

**The Constitution of the  
Student Government Association  
of Adelphi University**



*Revised Spring 2020*

PREAMBLE

The Student Government Association of Adelphi University exists to promote the general welfare of the undergraduate student body and of the University as a whole, and to develop general and specific policies for governing the undergraduate student body and organizations, and to provide student input to the Administration on past and future University policies. The Student Government Association is responsible for representing and uniting the members of the undergraduate student body of Adelphi University for the purpose of protecting and promoting student interests. Thus, the Student Government Association shall act on behalf of the undergraduate student body through communication with the Administration and Faculty on matters of student concern. We, the undergraduate students of Adelphi University, in order to secure the rights of all undergraduate students and maintain the highest standard of student life, do hereby adopt and establish the Constitution of the Student Government Association of Adelphi University.

**ARTICLE I**  
**General Provisions**

SECTION 1: This Organization shall be known as the Student Government Association, hereinafter the S.G.A., of Adelphi University.

SECTION 2: The membership of the S.G.A. shall be open to all matriculated undergraduate students of Adelphi University according to the election/appointment processes outlined in this Constitution. (The S.G.A. shall be composed of all undergraduate students of Adelphi University who pay the student activities fee. OR All undergraduate students at Adelphi University shall become representatives of the S.G.A. upon payment of their required student activities fee.)

SECTION 3: The S.G.A. shall be the governing and representative body of the undergraduate student body.

SECTION 4: This Constitution shall be the supreme governing document of the S.G.A.

SECTION 5: The S.G.A. shall not discriminate on the basis of race, ethnicity, creed, sex, sexual orientation, gender identity, national origin, age, religion, disability, or any other classification as provided by law.

SECTION 6: All members of the S.G.A. pledge to follow and uphold the Adelphi University Code of Conduct and the Adelphi University Code of Ethics, to which all Adelphi students are bound.

**ARTICLE II**  
**Senators**

SECTION 1: Eligibility

All undergraduate students of Adelphi University who have at least a 2.5 cumulative GPA, a clean judicial record or no pending conduct cases, at the discretion of the advisor and Conduct Office, have the best interests of their constituents in mind, and availability to attend the weekly Senate meetings and serve on one of several S.G.A. committees. Transfer students, first year students and readmits will have a single semester grace period with regards to the GPA and judicial eligibility.

SECTION 2: Commitment

Senators are appointed for a one-year term which commences during the Fall semester and concludes at the end of the Spring semester. They must be available to attend the S.G.A. Senate weekly meetings on Tuesdays when classes are in session from 6pm-8pm and a weekly committee meeting depending on their schedule. They are also required to attend mandatory events as per their senator contracts.

SECTION 3: Election Process

All interested and eligible students must submit a Senate application prior to the end of the application period. The S.G.A. Executive Cabinet will review all applications to ensure eligibility. Additionally, any individual who applies must be interviewed by the S.G.A. Executive Cabinet prior to being eligible for elections. The eligible applicants will be entered into an election. After the ballot closes, S.G.A. will extend invitations to at most 40 Senators. All individuals who receive a Senate invitation must attend the following S.G.A. Senate meeting in order to be sworn in.

#### SECTION 4: Emergency Election Process

If the Senate is below 40 senators at any point within a given academic year, the S.G.A. Executive Cabinet has the option to open senate applications. Any individual who applies must be interviewed by the S.G.A. Executive Cabinet prior to being appointed as a senator. If appointed, these senators will serve their term for the remainder of the academic year.

#### SECTION 5: Duties

- Senators shall serve as the planning and evaluating body of the S.G.A. They shall work within the appropriate committees as well as with the Executive Cabinet to coordinate and execute Senate business.
- It is the responsibility of the Senate to stand for and bring forward the interests of the undergraduate students at Adelphi University, address campus issues, facilitate involvement and work to build a vital and thriving campus community encompassing students, faculty, staff, and administration.
- Senators must serve on appointed committees to which they have been assigned.
- Senators must serve on campus-wide committees should they be selected.
- Propose and implement campus wide initiatives to the senate that would improve the quality and experiences of the undergraduate student body.
- Vote on amendments within the Senate meetings.
- Be an active and engaged member of the Senate.
- Must abide by all requirements listed within the Senator Contract.
- Senators must represent a certain number of student organizations. Number will be determined by the size of the Senate.
  - If schedule permits senators must attend two meetings per academic year as well as set up a line of communication such as email and/or group chat with their assigned clubs and organizations. If a senator has a schedule conflict, it must be approved by the Executive Cabinet at the beginning of each semester.
  - Update Senate on all relevant comments/suggestions/complaints by Clubs and Organizations.
- Continuation: All Senators will be evaluated at the end of each semester. Senators will be asked to resign if they did not adequately fulfill the duties outlined in Article II, Section 5, during the current semester and/or their GPA falls below the 2.5 cumulative GPA requirement and/or they receive a judicial sanction and/or their schedule will prevent them from attending weekly Senate meetings during the upcoming semester.

### **ARTICLE III:**

## The Senate

### SECTION 1: Composition/Membership

#### Voting Membership:

Senators, Vice President of Administration, Vice President of External Affairs, Executive Treasurer, Executive Secretary, Public Relations Coordinator

### SECTION 2: Non-Voting Membership

Non-voting members shall be given the same privileges, and be held to the same responsibilities, as appointed Student Senate members, except they will neither have voting rights nor, with the exception of the President and Parliamentarian, the right to sit in executive sessions of the Student Senate. The non-voting members of the Student Senate include:

- a) The S.G.A. President
- b) The S.G.A. Parliamentarian
- c) Students from outside organizations

### SECTION 3: Observer Membership

Certain members of the Adelphi undergraduate student population, because of their importance to student life or their assistance to the S.G.A., shall be invited to observe all meetings of the S.G.A. Observers shall have the right to participate in all discussions of the Student Senate, except those held during executive session, but will not have voting rights. Observers are not held to the attendance policy. Observers shall include:

- a) The President or official representative of the Inter-Fraternity Council,
- b) The President or official representative of the Panhellenic Council,
- c) The President or official representative of the Student Athlete Advisory Council,
- d) The President or official representative of the Inter Greek Council,
- e) The President or official representative of the Multicultural Greek Fellowship Council,
- f) The President or official representative of the Student Activities Board,
- g) The President of the Senior Class,
- h) Any special executive assistants of the S.G.A. President.

### SECTION 4: Meetings

The Student Senate shall meet according to the following schedule and rules:

- a) The Student Senate shall meet on Tuesday evenings at 6:00 pm while the University is in session. Voting at meetings can occur as long as a two-thirds (2/3) majority of voting delegates from the Student Senate is present.
- b) The S.G.A. President may call for a special meeting of the Student Senate, so long as such request is provided in writing or by verifiable email to each member of the Student Senate (voting and non-voting) forty-eight (48) hours prior to the time of the proposed meeting.
- c) The Student Senate shall automatically convene at the special request of one-third of the entire voting membership, provided such request is supplied in writing to the S.G.A. President at least forty-eight (48) hours prior to the time of the proposed meeting.
- d) All meetings of the Student Senate shall be chaired by the S.G.A. President. The Cabinet

shall assist the President.

- e) All meetings of the Student Senate shall be run according to Robert's Rules of Order or by rules established by a 3/4 majority of the voting membership. A copy of Robert's Rules of Order, or some abridged version, must be present at all meetings.
- f) All Student Senate votes described in this Constitution and conducted at Student Senate meetings shall include only the voting membership present at that meeting and such proxy votes as are submitted in writing to the Parliamentarian prior to the meeting at which a specified vote is to be held.

#### SECTION 5: Powers of the Student Senate

The Student Senate shall have the power to:

- a) Censure or impeach a member by a two-thirds vote of the voting membership, provided the senator has received prior written notice;
- b) Offer advice and consent, by majority vote, on all of the S.G.A. President's and Vice President of Administration's appointments and recommendations to S.G.A. committees; and
- c) Enact all measures necessary and proper for the general welfare of the undergraduate student body; and exercise any other power or duty provided for in this Constitution or the by-laws of the S.G.A.

#### SECTION 6: Prohibitions The Student Senate shall not

- a) Enact any measure that abridges the powers set forth in this Constitution;
- b) Appropriate funds for a period of more than one year;
- c) Infringe the secrecy of the ballot in any student body election;
- d) Conduct any vote by secret ballot, except by the unanimous consent of the Student Senate; or
- e) Change the dates or laws governing student body elections during the period between the release of the elections applications and the subsequently scheduled election.

#### SECTION 7: Procedures

- a) No bill shall become law unless a voting member of the Student Senate or any member of the Executive Cabinet introduces the bill, the bill is read and discussed in the Student Senate, and the bill is passed by a majority of the voting members.
- b) No bill shall become law without the signature of the S.G.A. President, except when the S.G.A. President has not vetoed or signed the bill within ten (10) days after presentment (passage by the Senate), in which case the bill becomes law.<sup>1</sup>
- c) The S.G.A. President may veto a proposed law. The S.G.A. President must notify the Student Senate and provide a written explanation of their reasons for vetoing the bill.
  - 1) The S.G.A. Executive Treasurer shall have veto power equal to that of the S.G.A. President in all matters concerning budget approvals. The S.G.A. Allocations Committee shall have exclusive veto power in all reallocation matters, except when by a two-thirds (2/3) vote of the Student Senate, the Senate decides to rule

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<sup>1</sup> Resolutions stating the Student Senate's opinion and all procedural motions may not be vetoed by the S.G.A. President. (Allocations are considered bills.)

upon the matter itself.

- 2) A vetoed bill may be enacted notwithstanding the veto of the S.G.A. President or Executive Treasurer if it is reread before the Student Senate and passed by a three-quarters (3/4) majority.

#### SECTION 8: Attendance

- a) All S.G.A. voting members shall be responsible for adhering to the S.G.A. attendance policy as determined by the Senate and enforced by the executive cabinet;
- b) Each S.G.A. voting member and all Executive Cabinet members shall be allowed two (2) unexcused absences per semester. Upon the third absence the member in question will lose all rights and privileges of their office and their position will be under review until the following meeting of the Executive Cabinet;
- c) Any excused absence shall be left to the discretion of the President and Advisor;
- d) Every two (2) absences from a committee meeting shall count as one (1) absence that will be counted towards a senator's total absences;
- e) Arrival to a meeting more than 15 minutes after it begins will constitute lateness. Additionally, departure from a Senate meeting 15 minutes after it is called to order will constitute an early departure. Two (2) late arrivals shall count as one (1) absence that will be counted towards a senator's total absences. One (1) early departure from the Senate meeting will count as two-thirds (2/3) of an absence;
- f) Each S.G.A. voting/non-voting member shall be required to wear the designated S.G.A. attire to every meeting. The designated attire will be determined by the executive cabinet each semester.
- g) If Executive Cabinet and Advisor approve reinstatement from a possible impeachment, another absence occurs they shall be automatically removed from office.

### **ARTICLE IV S.G.A. Committees**

#### SECTION 1: Standing Committees

The S.G.A. shall maintain five (5) standing committees that will automatically convene while the University is in session. Those standing committees shall be: the Allocations Committee, the Student Life Committee, the Academic Affairs Committee, the Promotions Committee, and the Ad. Hoc Committee.

#### SECTION 2: Standing Committee Membership

Each voting member of the Student Senate must serve on at least one standing committee at all times during their term of office.<sup>2</sup> Service on a committee will be understood to mean that the particular member is listed on the chairperson's official roster and will be submitted to the Executive Secretary. Only S.G.A. members who meet the directly above criteria for 'service' on a committee shall maintain voting rights on a standing committee.

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<sup>2</sup> Voting members of the S.G.A. may serve on, and have voting rights in, as many committees as they can attend, unless otherwise prescribed in this Constitution. <sup>5</sup> Satisfactory attendance shall be understood to connote the missing of a maximum of three meetings during a semester, in accordance with the S.G.A. Attendance Policy.

- 1) The Executive Secretary maintains a satisfactory record of attendance for each committee.
- 2) Attendance and minutes of committee meetings should be recorded weekly by committee chairs.

### SECTION 3: The Allocations Committee

- 1) The allocations committee will review the distribution and usage of the student activities fee. This includes but is not limited to granting additional student activities fee funds to student organizations and ensuring student organizations are adhering to the Standard Student Financial Operating Procedures (SSFOP).
- 2) The committee's purpose and guidelines are outlined in the SSFOP
- 3) Except in circumstances determined by the S.G.A. Bookkeeper and Executive Treasurer, the S.G.A. Allocations Committee shall have original jurisdiction over all S.G.A. monetary issues. No bill or policy related to the distribution of S.G.A. funds shall be acted upon by the Student Senate without having been first read and passed by the Allocations Committee.
- 4) Committee members:
  - a. S.G.A. Executive Treasurer (non-voting / co-chairperson)
  - b. S.G.A. Bookkeeper (non-voting / co-chairperson)
  - c. Minimum of 2 Student Government Association senators and any person interested in attending a meeting can attend but will not have voting privileges.
- 5) S.G.A. Bookkeeper
  - a. Overview
    - i. Hired jointly by the S.G.A. Executive Cabinet and S.G.A. Advisor.
    - ii. Works no more than 20 hours per week during the academic year, position starts two week prior to the start of the semester and ends two weeks after the conclusion of the semester or when the financial books are closed.
    - iii. The terms of employment and compensation follow Adelphi University's Human Resources policies and procedures.
    - iv. Reports to a full time administrator in the Center for Student Involvement.
  - b. Duties:
    - i. Trains new S.G.A. Executive Treasurer and Allocation Committee Members.
    - ii. Oversees all financial and budgetary paperwork.
    - iii. Keeps accurate records of all financial transactions.
    - iv. Trains individual students organizations on the budget process and university financial policies and procedures.
    - v. Stays abreast of university financial policies and procedures and trends in S.G.A. finances at other institutions.
    - vi. Evaluates the SSFOP and submits recommendations, revisions and suggestions to the S.G.A. for approval.
    - vii. Regularly communicates with student organization treasurers, the Center for Student Involvement and S.G.A. on budget and financial issues.

- viii. Co-chairs the Allocations Committee.
  - ix. Bi-weekly meets with the S.G.A. Executive Treasurer.
- 6) Training
- a. All allocation members must be familiar with the SSFOP and CSI event planning policies and procedures.
  - b. Training is mandatory, it will be held by the S.G.A. Bookkeeper prior to the first allocations meetings.
- 7) Voting
- a. Majority wins (S.G.A. Executive Treasurer serves as a tie breaker, when required). All organizations will be informed that they have the ability to come and speak on behalf of any allocation requests that they are submitting. If they choose to come, they may only be present for the discussion; they cannot be present for the voting process and discussion of any other allocation requests.

#### SECTION 4: Student Life Committee

- 1) The Student Life Committee shall be responsible for hearing complaints and concerns from S.G.A. funded clubs and organizations, but this responsibility shall not supersede the Student Senate's right to deal with such complaints or concern.
- 2) The Student Life Committee shall be responsible for hearing complaints and concerns from S.G.A. senators as well as Adelphi University undergraduate students.
- 3) The S.G.A. Vice President of Administration and Vice President of External Affairs shall serve as co-chairs of the Student Life Committee.

#### SECTION 5: Academic Affairs Committee

- 1) The Academic Affairs Committee shall have original jurisdiction over all issues and bills relating specifically to the academic experience of the undergraduate population. The committee is charged with seeking the best methods and practices for maintaining the highest standards for the undergraduate academic environment.
- 2) The S.G.A. Executive Secretary shall chair the Academic Affairs Committee.

#### SECTION 6: Promotions Committee

- 1) The Promotions Committee shall oversee all S.G.A. matters including, but not limited to, the advertising of S.G.A. meetings and events, elections and application advertising, updating the S.G.A. website and social media accounts.
- 2) The Promotions Committee shall have open tables at least once per month while the university is in session for the student body to come to and address their concerns for the S.G.A.
- 3) The Public Relations Coordinator shall chair the Promotions Committee.

#### SECTION 7: Ad Hoc Committees

- 1) Ad hoc committees shall be created to deal with specific issues that may, in some cases, overlap with to be the significant standing enough committees, to require but are special



deemed attention. by two-thirds<sup>3</sup> (2/3) of the S.G.A. voting members The chairpersons of ad hoc committees shall be nominated by the President and confirmed by a majority of the voting members of the Student Senate, and the membership requirements and mandate shall be set by the Student Senate at the time of the ad hoc committee's establishment.

#### SECTION 8: Committee Rules

- 1) Without exception, all committees shall adhere to the simple majority standard when making decisions and voting, unless otherwise specified in this Constitution.
- 2) Any petition of the undergraduate student body shall receive immediate hearing on the floor of the Student Senate, where it will be decided whether the issue should be sent to committee and which committee should handle the issue.
- 3) Committee chairpersons are responsible for setting an agenda and taking meeting minutes for their committee
- 4) The membership of the five (5) standing committees shall consist of no less than three (3) voting members of the S.G.A. The maximum number of members allotted to each committee shall be to the discretion of the Vice President of Administration with the approval of the Cabinet.

### **ARTICLE V The Executive Branch**

#### SECTION 1: Composition

The executive branch, hereinafter the Cabinet, shall consist of the President, Vice President of Administration, Vice President of External Affairs, Executive Treasurer, Executive Secretary, and any other special executive assistants nominated by the President and approved by the Student Senate.

#### SECTION 2: Purpose and Powers

All executive powers of the S.G.A. shall be vested in the Cabinet, whose members shall be responsible for administering the policies, by-laws, and programs of the S.G.A. with the assistance and support of the Student Senate. The Cabinet may institute all policies, regulations, and initiatives necessary and proper to the execution of this Constitution, legislation passed by the Student Senate, and the general welfare of the undergraduate student body, so long as such policies, regulations, and initiatives do not run contrary to the rules expressly laid out in this Constitution. The members of the Executive Branch must always present themselves in an appropriate and professional manner and cannot use their position and connections with Adelphi administrators to promote their personal agendas and biases.

#### SECTION 3: Emergency Powers

In cases of extraordinary emergency when it is impossible for the Student Senate to convene, the

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<sup>3</sup> Ad Hoc Committees may not overlap with the jurisdiction of the Allocations, Elections, or S.G.A. Affairs Committees. Taskforces or working groups may be established to assist or advise these committees.

Cabinet may make interim decisions that will require the approval of the Student Senate at their next meeting.

#### SECTION 4: The President

- 1) The S.G.A. President shall be elected in the Spring elections by the voters of the entire undergraduate student body.
- 2) Candidates for the presidency must meet the following requirements.
  - a. Have spent one full term as an S.G.A. Executive Cabinet member, if no member applies it may be opened up to the senate and they must have spent at least one full term as an S.G.A. member;
    1. If nobody from the Senate applies, it will be left up to the discretion of the recommendation of the Executive Cabinet.
  - b. Have a clean judicial record or no pending conduct cases at the discretion of the advisor and Conduct Office
  - c. Be enrolled as a full-time undergraduate student for the next academic year, and remain enrolled as such throughout their term
  - d. Maintain a cumulative G.P.A. at or above 3.0; and
  - e. Cannot serve on the Executive Cabinet of any other S.G.A. recognized organization during their term. Any other Adelphi organization will be left to the discretion of the advisor.
- 3) The S.G.A. President shall:
  - a. Be the Chief executive officer of the S.G.A.;
  - b. Be the official representative of the S.G.A. and the undergraduate student body of Adelphi University;
  - c. Preside over all meetings of the Cabinet;
  - d. Set the agendas for and chair all meetings of the Student Senate;
  - e. Appoint with the advice and consent of the Student Senate, all officers, and special assistants, including but not limited to the Parliamentarian, as outlined in this Constitution;
  - f. Appoint all student members of administrative committees;
  - g. Request the resignation of any one of their appointees, including the Parliamentarian, without the approval of the Student Senate.
  - h. Establish and maintain all executive committees, which will report regularly to the Cabinet.<sup>4</sup>
  - i. Be empowered to call emergency meetings of the Cabinet and the Student Senate, provided such requests are delivered, in writing, to all affected members at least twenty-four (48) hours prior to the proposed meeting;
  - j. Serve as a non-voting member of the Student Senate or the Cabinet, and as a voting member of the aforementioned bodies only in the event of a tie vote;

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<sup>4</sup> Executive committees shall consist of any person or persons requested by the President, and shall be responsible only to the Cabinet, not the Student Senate. Such committees shall not transgress any of the powers or rights of the rest of the S.G.A. and their decisions shall be non-binding on the S.G.A.

- k. Propose to the Student Senate and the Cabinet such policies, regulations, legislation, and initiatives as they shall deem necessary to the fulfillment of this Constitution and the general welfare of the undergraduate student body;
- l. Have the authority to veto legislation passed by the Student Senate, provided such action is taken within ten (10) days of the vetoed legislation's passage, and provided that their veto is accompanied by a written explanation of their rationale for using the veto;
- m. Present to the Student Senate at least once a year a State of the Campus message;
- n. Faithfully discharge all other duties and responsibilities outlined in this Constitution.
- o. Be responsible for upholding the duties of any executive member that steps down from their position or is removed until that position is filled.

#### SECTION 5: The Vice President of Administration

- 1) The S.G.A. Vice-President of Administration shall be elected in the Spring elections each academic year by the voters of the entire undergraduate student body.
- 2) Candidates for Vice President of Administration must meet the following requirements:
  - a. Have spent at least one full term as an S.G.A. member;
  - b. Have a clean judicial record or no pending conduct cases at the discretion of the advisor and Conduct Office
  - c. Be enrolled as a full-time undergraduate student for the next academic year, and remain enrolled as such throughout their term
  - d. Maintain a cumulative G.P.A. at or above 3.0; and
  - e. Cannot serve on the Executive Cabinet of any other S.G.A. recognized organization during their term. Any other Adelphi organization will be left to the discretion of the advisor.
- 3) The S.G.A. Vice President of Administration shall:
  - a. Serve as an advisor and assistant to the President in the fulfillment of all duties and responsibilities related to the functioning of the Senate, and in other fields as requested by the President;
    - i. Senator Responsibilities Contract
    - ii. Committee Assignments
    - iii. General oversight of Senators
  - b. Facilitate Senate elections;
    - i. Spring Cabinet elections
    - ii. Fall Senate elections
  - c. Facilitation of Women's Recognition Month programming
  - d. Be first in the line of executive succession in the President's absence or should three voting members of the Cabinet agree that the President is unable to execute their duties;
  - e. Serve as co-chair of the student life committee.
  - f. Serve as a voting member of the Student Senate and the Cabinet;
  - g. Liaison between the S.G.A. and various campus Administration

- h. Assist the President with different University wide committees throughout the year
- i. Faithfully discharge all other duties and responsibilities outlined in this Constitution.

#### SECTION 6: The Vice President of External Affairs

- 1) The S.G.A. Vice President of External Affairs shall be elected in the Spring elections each academic year by the entire undergraduate student body.
- 2) Candidates for the Vice President of External Affairs must meet the following requirements:
  - a. Have spent at least one full term as an S.G.A. member,
  - b. Have a clean judicial record or no pending conduct cases at the discretion of the advisor and Conduct Office
  - c. Be enrolled as a full-time undergraduate student for the next academic year, and remain enrolled as such throughout their term
  - d. Maintain a cumulative G.P.A. at or above 3.0; and
  - e. Cannot serve on the Executive Cabinet of any other S.G.A. recognized organization during their term. Any other Adelphi organization will be left to the discretion of the advisor.
- 2) The Vice President of External Affairs shall:
  - a. Serve as an advisor and assistant to the President in the fulfillment of all executive duties and responsibilities as assigned;
  - b. Assist Senators in external outreach to respective University committees, clubs, organizations;
  - c. Be second in the line of executive succession;
  - d. Serve as a voting member of the Student Senate and the Cabinet;
  - e. Serve as a co-chair of the Student Life Committee; and sits on the New Student Organization Committee.
  - f. Faithfully discharge all other duties and responsibilities outlined in this Constitution.

#### SECTION 7: The Executive Treasurer

- 1) The S.G.A. Executive Treasurer shall be elected in the Spring elections each academic year by the voters of the entire undergraduate student body.
- 2) Candidates for Executive Treasurer must meet the following requirements:
  - a. Have spent at least one full term as an S.G.A. voting member;
  - b. Have a clean judicial record or no pending conduct cases at the discretion of the advisor and Conduct Office.
  - c. Be enrolled as a full-time undergraduate student for the next academic year, and remain enrolled as such throughout their term
  - d. Maintain a cumulative G.P.A. at or above 3.0; and
  - e. Cannot serve on the Executive Board of any other S.G.A. recognized organization during their term without advisor approval.
- 3) The Executive Treasurer shall:
  - a. Serve as the President's primary monetary, financial, and budget advisor, and as

- an assistant in all other fields deemed necessary by the President;
- b. Be third in the line of executive succession;
- c. Serve as a voting member of the Cabinet and Student Senate;
- d. Report weekly to the Cabinet on all S.G.A. related financial matters;
- e. Meet bi-weekly with the S.G.A. Bookkeeper to discuss financial matters
- f. Serve as the co-chairperson of the Allocations Committee; and
- g. Faithfully discharge all other duties and responsibilities outlined in this Constitution.

#### SECTION 8: The Executive Secretary

- 1) The S.G.A. Executive Secretary shall be elected in the Spring elections each academic year by the voters of the entire undergraduate student body.
- 2) Candidates for Executive Secretary must meet the following requirements:
  - a. Have a clean judicial record or no pending conduct cases at the discretion of the advisor and Conduct Office
  - b. Be enrolled as a full-time undergraduate student for the next academic year, and remain enrolled as such throughout their term
  - c. Maintain a cumulative G.P.A. at or above 3.0; and
  - d. Cannot serve on the Executive Cabinet of any other S.G.A. recognized organization during their term. Any other Adelphi organization will be left to the discretion of the advisor.
- 3) The Executive Secretary shall:
  - a. Serve as the primary assistant to the President in all administrative and organizational matters, and as an advisor/assistant in all other areas deemed necessary by the President;
  - b. Act as historian of the S.G.A.;
  - c. Be fourth in the line of executive succession;
  - d. Serve as a voting member of the Student Senate and the Cabinet;
  - e. Determine the time and place of its meetings, provided it meets once every week while the University is in session;
  - f. Record minutes, upload them within 24 hours to MyAULife, and keep permanent records of all Student Senate and Cabinet meetings;
  - g. Keep permanent records of all documents and correspondence of the Cabinet;
  - h. Keep records of the attendance of voting and non-voting members and inform the Senate about those members who are not in compliance with the S.G.A. Attendance Policy;
  - i. Accept, keep, and announce all written proxy votes submitted by absent voting members;
  - j. Type all correspondence for members of the Cabinet and forward to appropriate offices when requested;
  - k. Serve as the chairperson for the Academic Affairs committee;
  - l. Faithfully discharge all other duties and responsibilities outlined in this Constitution.
  - m. Monitor S.G.A. email; update Executive Cabinet, on any relevant emails;
  - n. Reserve Senate meetings locations through appropriate university offices on

- campus.
- o. Create and manage events and weekly meetings on MyAULife.
- p. Create and manage senators contact information.

#### SECTION 9: The Parliamentarian

- 1) S.G.A Parliamentarian shall be appointed by the Executive Cabinet before the start of the Fall semester and sworn in at the first Fall senate meeting.
- 2) Candidates for Parliamentarian must meet the following requirements:
  - a. Have a clean judicial record or no pending conduct cases at the discretion of the advisor and Conduct Office
  - b. Be enrolled as a full-time undergraduate student for the next academic year, and remain enrolled as such throughout their term
  - c. Maintain a cumulative G.P.A. at or above 3.0; and
  - d. Cannot serve on the Executive Cabinet of any other S.G.A. recognized organization during their term. Any other Adelphi organization will be left to the discretion of the advisor.
- 3) The Parliamentarian shall:
  - a. Shall serve as the neutral arbiter of parliamentary propriety during meetings
  - b. Have the authority to rule on matters of order and parliamentary procedure during all Student Senate meetings;
  - c. Serve as a non-voting member of the Senate;
  - d. Maintain all motions/ actions taken by the Student Senate
  - e. Faithfully discharge all other duties and responsibilities outlined in this Constitution.
- 4) In the absence of a Parliamentarian, parliamentary procedure shall be monitored and controlled by the President. All other powers granted to the Parliamentarian shall be distributed at the President's discretion, but the Student Senate shall have the right to refuse Presidential decisions in such manners as would normally involve the Parliamentarian.

#### SECTION 10: Public Relations Coordinator

- 1) The S.G.A. Public Relations Coordinator shall be elected in the Spring elections each academic year by the voters of the entire undergraduate student body.
- 2) Candidates for Public Relations must meet the following requirements:
  - a. Have a clean judicial record or no pending conduct cases at the discretion of the advisor and Conduct Office
  - b. Be enrolled as a full-time undergraduate student for the next academic year, and remain enrolled as such throughout their term
  - c. Maintain a cumulative G.P.A. at or above 3.0; and
  - d. Cannot serve on the Executive Cabinet of any other S.G.A. recognized organization during their term. Any other Adelphi organization will be left to the discretion of the advisor.
- 3) Public Relations shall:
  - a. Serve as a voting member of the Senate and Cabinet;

- b. Manage various social media accounts;
- c. Update MyAULife Pictures with the most up to date information.
- d. Create flyers for S.G.A. sponsored events.
- e. Serve as the chairperson for the Promotions Committee.
- f. Be responsible for coordinating outreach opportunities at least once a month while the university is in session.
- g. Faithfully discharge all other duties and responsibilities outlined in this Constitution.

## **ARTICLE VI**

### **Elections**

SECTION 1: All matriculated undergraduate students shall be entitled to one vote in each S.G.A. general election, except in cases where the voting system is not functioning properly where such problems would be solved by the S.G.A. cabinet, and the Vice President of Administration with the help of the Center for Student Involvement.

SECTION 2: Before declaring a candidacy, any potential candidate must meet all of the requirements that are specific to their position of interest.

SECTION 3: The Spring general Executive Cabinet Election shall take place no later than the first week of May during each Spring academic semester.

SECTION 4: All eligible and interested students in becoming a Senator must submit an application prior to the end of the application period. The S.G.A. Executive Cabinet will review all applications to ensure eligibility. The eligible applicants will be interviewed by the S.G.A. Executive Cabinet. Selected interviewed applicants will be entered into an election. After the ballot closes, S.G.A. will extend invitations to no more than 40 Senators. All individuals who receive a Senate invitation must attend the following S.G.A. Senate meeting in order to be sworn in.

SECTION 5: In the event of a tie during any election, a run-off election for the position in which the tie occurred will take place during the week directly following the general election.

SECTION 6: All election results shall be validated by the S.G.A. Vice President of Administration and Advisor and formally announced no later than twenty-four (24) hours after the closing of the polls on the last day of any general election via email.

SECTION 7: Assumption of office (1) Members appointed in the Fall shall take the oath and assume office at or before the next S.G.A. meeting. (2) Members elected in the Spring general election shall take the oath and assume office the second to last Tuesday of the semester.

SECTION 8: Oath of Office All voting members of the S.G.A. must, before the assumption of the duties and responsibilities of office, recite the following oath before witnesses:

“I do solemnly swear that I, (state your name), will support the Constitution of the Adelphi University Student Government Association and that I will faithfully discharge the duties of (name of office) to the best of my ability.”

#### SECTION 9: Vacancy in Office

(1) A vacancy shall exist when any member of the Student Senate ceases to be a registered undergraduate student or when they resign, is impeached, removed, or otherwise disqualified from holding office in the S.G.A., or when a position has not been filled in the course of the S.G.A.’s general elections.

(2) If a vacancy occurs among the non-executive members of the Student Senate, the S.G.A. President, with the majority consent of the Student Senate, shall appoint a successor.

(3) If a vacancy occurs in an executive position, other than the President, with the consent of the majority of the Student Senate, the President shall appoint a successor, who has the qualifications described in Article III for that specific executive position.

(4) If a vacancy occurs with the President, the next person in the line of succession as determined by Article V will fill the position. They will then appoint a successor to fill in their previous S.G.A. Executive Cabinet position.

### **ARTICLE VII Impeachment**

SECTION 1: Any member (voting or non-voting) of the S.G.A. who fails to adhere to the requirements of their office as stated in this Constitution shall automatically be brought up on impeachment charges by the President of the S.G.A.

SECTION 2: Any member (voting or non-voting) may also be impeached for the demonstration of a grave and/or constant disrespect and/or disregard for the responsibilities of office.

SECTION 3: Any seven (7) voting and/or non-voting members of the Student Senate may present, to the executive cabinet, a resolution, signed by all seven (7) members, requesting the impeachment of another member.

SECTION 4: A resolution for impeachment shall be distributed by the executive cabinet to every member of the Student Senate at, or within a day after, its next official meeting, and at the following meeting an impeachment hearing will ensue.

SECTION 5: The voting members of the Student Senate shall hear the case brought for impeachment, and the Advisor shall preside. A two-thirds (2/3) vote of the voting members shall be required to impeach a member.

SECTION 6: Any member preparing for or on trial for impeachment shall be suspended from their position until acquitted or brought to charges during the impeachment hearings.



SECTION 7: Impeached members or appointed members who were asked to resign shall be automatically expelled from office and will be banned from ever running for, or serving in, an S.G.A. position.

## **ARTICLE VIII Amendments**

SECTION 1: Any voting member of the Student Senate may present an amendment to this Constitution to the S.G.A. Executive Cabinet, which shall consider the item in the same way as prescribed in this Constitution for any other bill.

SECTION 2: Once an amendment is brought to the floor of the Student Senate, the members shall read and debate/discuss the proposal during at least one weekly meeting before a vote may take place.

SECTION 3: Ratification of an amendment requires a two-thirds (2/3) vote of the S.G.A. voting membership.

SECTION 4: Amendments may also be voted on by initiative. S.G.A. members or any other Undergraduate student may propose amendments to this Constitution by submitting a petition signed by at least fifteen percent (15%) of the undergraduate student body to the S.G.A. Executive Cabinet not later than three weeks prior to a general election. Initiatives that meet the fifteen percent (15%) and 'three-weeks prior' criteria shall automatically be placed on the ballot during the next general election. Initiatives shall take the form of 'yes'-or-'no' questions, and shall be accompanied by a detailed and readily visible description of its purpose as well as arguments for and against.

SECTION 5: All amendments proposed by initiative shall require a three-fifths (3/5) vote by the undergraduate students voting in the general election during which the amendment is up for ratification.

## **ARTICLE IX Ratification**

SECTION 1: This constitution shall be ratified by a two thirds (2/3) majority of the Student Senate. Votes can be in favor, against, or an abstention.

SECTION 2: The members of the Student Government Association during the year of ratification of this Constitution shall continue to serve and retain the same duties.