San Antonio Higher Education Representative Assembly (SAHERA) Constitution

The San Antonio Higher Education Representative Assembly is hereby established in the belief that, as a confederation of Student Body Presidents and representatives from each of the higher education institutions, both public and private, we will ensure the engagement of our students and respective surrounding community members in civic and governmental matters through our pursuit of serving, leading, and educating.

Article I: Name

This organization shall henceforth be known as the San Antonio Higher Education Representative Assembly (SAHERA) or simply known internally as the Council.

Article II: Purpose

Section 1
The Council will be an organization whose role of soliciting opinions and seeking advice from the surrounding city-wide higher education institutions is guided through members of the Council whose specific purpose is to:

1. inform our student populations and the members of the communities surrounding our campuses with how they can get engaged with civic affairs or governmental relations within the city;
2. educate the student population and the members of the communities surrounding our campuses on the state of affairs within the city and how decisions being made are affecting them;
3. collaborate on projects that will serve to benefit the city and engage members of the student and community population in the direct nature of the project;
4. advise each other in regards to what is happening on our respective campuses and how improvements can be made to improve the quality of the service provided to the students
5. advise each other in regards to how each respective institution that constitutes this organization can take measures on their own campus to see greater engagement by their population into the affairs that we as a Council look to accomplish as a whole;
6. to review and approve Bylaw provisions for the conduct and structure of the SAHERA business and select Council officers as required; and
7. to provide input relative to the Council meetings.

Section 2
It is not the purpose of the Council to extend its service, leadership, educational, and advisory roles to legal, fiscal, or personal matters under the purview of the nature of the Council. We are not to be subjugated by the agendas of strictly political parties/organization whose focus is to represent certain ideologies when we are looking to engage our students and community members in an unbiased and honest manner.
Article III: Organization’s Jurisdiction

Section 1
We are not an organization organized, assigned, or created by the City of San Antonio or any other municipal or state-wide entity. While we must obey city ordinances and other regulations governing organizations within San Antonio’s jurisdiction; we are self-organized, self-funded, self-governing, and self-supporting.

Section 2
The inclusion of other entities or organizations into our business is when we want to collaborate on projects or when they wish to meet with our Council and promote initiatives that fall within the scope of this Council’s purpose.

Section 3
When the Council voices our opinion, we only speak for the membership of the Council and SAHERA as its own governing body. The views of SAHERA are not reflective or associated with any particular Student Government Association or university.

Article IV: Membership

Section 1: Voting Members
The Council shall be composed of two (2) representatives from each of the higher education institutions in the city. One of the representatives will be the Student Body President (also known as the Student Government President) and another will be an appointment made by that President. Together they shall share one vote, which will be cast by the President. In the event that the President is unable to make it, they will give their vote to one member of their two-person delegation.

1. No more than two members, except in the instance of the Chair/Secretary Constitutional relationship, may serve on this Council from each institution.
2. Proxy designations to be made for this council are up to the discretion of each President be it they are a student currently enrolled at that President’s institution of representation and are in good academic standing as defined by their own respective university.
3. All student government advisors and/or student government affiliated staff members at each institution are free to sit in on meetings; but, only those members who make up the current Student Government may have a vote or are allowed to voice motions.
4. Every member of the Council has a voice, but each institution shares only one vote.

Article V: Election of Council Officers

Section 1: Election of Council Officers
Regular election for officers of the Council will be held at a regularly scheduled meeting of the Council, no later than the 2nd official meeting of the fall semester. Terms of office shall be one (1) year or until successor is elected.
Section 2: Chairperson and Vice Chairperson
The Chairperson and Vice Chairperson positions shall be elected from amongst all the members of the Council through a secret ballot by a majority of the voting membership of the Council. Any member of the Council may be nominated or self-nominate. If there are more than 2 candidates, then a runoff between the top two votes receivers will then run against one another until a Chair and Vice Chair are elected respectfully. Chairman elections will be held first followed by Vice Chair elections. The Chair and the Vice Chair may not come from the same institution. Members only fulfill one position and may self-nominate. Chairperson is limited to 2 terms.

Section 3: Secretary
The Secretary will be appointed by the chair and will serve as an ex-officio member of the Council. The same rules apply for this position as would any other appointment made by a member of the Council.

Article VI: Member Duties

Section 1: Chairperson
The Chairperson will perform the following duties:

1. Preside over the General meetings of the Council.
2. Allowed to call special sessions in addition to general meetings.
3. Maintain the positive working relationships of the universities and their student government administrations to the best of their ability.
4. Brief and assist incoming Chair in relation to duties and other applicable knowledge areas.
5. Create an agenda for the members of the Council prior to General meetings.
6. Appoint a secretary.
7. Sign off on resolutions passed by the Council. Present said resolutions to the proper authorities or stake holders.
8. Serve as the official voice of the Council when meeting with other councils, institutions, organizations, businesses, agencies, or the General public.
9. Approve by signing off on the minutes presented by the Secretary and Vice Chair

Section 2: Vice Chairperson

1. Serve as the tying vote in the event of a tie.
2. Assume the duties of the Chair if the Chair resigns or is not in attendance.
3. Serve as the point of contact for all outside entities looking to organize an event or come speak at a General meeting
4. Approve by signing off on the minutes presented by the Secretary.
5. Assist Chair in all matters relevant to the Council
6. Protect, defend and uphold the Constitution of the San Antonio Higher Education Representative Assembly.
Section 3: Secretary

1. Record minutes and distribute them to all Council members once approved by the Chair and Vice Chair.
2. Keep record of minutes, contact lists, resolutions, by-laws, amendments, or any other Council literature organized and in an accessible location for all members. Members may request said literature or official Council documents.
3. Assist Chair in all matters relevant to the Council.
4. Protect, defend and uphold the Constitution of the San Antonio Higher Education Representative Assembly.

Article VII: General Meetings

Section 1: Procedure
All General Meetings will be held to the following standard:

1. The Chair will run the meetings using the most up to date version of Robert’s Rules of Order or some variation of the Rules as adopted by the Council for meeting efficiency.
2. There are to be at least four (4) General Meeting held each academic school year (including summer).
3. Quorum must be present in order for the Council to take a vote on any motion presented.
4. Quorum will be defined as “50% + 1 Council member in attendance”

Section 1: Resolutions and By-Laws
All resolutions and by-laws will be held to the following standard:

1. A resolution is defined by this Council as: An official statement of support for an action, policy, or idea that may or may not call for a specific action and is not only within the jurisdiction of the Council but is also in concurrence with the Council’s constitution.
2. In order for a resolution to be passed, it must have a 2/3 majority of the Council’s vote.
3. Resolutions are separate from by-law legislation. By-laws are made to support the constitution in matters dealing with the operations of the Council. By-laws require a 3/4 vote majority of the Council’s vote.
4. Resolutions are not meant to support any one politically-centric cause or political agenda. Instead, they are meant to promote the views of the Council in the spirit of the Council’s founding; to support and promote civic and governmental engagement by the higher education students in the city and the members of the surrounding communities.

Section 3: Committees
All committees will be held to the following standard:

1. Committees are to be made through a motion and approval by a majority of the Council.
2. Committees are established to work on a specific cause or action plan in relation to the agenda or business of the Council.
3. All committees are to be kept in existence until the object of the committee is completed.
4. A minimum of three (3) Council members must serve on a committee for it to be still recognized.
Article VIII: Amendments
The procedures for review and approval of the constitution, amendments, and revisions thereto shall be as follow:

1. Amendments are defined as any substantial addition, revision, change, or deletion from the SAHERA Constitution as it originally stands ratified. They are not meant to be confused with by-laws, which serve as addendums to the constitution that simply serve to help facilitate internal measures or procedures.
2. Amendments to this constitution may be proposed by notice of such amendment, given in writing, one (1) month prior to its consideration.
3. Amendments must be sponsored by only one (1) member of the Council.
4. Amendments must be passed by 3/4 majority of the Council’s vote.

Article IX: Enactment Clause
This Constitution shall go into effect upon ratification of this document by the founding Council. All other constitutions shall be null and void.

University’s seeking membership into the Council must ratify this Constitution in order to gain membership into SAHERA.