

THE STEVENSON UNIVERSITY STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

PREAMBLE

We, the students at Stevenson University, in order to protect and preserve the values of our student body, do hereby establish the Stevenson University Student Government Association (SGA), and this Constitution as its governing document.

ARTICLE I LEGISLATIVE BRANCH

Section I - Membership of House of Representatives

- I. Members shall consist of two representatives from each academic school.
- II. Each academic school shall elect its representative to serve as Representative in the House of Representatives.
- III. The terms of all Representatives begin the first academic day of the academic year and end at the last House meeting on the academic calendar.
- IV. The Speaker of the House shall be elected by a majority vote by members of the House prior to the final meeting of the House during the Spring semester.

Section II - Responsibilities of Representatives

- I. Representatives are expected to adhere to all responsibilities, within reason, at the discretion of the Speaker of the House:
 - a. Attend all legislative meetings of the House of Representatives.
 - b. Attend all committee meetings of which they are members.
 - c. Attend all training sessions that are applicable, as designated by the Speaker.
 - d. House meetings will be held once a month.
 - e. All general body House members should be present at the meeting unless notifying the Speaker of the House with a suitable reason that they approve.
- II. All Representatives must make an active effort to engage and be available to their respective peers. This will be monitored and enforced by the Speaker of the House.
- III. Representatives will work with the Deans of their respective schools to help with the conceiving of relevant club events,
- IV. A Representative cannot:
 - a. Concurrently serve in an appointed Executive, or Judicial Branch role.
 - b. Laterally shift to a different Representative position without proceeding through the standard appointment process.

- c. Represent a school outside their major.
 - i. If a Representative changes their major and that major falls under another school, they can no longer hold their position and will be removed from the House.
 - ii. If a Representative changes their major, they have one week to notify the Speaker of the House.

Section III - Representative Vacancies

- I. In the event a Representative position for any of the academic school is made vacant, the House Speaker will find at least two individuals to be voted on and approved by the entirety of the House of Representatives by a majority vote.
- II. If certain vacancies cannot be filled, the position shall remain vacant until the House Speaker finds at least one name to submit to the House for approval.

Section IV - Duties of The Speaker of The House

- I. Preside over all House meetings.
- II. The Speaker must have served as a Representative for one academic year.
- III. Decide on the date, time, and location of all House meetings.
- IV. Plan one to two House meeting per month during the academic year.
- V. Serve as a mediator between Representatives and the faculty of their respective schools.
 - a. Organize information sent in from Representatives.
 - b. Respond promptly to Representatives and faculty.
- VI. Arrange for multiple guest speakers from faculty, staff, and community partners.
- VII. Establish the individual parliamentary procedure for House meetings.
- VIII. Establish general procedural rules for the House.
- IX. Serve as an ex-officio, non-voting member of the Executive Cabinet.
- X. Maintain an accurate record of the Representatives' attendance.
- XI. Attend the allocation meeting each academic year with the Director of Finance, SGA President, SGA Vice President, SGA Advisor, and Assistant Director of Student Activities.
- XII. Assimilate important SGA deadlines regarding required forms including:
 - a. Club Statement of Understanding.
 - b. Advisor Agreement forms.
 - c. Budget Allocation.
 - d. Club Registration.
- XIII. Approve legislation to move to the House floor.
- XIV. Present and communicate House-approved legislation to the Executive Cabinet.
- XV. Act as an SGA representative in campus meetings and specialized committee meetings when available.
- XVI. Act as an SGA representative at campus events when available.

Section V - Membership of the Senate

- I. Members shall consist of one representative from each club/organization recognized by SGA.
- II. Each club/organization shall designate a member to serve as Senator in the Senate, the process may be left to each club/organization. Once a Senator is chosen, they must fill out the Senate Application which will be published on August 1st of every year.
- III. The terms of all Senators begin the first academic day of the academic year and end at the last Senate meeting on the academic calendar.

Section VI - Responsibilities of Senators

- I. Senators are expected to adhere to all responsibilities, within reason, at the discretion of the Vice President.
- II. Attend all legislative meetings.
- III. Attend all training sessions that are applicable, as designated by the Vice President.
- IV. Approve the creation of clubs/organizations by a majority vote after it has received approval from the Office of Student Activities. Following approval, the vote must be approved by the Executive Cabinet and may be vetoed by the President. The Senate may override the veto by a two-thirds (2/3) majority.
- V. The Senate shall approve special funding requests by a two-thirds (2/3) vote.
- VI. Senators must make an active effort to engage and be available to their respective clubs/organizations. This will be monitored and enforced by the Vice President.
- VII. Senate meetings will be held once to twice a month.
- VIII. All general body Senate members should be present at the meeting unless notifying the President of the Senate with a suitable reason that they approve.
- IX. A Senator may not:
 - a. Concurrently serve in an appointed Executive and Judicial Branch role.
 - b. Concurrently serve as President or Vice-President of a different club/organization that is either active and funded or active and non-funded through SGA.
 - c. Laterally shift to a different Senator position without proceeding through the standard appointment process.

Section VII - Senator Vacancies

- I. In the event a Senator position for a club/organization is vacant, that club/organization may appoint a new Senator to carry out the remainder of the term.

Section VIII- President & President Pro Tempore of the Senate

- I. The President of the Senate:
 - a. The Vice President shall serve as the Presiding Officer (President) of all Senate meetings.
 - b. Establish the individual parliamentary procedure for Senate meetings.
 - c. Decide on the date, time, and location of all Senate meetings.
 - d. Establish general procedural rules for the Senate.
 - e. Work in conjunction with the Director of Finance to oversee and coordinate Special Funding Requests.
 - f. Arrange for multiple guest speakers from faculty, staff, and community partners.
 - g. Maintain an accurate record of the Senator's attendance to ensure there is good standing with SGA for allocation and remaining active.
- II. The President Pro Tempore:
 - a. The Senate President Pro Tempore shall be a Senator elected by the majority of the Senate during the 2nd meeting of the Senate.
 - b. The President Pro Tempore shall serve as Presiding Officer when the Vice President cannot preside over meetings.
 - c. The President Pro Tempore shall serve other duties as directed by the Vice President.
 - d. If there is a vacancy in the position of President Pro Tempore, the Senate will select a new President Pro Tempore by a majority vote.

ARTICLE II EXECUTIVE BRANCH

Section I - The Executive Cabinet

- I. The SGA President shall serve as Chair of the Executive Cabinet.
- II. Members are responsible for initiating legislation from the House of Representatives, developing student policy, soliciting input from campus representatives, and performing tasks that develop from the duties of the Executive Branch.
- III. Each member of the Executive Cabinet will be held accountable for detailing position updates at Executive Cabinet meetings. This includes but is not limited to:
 - a. Meetings they have attended.

- b. Events they have planned.
 - c. Events that they are in the process of planning.
 - d. Events that have happened.
 - e. Addressing concerns that students have.
- IV. The Executive Cabinet will be held accountable for attending either weekly or bi-weekly meetings with the advisor to discuss tasks to accomplish and address student concerns that have been gathered. The SGA President & Vice-President will meet the advisor weekly.
- V. The Executive Cabinet will be expected to meet bi-weekly one-on-one with the SGA advisor to talk about the direction in which they are going with tasks related to their position.
- VI. The Executive Cabinet members will be held responsible for serving office hours mandated by the President of the SGA, including the Speaker of the House and Chief Justice.
- VII. The Executive Cabinet will be responsible for attending retreats to help the organization grow and maintain its reputation within the Stevenson community.
- VIII. The Executive Cabinet will be responsible for planning a general student body town hall meeting to occur as needed that will address student concerns.
- IX. Directors must be approved by a majority vote of the House of Representatives.
- X. All decisions of the Executive Cabinet shall be decided by majority vote, and any tie shall be decided in favor of the SGA President.
- XI. The Executive Cabinet shall meet once a week at a time that is convenient for all members.
- XII. All members should be present at the Executive Cabinet meetings unless the SGA President or Vice President is notified in advance with a suitable reason that they approve.
- XIII. Membership is as follows:
- a. President
 - b. Vice President
 - c. Director of Public Relations & Alumni Outreach
 - d. Director of Finance
 - e. Director of Civic Engagement
 - f. Freshman Class Representative
 - g. Sophomore Class Representative
 - h. Junior Class Representative
 - i. Senior Class Representative
 - j. Speaker of the House, ex-officio, non-voting member
 - k. Chief Justice, ex-officio, non-voting member
- XIV. An Executive Cabinet member cannot:
- a. Concurrently serve in a Legislative, Judicial, or an additional Executive Branch role.

- b. Laterally shift to a different Executive position without proceeding through the standard appointment process.
- XV. The SGA President may, at his or her own discretion, select individuals to serve in positions not outlined by the constitution to address the goals of their administrations. These individuals will serve as ex-officio, non-voting members.

Section II - Positions & Responsibilities

- I. Duties of the President:
 - a. Preside over all SGA Executive Cabinet meetings.
 - b. Review past SGA events to evaluate and improve them.
 - c. Coordinate all SGA member duties.
 - d. Promptly respond to student inquiries and issues as needed.
 - e. Communicate clearly with campus administration including campus departments.
 - f. Oversee student organizations/committees.
 - g. Execute the Constitution.
 - h. Work with the Vice President, Director of Finance, and advisor(s) to establish a budget for the year.
 - i. Create procedures and rules to carry out the business of the Executive Cabinet.
 - j. Appoint any vacancies of Vice President and Chief Justice for House approval.
 - k. To call a special meeting of the Executive Cabinet when deemed necessary, or when petitioned by two-thirds (2/3) of the Executive Cabinet.
 - l. Meet with the President of the University and Vice President of Student Affairs at least monthly.
 - m. Serve as a voting member on the Alumni Association Board.
 - n. Represent SGA at campus functions as necessary.
 - o. In the event of a vacancy of the President, the following shall take place:
 - i. The President must notify the Executive Cabinet, Speaker, and Chief Justice.
 - ii. The Vice President will assume the role of Acting President for the remainder of the term. The Senate President Pro Tempore shall serve as President of the Senate until a Vice President is appointed.
 - iii. If there is no Vice President to assume the role of Acting President, the Speaker shall convene a special session of the House of Representatives no less than a week after the vacancy. The House of Representatives shall elect a member of the Executive Cabinet or House to serve as the new President by a two-thirds (2/3) majority for the remainder of the term.
- II. Duties of the Vice President:
 - a. Serve as acting SGA President in the President's absence.
 - b. Must hold two town hall meetings each semester and report to the executive cabinet.
 - c. Assist the president in shared SGA duties.

- d. Work with the President, the Director of Finance, and the Advisors to establish allocation for the academic year.
 - e. Represent SGA at campus functions as necessary.
 - f. Serve as the President of the Senate.
 - g. In the event of a vacancy of the Vice President, the following shall take place:
 - i. The Vice President must notify the Executive Cabinet, Speaker, and Chief Justice.
 - ii. The President will appoint a new Vice President to be approved by the House of Representatives. The Senate President Pro Tempore shall assume the role of Presiding Officer of the Senate until a new Vice President is chosen.
 - iii. In the event the President cannot appoint a new Vice President, the Executive Cabinet shall have a vacancy of the Vice President until one can be nominated and approved, or until the next election.
- III. Public Relations & Alumni Outreach Director:
- a. Collaborate to create publicity for and advertise events to the students.
 - b. Serve as an administrator for all social media platforms including the website.
 - c. Distribute all digital marketing to social media sites, plasma screens, and SU Portal.
 - d. Create informative and entertaining videos to enhance the SGA.
 - e. Create marketing plans and enact them to promote the values and mission of the SGA.
 - f. Assist members of the Executive Cabinet with marketing plans and advertisement of specific events.
 - g. Act as an SGA representative in campus meetings and specialized committee meetings when available.
 - h. Serve on the Alumni Association Board, which requires:
 - i. Completing new member orientation.
 - ii. Attending all board meetings and alumni events
 - iii. Serving on the engagement committee and attending committee meetings.
 - iv. Involving alumni in SGA events, initiatives, and service projects.
 - v. Acting as a liaison between alumni and students.
- IV. Finance Director
- a. Coordinate and oversee the Special Funding Request process and Budget allocation process through the Senate or Executive Cabinet when the Senate cannot meet.
 - b. Maintain a current outline of and plan for the SGA-related budgets.
 - c. Work with the President, the Vice President, and the advisors to establish all allocations for the academic year.
 - d. Act as an SGA representative in campus meetings and specialized committee meetings when available.
 - e. Update Allocation and Special Funding request forms when necessary.
- V. Civic Engagement Director
- a. Evaluate opportunities for service projects and plan for the semester.

- b. Coordinate at least one service project each semester.
 - c. Assist clubs and House Committees with their various service events and activities as requested and feasibly possible.
 - d. Maintain an ongoing list of needs and services in the community and distribute opportunities for community service monthly to club officers.
 - e. Act as an SGA representative in campus and specialized Committee meetings when available.
 - f. Work with the Center for Diversity and Inclusion (CDI) to help enhance and provide inclusive practices.
 - g. Maintain professional rapport with the Center for Diversity and Inclusion (CDI) and relay CDI initiatives to the board.
 - h. Work with the Executive Boards of student organizations to understand and advance the diverse and evolving needs of the students.
- VI. Senior Class Representative
- a. Chair the Senior Class Committee, preside over all Class Committee meetings, and establish a hierarchy within the Council as needed.
 - b. Assist seniors with fundraising throughout the year for the class.
 - c. Fundraise throughout the year to have a secure budget in order to plan grad week.
 - d. Formulate ideas for educational events that will help seniors with the transition from college to the professional environment.
 - e. Plan baccalaureate to represent the graduating class.
- VII. Junior Class Representative
- a. Chair the Junior Class Committee, preside over all Class Committee meetings, and establish a hierarchy within the Council as needed.
 - b. Address the concerns of the Junior class population.
 - c. Contribute to Homecoming Week.
 - d. Plan a large-scale spring semester event.
- VIII. Sophomore Class Representative
- a. Chair the Sophomore Class Committee, preside over all Class Committee meetings, and establish a hierarchy within the Council as needed.
 - b. Address the concerns of the sophomore class population.
 - c. Contribute to Homecoming Week.
 - d. Plan a Sophomore Class event.
 - e. Act as Freshman Class Representative until one is elected.
- IX. Freshman Class Representative
- a. Chair the Freshman Class Committee, preside over all Class Committee meetings, and establish a hierarchy within the Council as needed.
 - b. Assist Sophomore, Junior, and Senior Class Committees with homecoming as needed in the fall semester and plan Spring Fling in the spring semester.
 - c. Join the Executive Cabinet immediately upon election.

- d. Address the concerns of the Freshman class population.
- X. Director Vacancy
 - a. In the event of a vacancy of any of the Director positions, the President shall appoint a new director to be nominated and approved by a majority vote of the House of Representatives.
 - b. In the event a Class Representative position is vacant, the Judicial Board will open applications no less than 2 weeks after the vacancy (unless the vacancy window falls into an election for said position) and submit up to two names for the respective position to be voted on and approved by the House of Representatives by a majority vote.

ARTICLE III

JUDICIAL BRANCH

Section I- Membership of The Judicial Board

- I. The membership of the Judicial Board shall consist of:
 - a. The Chief Justice
 - b. An even number of Associate Justices, with a maximum of six

Section II- Duties of The Judicial Board

- I. Interpret the Constitution of the Student Government Association.
- II. Have the power of judicial review over actions of the Executive Cabinet, House of Representatives, and Senate.
- III. Head and adjudicate all cases of appeal concerning elections and qualifications for candidacy.
- IV. Establish general procedural rules and ethical considerations for the Judicial Council.
- V. Act as the elections committee for elections.
- VI. Enact and review the Election Guidelines for candidates.
- VII. Review all Constitutional amendments before the Senate's vote.
- VIII. Enforce the voting laws.
- IX. Take appropriate action, per the attendance policy, against those who have been brought up for review.
- X. Assist the Dean of Students with appeals if requested.
- XI. Meet no less than twice a month.

Section III- Duties of The Chief Justice

- I. Serve as the head of the Judicial Branch.

- II. Oversee the SGA Constitution.
- III. Record and post all minutes of the SGA Executive Cabinet meetings.
- IV. Print and distribute weekly meeting minutes to the Executive Cabinet.
- V. Maintain an accurate record of the officers' attendance at meetings and activities and report this to the SGA President.
- VI. Act as SGA representative in campus meetings and specialized committee meetings when available.
- VII. Learn and implement parliamentary procedures throughout the SGA.
- VIII. Have an outstanding sense of ethics and strive to remain neutral throughout voting processes and discussions of issues.
- IX. Have an outstanding sense of professionalism and keep meetings on task and productive.
- X. If there is a vacancy in the office of Chief Justice:
 - a. The President will appoint an Associate Justice to be nominated. This nominee must receive approval from the House of Representatives by a two-thirds (2/3) vote.

Section IV- Duties of The Associate Justice

- I. Serve directly under the supervision of the Chief Justice.
- II. The Associate Justices are selected from the applicant pool during the senate application period by the Chief justice.
- III. The senior most Assistant Justice may chair meetings of the Judicial Council in the absence of the Chief Justice
- IV. The senior most Assistant Justice may serve as Acting Chief Justice, upon the resignation or impeachment of the Chief Justice, until a new Chief Justice is elected by the Judicial Council and approved by the Senate.
- V. One designated member of the council shall record all minutes of the Judicial Council.
- VI. Perform other duties as designated by the Chief Justice.
- VII. If there is a vacancy in the position of Associate Justice:
 - a. The Chief Justice will appoint a student to be considered a nominee. This nominee must receive approval from the House of Representatives by a two-thirds (2/3) vote.

ARTICLE IV ELECTIONS

Section I - Procedure

- I. All elections shall be governed by the Judicial Board. The Judicial must lay out a plan prior to each election and present it to each branch.
- II. This plan shall be submitted to the Executive Cabinet and House of Representatives for majority approval no later than 4 weeks prior to general elections.
- III. All special elections shall be determined by the Judicial Board.

Section II - Voting

- I. No registered undergraduate student at Stevenson University shall be denied the right to vote.

ARTICLE V IMPEACHMENT

Section I - Impeachment Procedures

- I. The Judicial Board must assume all impeachment charges brought forth by the House of Representatives.
- II. The Board shall then hold a hearing to determine the validity of charges brought forth.
- III. If a member is impeached & removed, he or she may not seek office in any branch of SGA for their remainder as a student at Stevenson University.
- IV. The impeachment procedure is as follows:
 - a. The Judicial Board shall determine a date to hold the hearing where the accused shall serve as the “Defense” and the House Speaker shall choose a House manager to serve as “Prosecution.”
 - b. The Judicial Board will determine an outline as to how the hearing will be held that will be agreed by both the Prosecution and Defense.
 - c. After the hearing the Board shall vote, and its verdict is final.

ARTICLE VI
FINANCES & FEES

Section I - Funding Requests & Fines

- I. When reviewing requests for special funding, the Executive Board shall take into consideration the following:
 - a. The attendance record of the club’s representative.
 - b. Whether the fines assessed for absence contributed to the budget shortage.
 - c. Whether the club could host their remaining events with their current budget.
- II. Any club deemed to be not in good standing (whose representative has missed three or more meetings in a semester without proper notice or excuse) is barred from applying for additional funding from the Executive Board for that semester and must meet their event requirements or face losing funding entirely.
- III. Clubs who are not allotted funding from SGA are not subject to fines, but are, however, subject to suspension from special funding at the discretion of the Executive Board, not to exceed one semester.
- IV. Fines for absence from Senate meetings without proper notice or excuse shall be assessed in the following manner:
 - a. For the first offense, a formal warning shall be issued.
 - b. For every subsequent offense, the club shall be fined in a pattered interval which starts at 2% of the club’s beginning budget and increases by 2 percentage points for every additional missed meeting, resetting at the end of each semester.
 - c. Examples of Club Fines (Note that fines are based on the initial budget, meaning a 4% fine and a subsequent 6% fine will amount to a 10% fine):

Club Budget	First Absence	Second Absence (4%)	Third Absence (6%)	Fourth Absence (8%)
1000	Warning	\$40 Fine	\$60 Fine	\$80 Fine
500	Warning	\$20 Fine	\$30 Fine	\$40 Fine
250	Warning	\$10 Fine	\$15 Fine	\$20 Fine
100	Warning	\$4 Fine	\$6 Fine	\$8 Fine

Section II - Allocation

I. Process:

- a. Clubs and Organizations seeking to receive an allocated budget will submit an online form by the designated date set by the Student Government Association.
- b. All allocation request forms will be reviewed by the financial committee after the submission time is over to ensure that clubs are requesting a budget that does not violate any restrictions. The financial committee will also apply any fees incurred by clubs. Clubs will be contacted by email if there are any questions, stipulations, or changes in their allocation request.
- c. Once reviewed and approved, the allocation request will be voted on by the Student Government Association's President, Vice President, Speaker of the Senate, and Director of Finance. The Advisors of the Student Government will also sit in on the meeting as advisors.

II. Procedure:

- a. A fine of 10% of the club's total budget will be applied for every day the budget allocation form is late. If a club fails to submit a budget allocation request before the allocation voting meeting, the club in question will not have a budget for the following semester.
- b. Clubs should plan for not having any budget rollover from semester to semester. Any money in a club account that is fundraised will roll over. Money from SGA will be subject to the SGA rollover policy.
- c. For accounting purposes, SGA will assume that the money spent by a club is prioritized to be fundraised money first unless specified by the club. It is the club's responsibility to follow up with student activities for each purchase.
 - i. Ex. If a club fundraised \$500 and was given a budget of \$500 for the semester and the end budget balance was \$200, SGA will assume that the club spent their fundraised money first and the \$200 left was the contribution of SGA and will be subject to the rollover policy unless specified by club.

III. Policies:

- a. Meet all requirements for active and funded groups
- b. Clubs cannot request money for conferences
- c. Clubs cannot request money for personal club member apparel or swag including name tags.

Section III - Class Allocation

I. Allocation:

- a. Each class will receive a lump sum from the SGA Executive Board Budget.

Section IV - Special Funding Requests

I. Process:

- a. The absolute minimum amount of time SGA needs to review a Special Funding Request is four (4) weeks before the next Senate Meeting. Please be aware Senate Meetings occur biweekly. It is the club's responsibility to ensure there is enough time between their submission of the request and their event. Submitting a Special Funding Request does not guarantee your club will receive the funds. The request will need to be voted on by the SGA E-cabinet before it is voted on by the Senate.
- b. The Senate will vote on the request.
- c. Once voted on by the Senate, the SGA Director of Finance will notify the club on whether they have been approved by the Senate. The Director of Finance will then notify Student Activities to adjust the budget accordingly.

II. Procedure:

- a. All proposals must meet the following:
 - i. Requests will enhance student learning at SU.
 - ii. Requests will result in direct benefit to a number of students in or not in your club.
 - iii. Students need to play a role in the planning and programming of the event.
 - iv. Students club must meet the requirements for being an active club at SU.
 - v. Application thoroughly completed and reviewed by club advisor.
 - vi. The purpose of the proposal meets one or more of the criteria from the Criteria section.

III. Request Restrictions:

- a. Apparel.
 - i. A special funding request cannot be used for any type of apparel exclusively for members of a particular club. If apparel will be offered as a giveaway for students attending, then the money can be requested. The word "Apparel" includes, but is not limited to t-shirts, hoodies, jackets, hats, polos, pants, name tags, and other swag items. T-shirts may be requested if it is to give away to students on campus or be interacted with at an event.
- b. Conferences.
 - i. Conferences should be funded through fundraising by the club or through individual members. SGA can match what the club has put forward through fundraising with a maximum amount of \$500.
- c. The SGA Executive Cabinet reserves the right to identify events as conferences. The club in question can appeal to the Executive Cabinet by requesting a meeting.

ARTICLE VII AUTHORITY

Section I - Authority

- I. This document shall take precedence over all student instruments governing the undergraduate student body of Stevenson University.
- II. All recognized student clubs/organizations that are active or in good standing with SGA shall be under the authority of the Senate of SGA. To satisfy requirements for allocation of funds and/or to remain in good standing with SGA, each club/organization needs to be represented in the Senate only. This authority shall be original and final.
- III. All meetings of any branch shall be governed in accordance with Roberts Rules of Order, Newly Revised.
- IV. Internal documents/rules that govern each branch may not interfere with the SGA Constitution.

Section II - Advisors

- I. Representative(s) of the Office of Student Affairs shall serve as the advisor(s) of the SGA.

ARTICLE VIII AMENDMENTS

Section I - Amending the Constitution

- I. This Constitution may be amended by a three-fourths (3/4) majority of the entire membership of the House of Representatives, including 50 signatures of registered undergraduate students.
- II. The process of gathering shall lie with the Judicial Board and must impartially verify written signatures of students and determine whether the required threshold of signatures has been met.