the University and the community, provide a forum for the expressions of student views and interests, promote academic freedom and responsibility and high standards of education; and to promote the welfare of the academic, cultural, and social aspects of the AUN Community, and with the authority recognized and vested by the University and by this Constitution, we do hereby establish an association of governance.

The American University of Nigeria Student Government Association aspires to be a member of the AUN community that values excellence, integrity, exemplary leadership and service. This association or any part thereof shall not discriminate on the basis of race, color, ethnicity, sex, religion, creed, national origin, sexual orientation, gender identity and expression, disability, age, economic or social class, major, or minor.

**ARTICLE 1
NAME**

This organization shall be known as the American University of Nigeria Student Government Association (henceforth referred to as the SGA).

**ARTICLE 2
PURPOSE**

The purpose of the SGA is to represent the best interest of students and advocate on behalf of the entire student body of the University. The SGA shall serve as a communication and representation bridge between the University and its students, and shall make itself a dedicated and unified organization with a strong voice and visible presence on the AUN campus.

**ARTICLE 3
RIGHTS & RESPONSIBILITIES OF THE STUDENT BODY**

Every student is guaranteed certain rights under the constitutions and laws of the AUN SGA. Students are guaranteed:

- A. The right to vote in student government elections.
- B. The right to submit initiatives and referendums for ratification by the electorate.
- C. The right to recall and remove.
- D. The right to address student government officials at regularly scheduled times and places

**ARTICLE 4
CODE OF CONDUCT**

All Students are bound by the University Code of Conduct and shall be held accountable to it.

**ARTICLE 5
SCOPE**

This Constitution and its operational documents shall take precedence over all other instruments for the governance of the SGA or any part thereof.

**ARTICLE 6
STRUCTURE**

The SGA shall be comprised of Executive & Legislative branches. The total size of the SGA Executive body during an academic year may not exceed 4% of the total undergraduate student population excluding senators and elected executives during that academic year.

Each SGA Executive member (appointed or elected) must have spent at least 2 full-time semesters as an AUN student before his or her appointment/election to the SGA. To be eligible for the positions of the SGA President, Vice president, Treasurer, and PRO, the AUN student must have been a previous member of the SGA in any capacity and must have maintained a good school and SGA record. In addition, the president must be a junior student (300 level).

Section A: Executive Branch

The following are the Executive positions that shall exist in the SGA:

1. President
2. Vice President
3. Treasurer
4. Public Relations Officer
5. Director of Internal Affairs (with Assistant Directors)
6. Director of Capital Projects (with Assistant Directors)
7. Director of Special Events (with Assistant Directors)
8. Directors of Academics for each School
9. Director of Sports (with Assistant Directors)
10. Director of Transport (with Assistant Directors)
11. Director of Finance (with Assistant Directors)
12. Director of Public Relations (with Assistant Directors)
13. Director of Health (with Assistant Directors)
14. Director of Food and Hygiene (with Assistant Directors)
15. International Student Representative (ISR)

The positions of **President, Vice President, Treasurer and Public Relations Officer** shall be elected while those of Director, Assistant Directors, shall be appointed by the **SGA President**.

Section B: Legislative Branch

The SGA Senate shall be comprised of Senators elected through the following formula:

- **Residence Halls** - 2 students from each residence hall who shall reside in the residence hall they represent during their tenure.
- **Open Seats** - 2 students from any residence halls on Campus. They will remain on campus throughout their tenure.
- **Off Campus** - 2 students currently staying off campus and who will remain so during the tenure.

Section C: Auxiliary Body

Auxiliary body of the SGA shall consist of the Club Council, the students-staff relations committee, the student-faculty relations committee & the constitutional council

ARTICLE 7 DEPARTMENTS

The SGA shall have standing departments. They shall be:

Section A: Department of Internal Affairs

1. Shall be headed by a Director.
2. Shall organize working retreats for the SGA.
3. Shall work with the SGA Adviser to organize training sessions/seminars/workshops for SGA members on a wide range of issues.
4. Shall work with the SGA Adviser to plan for conferences that SGA members can attend.
5. Shall organize a service day for the SGA at least once every semester, during which SGA members will carry out a form of community service.
6. Shall collect all attendance records from PRO, and follow up with members who do not meet attendance requirements, as articulated in the meeting & attendance riot act.#

Section B: Department of Capital Projects

1. The department shall comprise of one Director and one Assistant Director.
2. The department shall work to address issues that are not covered by any of the other above-mentioned departments, as mandated by the President.
3. The department shall work with the university towards the provision of major school projects

Section C: Department of Special events

1. The Department shall comprise of a director and assistant director.
2. The department shall organize all SGA related events and liaise with other organizations if needed.

Section B: Department of Academics

1. The Department of Academics shall have 8 members (4 Directors & 4 Assistant Directors). The 8 members must come from the 4 different schools at AUN.
2. The Department shall be concerned with issues relating to academics and work with the relevant university departments to address these issues.
3. The Department may work with interested senators in tackling specific academic issues/complaints/ suggestions.
4. The Department shall oversee and manage the Student-Faculty Relations Committee and the learning support center.
5. The Department shall work on other academics-related projects/issues, as mandated by the President

Section C: Department of Sports

1. The department shall comprise of a Director & an Assistant Director, and shall be headed by a Director (if the director is a male then the assistant must be a female and vice versa) .
2. Among other sports-related duties, the department shall advocate for sports issues on campus, work with the sports department of AUN to improve sporting spirit and activities on campus, initiate and run the crafts center, organize sporting and recreational events/activities, and address sports-related issues concerning the student body.
3. The Department shall work on other sports-related projects/issues, as mandated by the President

Section D: Department of Transport

1. The department shall comprise of a Director & an Assistant Director, and shall be headed by the Director.
2. The department shall oversee students' issues related to transportation.
3. The department shall work on issues relating to the shuttle buses, their timing, their efficiency and their hygiene.
4. The department shall oversee issues regarding students demand for personal transportation and the use cabs they use on the campus

Section E: Department of Finance

1. The department shall comprise of a director and an assistant director.
2. The department shall work with the treasure and the faculty advisor to ensure smooth transition of funds for SGA events and projects.
3. The department shall create fund raiser events and other funding sources for the SGA.

Section F: Department of Public Relations

1. The department shall create awareness for the SGA through its social media accounts.
2. The department shall comprise of a director and an assistant director

Section G: Department of Health

1. The department shall work the clinic in ensuring good students health.
2. They shall provide health awareness campaigns to students and other related problems pertaining to student's health

Section H: Department of Food and Hygiene

1. The department shall ensure the provision of quality and hygienic food in the cafeteria and other food provision places.
2. The department shall ensure a clean and hygienic environment for students.
3. The department shall comprise of a director and an assistant director.

ARTICLE 8 SENATE

1. The senate shall elect a speaker, deputy speaker, secretary and chief whip upon the first senate meeting, and this election will be presided over by the SGA President.
2. The senate shall interview nominees for the post of directors and assistant directors and approve them based on a simple majority vote within the senate.
3. Each senator is a voting member of the senate and the SGA.

Section A: Senate Principal Officers:

1. The Speaker

- a. Shall preside over senate meetings.
- b. The Speaker shall be obligated to speak on all legislative actions after passage.
- c. The speaker shall join the SGA president in his/her meetings with the university president for the effective flow of information and better communication
- d. The speaker shall be in the SGA office at least two hours per week.

2. Deputy Speaker

- a. Shall assume the position of senate speaker in the absence of the senate speaker.
- b. Shall perform duties and tasks as assigned by the Speaker.

3. Chief Whip

- a. Shall maintain order during senate meetings and general SGA meetings.

4. Secretary

- a. Shall keep all attendance records of the Senate.
- b. Shall take minutes at every senate meeting and send out the minutes to every senator, the Vice President, the Director of Internal Affairs and the SGA Adviser within 48 hours of the last meeting in the case of general meetings and this would be done in collaboration with the PRO. In the case of senate meetings, the secretary would send the minutes to only the senators while copying the advisor and SGA President.

ARTICLE 9 DUTIES & RESPONSIBILITIES

Section A: President

1. Serve as Chief Executive Officer of the SGA and shall have the final say on SGA decisions, as long as they do not violate the constitution and/or university policy.
2. Represent the Student Government Association at official university functions, meetings and events, or send a representative if unable to attend.
3. Present to the senate candidates for appointed executive positions (Directors & Assistant Directors) within the first two weeks of the tenure which begins in the fall of each year.
4. Prepare agenda for and preside over SGA meetings
5. Serve as a voting member of the executive and the SGA.

6. Give final authorization for check requests and disbursements of SGA funds.
7. Meet regularly with the SGA Adviser, Dean of Students and University President as agreed by both parties.
8. Has the right to add or remove departments and/or positions, which shall not exceed the stipulated 4% of the entire student body which shall be confirmed by a simple majority Senate vote. Must be in the SGA office a minimum of 3 hours per week, 2 of which must be publicly posted and the other hour made known to other SGA members. .
9. Must convene a general SGA meeting at least once monthly, during which all SGA members must present their monthly progress reports.
10. Any other powers therein or given to him/her by the SGA, Student Body or University President.

Section B: Vice President

1. Assume the duties of the president's office in case of temporary absence of the President, or if the president is impeached/permanently unable to continue his/her term of office.
2. Serve as the chair of the club council and shall preside over its meetings and oversee its work.
3. Advise the President on SGA issues.
4. Serve as a voting member of the executive and the SGA.
5. Attend all SGA executive meetings and any other meetings assigned by the President.
6. Work with the Director of Special Projects to fulfill the department's goals.
7. Serve as an honorary member of the senate. The Vice President shall attend all Senate meetings and have one vote that shall only be used in the case of a tie in a Senate vote. The Vice President may also engage in debate at SGA Senate sessions.
8. Must be in the office a minimum of 3 hours per week, 2 of which must be publicly posted and the third made known to SGA members.

Section C: Treasurer

1. Prepare drafts of budgets from departments' submissions, make edits as mandated by President, disburse SGA funds as approved in budget, collate all receipts and submit as required, prepare monthly financial reports.
2. Maintain all financial records of the SGA and make budget information available to the SGA, university or student body as requested.
3. Serve as a voting member of the Executive and the SGA.
4. Serve as the Vice-Chairperson of the Club Council.

Section D: Public Relations Officer

1. Serve as a voting member of the Executive and the SGA.
2. Be responsible for taking minutes at each meeting, typing and distributing these minutes before the next regularly held meeting of the SGA, including forwarding copies of all action items, minutes, and other appropriate materials to the SGA Adviser.
3. Serve as an executive and secretary of the Club Council.
4. Conduct and supervise any surveys designed by SGA
Coordinate and supervise the SGA newsletter and other awareness programs.
5. Have sole access to the SGA email account to inform and update students on different issues.

Section E: Directors & Assistant Directors

1. Directors & Assistant Directors of departments shall be appointed by the President from the student body and must be confirmed by a simple majority of the senate.
2. Directors shall give weekly reports of the department's progress to the President, who will then forward these reports to all SGA members in a weekly status bulletin
3. Directors and Assistant Directors shall serve as voting members of the executives and the SGA.
4. Directors shall work with any SGA member or student organization as approved by the president to ensure the achievement of the department's goal

5. Directors shall coordinate and oversee the work of Assistant directors in the department
6. Assistant directors shall work with Directors to fulfill the department's goal
7. The director of special projects shall work with the vice president to fulfill their departments goal.
8. Directors, Assistant Directors, and in some departments associate directors shall be responsible for additional assignments as determined by the President.

Section F: International Student Representative

1. The ISR is a student appointed by the SGA President to serve on the SGA executive
2. The ISR is a full executive member with one vote in the SGA Executive.
3. The ISR must be a non-Nigerian student, and must have spent at least 2 full-time semesters at AUN prior to his/her appointment.
4. The appointed ISR needs to be approved by the senate.
5. The primary role of the ISR is to ensure the problems, concerns and needs of international students are addressed through the SGA.
6. The ISR will work with the SGA President to address these unique international student issues.
7. The SGA President may assign the ISR to work with Directors on issues relating to international students, and/or general SGA issues.

Section G: Senators

1. The primary role of Senators is to serve as an interface between their constituents (from different residence halls) and the SGA.
2. Senators shall forward a monthly issue list to the SGA President, Vice President, Directors, & ISR. This list will summarize their constituents' issues which they wish to address during that month. It is the duty of Senators to follow up with the relevant executive member that deals with each issue, and then provide feedback to their constituents on the progress of work.

3. Senators may work with relevant executive members to address a particular issue concerning their constituents with the permission of the SGA president.
4. At least once a semester, each senator must organize a forum with his/her constituent. This forum must have all SGA members in attendance, and its primary aim is to create an avenue for constituents to learn about the SGA's work and provide feedback.
5. The senate will meet at least once bi-weekly, and the primary aims of the meetings shall be to present progress on issue list, discuss issues which need to be tabled to executives, and address any legislative matters.

ARTICLE 10 ADVISER

The SGA Adviser shall:

1. Guide, counsel and support the SGA in its work.
2. Interpret university policies and procedures.
3. Train and develop the leadership and organizational skills of SGA members formally and informally.
4. Supervise and audit SGA finances

Section A: Selection of the Adviser

The head of the Office of Student Activities & Involvement will serve as the adviser of the Student Government Association.

Section B: Removal of the Adviser

Where the adviser is seen as incompetent or unable to perform effectively and efficiently, two-thirds of the Student Government Association may vote for the removal of the adviser, pending the approval of the Dean of Students. The SGA members will then nominate a new adviser and the DSA should approve or decline the nomination in 48 hours of working days. If the DSA decline the nomination, the SGA members shall nominate a new adviser within 24 hours of working days and submit the name to the dean for approval.

ARTICLE 11 QUORUM & VOTING

- A 50% + 1 membership of the senate shall constitute a quorum for senate meetings.
- A 50% + 1 membership of the executive shall constitute a quorum for executive meetings

- A 50% + 1 membership of the entire SGA shall constitute a quorum for SGA general meetings.
- Each SGA member has one vote which may be used in the voting process as required

ARTICLE 12

RESIGNATION, IMPEACHMENT & FILLING VACANCIES

1. Where the President resigns, is impeached, or unable to complete his/her tenure, the Vice President will step and in as President and nominate any appointed member of the SGA to fill in the Vice Presidency. The nomination must be confirmed by a majority vote of the entire SGA.
2. Where the Vice President resigns, is impeached, or unable to complete his/her tenure, the President will nominate any appointed member of the SGA to fill in the Vice Presidency. The nomination must be confirmed by a majority vote for the entire SGA.
3. Where any other elected member resigns or is unable to complete his/her tenure, the candidate with the 2nd highest vote during the said person's election will be sworn in to take their seat. In the case of senators, the person's constituents would be allowed to vote for another senator in to the house.
4. Where an appointed member resigns, is relieved, or is unable to complete his/her tenure, the President will nominate a replacement from inside or outside the SGA, with confirmations as outlined in Section 3 above.

ARTICLE 13

ELECTIONS

Section A: Election Scheduling:

The election dates, timing and venue shall be scheduled by the university and presented to the SGA before announcement.

Section B: Electoral Modalities

1. Elections for both the executive positions and the senate will take place during the spring semester in the month of April.
2. The election will be carried out by the Electoral Board.
3. The Board will oversee the elections for the seat of President, Vice President, Treasurer, PRO, and all Senate seats.

4. The board will comprise 8 students (4 male students and 4 female students), the DSA, the SGA Adviser, one Student Affairs staff selected by the DSA, and one faculty member selected by the DSA. The 6 students will be nominated by the SGA President no later than the second week of March.
5. The electoral board must be formed no later than the third week of March.
6. For all 8 student members, 2 each must be selected from the 4 schools, and must be in good academic, financial and disciplinary standing with the university.
7. Applications for interested candidates SGA executive positions must open no later than the last week of March, and the first week of April for the senate and the total application period should ordinarily last 7 days. The senate election should hold a week after the executive's election. In case of emergencies or unforeseen circumstances, the application period may be extended, but must not exceed a total of 10 days.
8. To be eligible, each candidate must have a CGPA of 2.75, must be residing in the residence hall they plan to run under (for senators), and must be in good financial and disciplinary standing. Executive position candidates must be residing on campus at the time of application and must stay so during their tenure. Students who have previously been suspended are not eligible for SGA office. All candidates must have a full academic year left (Fall & Spring) in order to run for a position. Students who are studying abroad at any point during the academic year (Fall and Spring) are ineligible to run for a position.
9. If candidates meet all of the above conditions, they must face a screening (Executive position candidates only) to be comprised of 3 outgoing SGA members and the SGA Adviser. The 3 outgoing members must include the president & Vice President, and the senate speaker. The screening will measure the candidates' awareness and understanding of the office they seek, the role of the SGA, and their previous experience which qualifies them to run and address campus- wide issues. The electoral board must work with the Office of the Registrar and Housing Office to collate a comprehensive student list, with residents of each residence hall clearly identified.
10. The electoral board must also organize a debate involving the Presidential, vice Presidential candidates, PRO and Treasurer with brief speeches by all other candidates for other seats.
11. The debate must hold at least 3 days before election.
12. The entire election period, beginning from the close of nominations to election day may not exceed three weeks.

Section C: Election Rules

1. Candidates may campaign door to door or in any other part of campus until 11:59 pm on the night before the election. Absolutely no form of campaigning is allowed on Election Day.
2. Senate candidates can only be voted in by the residents of their residence halls or by the student body for open seats, while the entire student body may vote for the executive candidates. Off campus senate candidates can only be voted in by off campus students.
3. All campaign materials (flyers, posters, videos, websites, text messages, banners, t-shirts, etc.) must be submitted to the electoral board and approved before being used. A copy of the campaign materials will be placed in the candidate's election file with their expense report and receipts. ANY campaign material not submitted may cause the candidate to be sanctioned.
4. Depending on the infringements, sanctions including reduction in votes, disqualification from the debate, withdrawal of campaign rights, and in serious cases, disqualification from the entire election. Any sanctions to be applied must be voted on the electoral board and needs a simple majority to pass.
5. Candidates for executive positions require 50% + 1 vote of the total votes cast for their election to be declared winners. Candidates for senate seats need a simple majority of votes cast in their election to be declared winners. In the event where no candidates meet the criteria for winning the executive seats, a run-off election will be held no later than 36 hours after the initial vote, and the run-off will include only the top 2 candidates from the previous election. During the run-off, candidates simply need to receive a simple majority (50 percent) of the votes cast to be declared winners.
6. The elections will be conducted online, as overseen by the electoral board. Proper measures must be put in place by the board to avoid any electoral malpractice and irregularities.
7. All candidates shall get application fee for free from the student activities office.
8. Campaign spending shall be limited to N50,000 for candidate running for Senate, PRO and Treasurer and an additional N25,000 in case of a run-off. A Presidential/Vice-presidential ticket may spend up to N100,000 in the first primary campaigning and an additional N50,000 in the event of a run-off. The Election Board shall judge fair market value of all donated materials and apply this value toward the total cost of the campaign. A Campaign Expense report on each candidate's campaign spending shall be maintained by the elections committee and the kept in the archive of the SGA and files of the Office of Student

Activities and Involvement. The report should include a written description of the campaign expenditures.

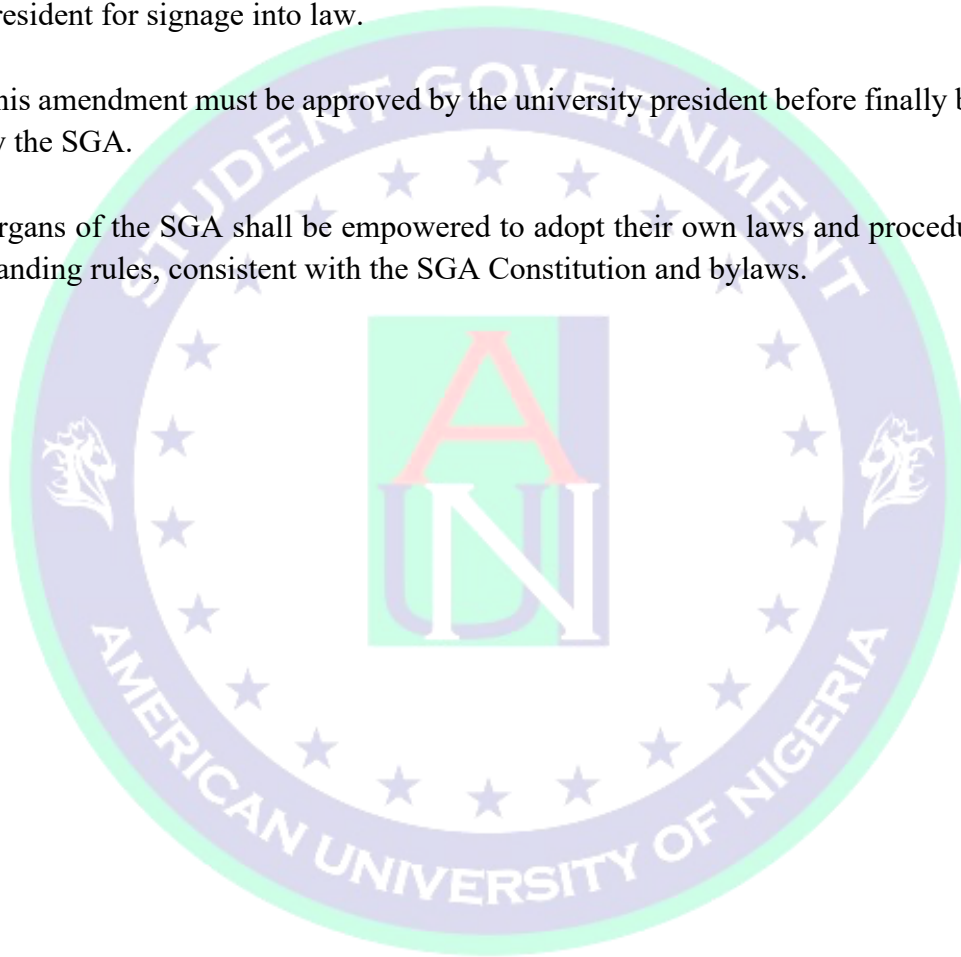
9. A candidate's donations may come from any source as long as the donations are included in the campaign expense report.
10. Any form of discrimination, intimidation, harassment, or derogatory material is not allowed and will not be tolerated. Violators will be subject to electoral board and judicial sanctions.
11. No vehicular mobile rallies are allowed as a means of campaigning.
12. Posting, distributing or circulating campaign material on campus or in campus facilities must comply with University policy and regulations.

ARTICLE 14 OATH OF OFFICE

1. All elected members of SGA shall take the SGA Oath of Office prior to assuming their positions in SGA.
2. The University President or DSA shall administer the oath of office to all elected officers of the SGA in the following manner:
 - a. Senators
 - b. Treasurer
 - c. PRO
 - d. Vice President, and
 - e. President
3. The oath is as stated below:
 - a. *"I, (name), hereby pledge that I will uphold the honor and integrity of the American University of Nigeria and its Student Government, and that I will fulfill, to the best of my ability, all duties in mandated upon me as an elected member of the Student Government Association of American University of Nigeria, (optional, so help me God.)"*.

**ARTICLE 15
AMENDMENTS**

1. Any member of the student body may propose an amendment to the constitution or its bylaws
2. A document containing full details of the proposed amendment and the reasons for it must be submitted to the SGA President & Senate Speaker.
3. The senate shall meet to discuss the amendment, and if passed, it shall be sent to the President for signage into law.
4. This amendment must be approved by the university president before finally being ratified by the SGA.
5. Organs of the SGA shall be empowered to adopt their own laws and procedures, through standing rules, consistent with the SGA Constitution and bylaws.



**BYLAWS OF THE STUDENT GOVERNMENT ASSOCIATION OF THE AMERICAN
UNIVERSITY OF NIGERIA, YOLA**

ARTICLE 1: FINANCES

Section A: Budget

1. Within the first two weeks of office (first two weeks of fall semester), all department heads (including the senate) must submit budget drafts for the year to the treasurer.
2. The treasurer then compiles these drafts and sends along with recommendations for adjustment to the President and Vice President of the SGA, who then accept, reject or modify the recommendations.
3. Following this, the treasurer then prepares a final copy and sends to the President, who then presents it to the entire SGA. The entire SGA must then meet, with each department/committee defending its budget to the senate house. The house will vote on the budget, and a simple majority of the quorum is needed to pass the budget.
4. The passed budget will then be sent to the DSA and SGA Adviser for the recommendations/approval.
5. This passed budget must be sent to the DSA and SGA Adviser within the first month of the Presidency.

Section B: The SGA Savings Fund

1. Starting in the 2012/2013 academic year, the SGA must set aside 3% of its annual budget into a university savings account.
2. This process must continue for 10 years, during which no money may be withdrawn from the account but the specified budget percentage must be added.
3. After 10 years, the SGA must continue to deposit at least 2% of its annual budget into the account. However, it may now use the money for specific long-term projects for the student body. These projects must be voted on by the entire SGA and approved by the DSA & SGA adviser before it can proceed.

ARTICLE 2
THE CLUB COUNCIL

1. The club council will support and assist the work of all student organizations on campus.
2. The club council will propose a general student organization budget for the year, from which all organizations can request funds. This budget will be submitted to the treasurer within the first three or four weeks of the semester and will be defended like other committee budgets.
3. The allocations guide for the club council and its operations manual can be found in Appendix A (Club Council Guide attached).

ARTICLE 3
MEETING RIOT ACT

The SGA shall establish a meeting riot act at the beginning of the year to guide its duration, types and regulations for all meetings (See Appendix B – Meeting Riot Act)

ARTICLE 4
CONFORMATION PROCESS FOR DIRECTORS & ASSISTANT DIRECTORS

The senate must meet to confirm executive appointments within one week of receiving nominations from the president. The confirmation process shall not exceed 20 minutes and will attempt to measure:

1. Experience of nominees
2. Perspective and understanding of student issues
3. Potential/ability to solve problems under their department

ARTICLE 5
BANK ACCOUNT

Section A: The SGA Bank Account

The SGA bank account will compose of the following:

1. A bank account to be operable by the SGA.
2. A minimum of three signatories as thus;
 - a. The SGA President,
 - b. The SGA Treasurer, and

- c. The SGA Advisor.
3. A detailed statement of account issued at the end of the Semester by the Treasurer to the SGA.
 4. That the SGA President and Treasurer will relinquish signatory rights at the end of their tenure.
 5. That the SGA Advisor will relinquish signatory rights at the end of his advisory services to the SGA.

