

Bylaws of the Student Government Association  
of Saint Francis University

Loretto, Pennsylvania



Approved December 1, 2016

## **Article I: Our Purpose**

The purpose of the Student Government Association shall be:

- (1) To act as the official representative voice of the students of Saint Francis University;
- (2) To present the student perspective and vote on subjects of concern regarding the University community;
- (3) To enhance the full spectrum of the student's experiences at Saint Francis University;
- (4) To promote and encourage the activities and services of all SGA sponsored student organizations;
- (5) To provide guidance and recommendations for student related functions, activities, and organizations;
- (6) To receive, review, and act upon concerns related to student, faculty, and/or administration;
- (7) To maintain an interface with faculty, administration, community, and student entities;
- (8) To develop specific rules, regulations, by-laws, and amendments as deemed necessary and proper to the well-being of the SGA, and
- (9) To protect, enhance, and serve individual and collective rights and freedoms among Saint Francis University students.

## **Article II: Name and General Organization**

### **Section I: Name**

The official name of the governing organization shall be “The Student Government Association of Saint Francis University” in Loretto, Pennsylvania. Informally, the organization shall be called SGA.

### **Section II: Membership**

The members of the SGA shall consist of all matriculating students of Saint Francis University, who are in good academic and disciplinary standing with the University. Good standing is a GPA of 2.5. Freshmen shall be the exception to this policy until the end of the 1<sup>st</sup> semester.

### **Section III: Operation Entities**

The SGA shall consist of three operating entities:

- (1) The Executive Board;
- (2) The Senate;
- (3) The SGA subcommittees;

### **Section IV: Executive Powers**

The executive powers of the SGA shall be vested in the following duly-elected officers, and additional roles and information shall be included in the Executive Officer

Handbook.

The President;  
The Executive Vice President;  
The Vice President for Communications;  
The Parliamentarian; and  
The Business Manager

Section V: Incompatibilities

- (1) No person shall simultaneously serve as an Executive Officer and as a Senator.
- (2) No person shall serve in multiple SGA executive offices simultaneously.
- (3) The President and Vice President shall not simultaneously hold the Presidency of another SGA sponsored student organization.

**Article III: The Executive Board**

The Executive Board will operate under the duly-elected president of SGA.

Section I: Membership

The Executive Board of the SGA shall consist of the following duly-elected members:

The President;  
The Executive Vice President;  
The Vice President for Communications;  
The Business Manager (and the Assistant Business Manager when needed);  
The Parliamentarian;

Two (2) Chief Senators.

Section II: Eligibility for Executive Officers

- (1) Candidates for executive office are required to attend the University for a minimum of one (1) semester.
- (2) Candidates for an executive office must meet eligibility requirements outlined in the Student Handbook, for participation in co-curricular activities.
- (3) Candidates must be a current full-time matriculating student.
- (4) Candidates must have a minimum QPA of two and one half (2.5) at the time of nomination.
- (5) Candidates for President and Executive Vice President must have served as a Senator of the SGA for at least one (1) year.
- (6) Candidates for all executive offices must meet the minimum class requirement of sophomore status.

Section III: Executive Board Nomination Process

Executive Board nominations are to be made at least two weeks prior to the election scheduled on the 1<sup>st</sup> Tuesday in November.

Section IV: The President

- (1) The President will act as the official representative of the SGA.
- (2) The President will preside over the Executive Board, coordinating the meetings

and setting the agenda.

- (3) The President will have the power to call emergency meetings when deemed necessary.
- (4) The President will be a standing member of the Faculty Senate.
- (5) The President will be an ex-officio member of all SGA subcommittees during their term.
- (6) The President will serve as committee chair of the SGA Campus Environment Committee.
- (7) The President will appoint the members of the SGA Committees, members of all Faculty Senate Committees, members of the Judicial Appeals Board, and other committees, as outlined in this Constitution, for the approval of Senate.
- (8) The President will serve on the Business Manager Selection Committee.
- (9) The President will receive a work-study salary of approximately five hundred dollars (\$500) during each semester of his or her service. This salary shall be earned as office hours are completed, and will be entered as work-study hours online at [my.francis.edu](http://my.francis.edu).
- (10) The President will complete five office hours per week, in the SGA office during which he or she shall be doing the work of SGA and SGA only.

#### Section V: The Executive Vice President

- (1) In the absence of the President, the Executive Vice President shall be considered acting President, and will have no voting power in a Senate meeting, as to remain the unbiased chair of the Meeting.
- (2) The Executive Vice President shall chair all Senate meetings.

- (3) The Executive Vice President will organize and manage a new Senator Orientation program prior to the first meeting of Senate for each term.
- (4) The Executive Vice President will be a standing member of Faculty Senate.
- (5) The Executive Vice President will serve as committee chair for the SGA Leadership Committee.
- (6) The Executive Vice President will receive a work-study salary of approximately four hundred dollars (\$400) during each semester of his or her service. This salary shall be earned as office hours are completed, and will be entered as work-study hours online at [my.francis.edu](http://my.francis.edu)
- (7) The Executive Vice President will complete four office hours per week, in the SGA office during which he or she shall be doing the work of SGA and SGA only.

Section VI: The Vice President for Communications

- (1) The Vice President for Communications will record all Senate and Executive Board meeting minutes. The Vice President for Communications shall compile all minutes of Senate and Executive Board into one volume and submit one copy to the Vice President for Student Development, one copy to the library archives, and retain one copy for the SGA office before the expiration of his or her term.
- (2) The Vice President for Communications will ensure that all committee reports and meeting minutes for every SGA sponsored organization are being recorded and posted on OrgSync.
- (3) The Vice President for Communications shall receive any motions made at Senate meetings via email, no more than 24 hours after the end of the meeting.
- (4) The Vice President for Communications will work with the Business Manager

in coordinating the office work-study staff schedules.

- (5) The Vice President of Communications will serve as the chair for the Communications and Public Relations Committee.
- (6) The Vice President for Communications will publish all minutes for both Executive Board meetings and Senate meetings on OrgSync before the next meeting.
- (7) The Vice President for Communications will receive a work-study salary of approximately three hundred dollars (\$300) during each semester of his or her service. This salary shall be earned as office hours are completed, and will be entered as work-study hours online at [my.francis.edu](http://my.francis.edu).
- (8) The Vice President for Communications will complete three office hours per week, in the SGA office during which he or she shall be doing the work of SGA and SGA only.

#### Section VII: The Business Manager

The Office of the Business Manager is a paid position of the SGA and is a direct financing position. The Executive Board, with the approval of the Senate, shall set payment for the position. The Center for Student Engagement and Leadership Development and the SGA shall be responsible for the funding of this position. Selection criteria for this position are outlined in the “Vice President for Finance Selection Handbook.”

- (1) The Business Manager is responsible for overseeing all financial obligations of the organization.
- (2) The Business Manager is a standing member of the Finance and Operations Committee.



- (3) The Business Manager will provide budgetary reports to the Senate and Executive Board, and post the reports on OrgSync.
- (4) The Business Manager will provide monthly budgetary reports to each of the SGA sponsored organizations, and post the reports on the OrgSync portal of each organization.
- (5) The Business Manager will fulfill all job requirements as listed on the published job description for the paid position, which is outlined in the “Vice President for Finance Selection Handbook.”
- (6) The Business Manager will complete ten office hours per week, in the SGA office during which he or she shall be doing the work of SGA and SGA only.

#### Section VIII: Assistant Business Manager

- (1) As the Business Manager’s term nears the end of the second spring semester of his or her term, SGA will hire an Assistant Business Manager. The Assistant Business Manager will aid the Business Manager, with the intent that the Assistant Business Manager will be able to take over for the Business Manager at the completion of the Business Manager’s term.

#### Section IX: The Parliamentarian

- (1) The Parliamentarian will coordinate and manage all SGA and Class Officer Elections.
- (2) The Parliamentarian will publish all election results to the student body.
- (3) The Parliamentarian will review and evaluate the SGA Constitution each year.

- (4) The Parliamentarian will be responsible for knowing and understanding procedural rules, so that they may be used during Senate.
- (5) The Parliamentarian shall serve as the chair of the Election and Constitutional Review Committee.
- (6) The Parliamentarian will receive a work-study salary of approximately two hundred and fifty dollars (\$250) during each semester of his or her service. This salary shall be earned as office hours are completed, and will be entered as work-study hours online at my.francis.edu.
- (7) The Parliamentarian will complete two office hours per week, in the SGA office during which he or she shall be doing the work of SGA and SGA only.

Section X: The Chief Senators

- (1) The Chief Senators, shall upon their election, vacate their originally elected Senate seats.
- (2) The Chief Senators shall act as liaisons between the Senate and the Executive Board.
- (3) The Chief Senators shall attend executive board meetings
- (4) The Chief Senators shall each chair a committee – the Food and Services Committee or the Housing Committee.
- (5) The Chief Senators shall inform Senators and executive board members who have two (2) absences within one semester of their status for impeachment.
- (6) The Chief Senators shall make recommendations to the President for nominations for any Senate vacancy within his/her area.

- (7) The Chief Senators shall take meeting attendance
- (8) The Chief Senators will receive a work-study salary of approximately two hundred and fifty dollars (\$250) during each semester of his or her service. This salary shall be earned as office hours are completed, and will be entered as work-study hours online at my.francis.edu.
- (9) The Chief Senators will complete a minimum of two office hours per week, in the SGA office during which he or she shall be doing the work of SGA and SGA only.

Section XI: Public Relations Manager (non-Senate, work study position)

The Public Relations Manager is a work study position of the SGA, created for the purpose of the promotion of SGA events and SGA as a whole.

- (1) The Public Relations Manager will be hired and employed by SGA and be supervised by the Vice President of Communications.
- (2) The Public Relations Manager's term shall run the course of a Calendar Year, with the application period occurring towards the end of the Fall Semester.
- (3) The Public Relations Manager shall be in charge of all Social Media platforms; shall act as Senate's informational liaison to the Campus community; and be in charge of a host of other events and duties.
- (4) The Public Relations Manager will be a standing member of the Communications and Public Relations Committee.

- (5) The Public Relations Manager shall not have a vote or seat on Senate as they do not perform the duties of a Senator; but rather will attend the first Senate meeting of every month to take pictures, etc.
- (6) The Public Relations Manager will complete six office hours per week, in the SGA office during which he or she shall be doing the work of SGA and SGA only; more than these six hours will be required as events call for it.
- (7) Job duties subject to the needs of the Student Government Association.

#### Section XII: Voting Powers of the Executive Board

Each member of the Executive Board shall have one vote in the Senate. Only in the case of a tie will the President be vested with the power to cast an additional vote to break the tie.

#### Section XIII: The Spending Powers of the Executive Board

The Executive Board shall have the power to spend up to three hundred dollars (\$300) for an SGA sanctioned event or cause without prior approval from the Senate. However, the Executive Board will still have to inform the Senate about their spending decisions.

#### Section XIV: The Executive Board Meetings

The Executive Board shall meet either once a week or when deemed necessary by the Executive Board. The Executive Board shall set the agenda for the Senate meetings, set the meeting days and times, conduct the meetings, and establish voting dates.

Section XV: Term of Office

All Executive Board members are elected for the period beginning January first (1<sup>st</sup>) of the year in which they are elected until December thirty-first (31<sup>st</sup>) of the same year.

Section XVI: Meeting with the Executive Board President

Executive Board members shall meet with the President of SGA at least three times in a Semester.

Section XVII: Executive Officer Vacancies

In the event that the office of President, Executive Vice President or Vice President for Communications shall become vacant due to disqualification, absence, resignation, or any other reason, a special election shall be held within thirty (30) days of the vacancy.

- (1) In case of a vacancy in the office of the President, the Vice President will assume the office until a special election takes place.
- (2) In case of a vacancy in the office of Executive Vice President or Vice President for Communications, the President will appoint an interim officer until the special election takes place.

Nominations for the vacant position of President, Executive Vice President or Vice President for Communications shall be made from members of both the Executive Board and the Senate who are otherwise qualified. However, if no individual is qualified or if those who are qualified refuse the position, the selection will be made from any member who is of sophomore or greater status.

**Section XVII:** Ex-Officio Executive Board Powers

The ex-officio Executive Board of the previous year shall sit in on both the Senate and Executive Board meetings for one (1) month after the new Executive Board has taken control. After this grace period, the ex-officio Executive Board will not be allowed to attend Executive Board meetings or participate as an active member of Senate unless otherwise requested.

**Article IV:** The Senate

The Senate shall be the legislative body of the SGA. The Senate shall consist of thirty-two (32) members with twenty-four (24) Senators duly-elected by their respective constituency and eight (8) Executive Board members.

1. Two (2) Senators from the Senior Class;
2. Two (2) Senators from the Junior Class;
3. Two (2) Senators from the Sophomore Class;
4. Two (2) Senators from the Freshman Class;
  - a. In the Fall Semester there will be three (3) Senators from the Freshman Class, having been previously appointed by the selection committee as Freshman Class Fellowship Recipients
5. Two (2) Senators from the Intra-Fraternity/Sorority Council;
6. Two (2) Senators from the Student Athlete Advisory Committee;
7. One (1) Senator from the Student Activities Organization;
8. One (1) Senator from the International Student Organization;
9. One (1) Senator from the School of Health Sciences;

10. One (1) Senator from the School of Natural Sciences;
11. One (1) Senator from the School of Arts and Letters;
12. One (1) Senator from the School of Business;
13. Five (5) Senators elected “At Large”;
  - a. One (1) Senator “At Large” for Faith and Worship
  - b. One (1) Senator “At Large” for Service
  - c. One (1) Senator “At Large” for Hobbies and Interests
  - d. One (1) Senator “At Large” for Club Sports
  - e. One (1) Senator “At Large” for Campus Culture;
14. One (1) Appointed Emerging Leaders Chair

Two (2) Chief Senators shall be elected from within the Senate and these Senators shall vacate their originally held Senate Seat, serving on Executive Board and acting as a liaison between the Executive Board and Senate

#### Section I: Election of Senators

- (1) Students interested in having their names placed on the ballot for Class Senators, School Senators, or “At Large” Senators must submit a petition containing twenty-five (25) signatures from students within their respective constituencies.
- (2) A separate Senatorial application form must be completed and submitted on OrgSync in order to appear on the ballot.
- (3) Once on the ballot, students will be voted on by members of their respective constituency.
- (4) For internal elections, only Senators who are able to complete the entire one-year term

will be selected from within their respective group, club, council, organization, etc.

- (5) Freshman recipients of the SGA Fellowship will serve as Freshman Class Senators effective on the first day of the new school term, and will be subject to standard voting rules in November.
- (6) A student cannot hold more than one senate position at a time.

## Section II: Duties of Senators

The Senate duties shall include:

- (1) Acting on all matters presented by the Executive Board;
- (2) Establishing laws, by-laws, and all other legislative acts for the SGA;
- (3) Proposing and recommending constitutional amendments to the student body;
- (4) Being responsible for initiating all funding of student activities; and
- (5) Reviewing all contingency reports.

## Section III: Proxy Senator

(Section II, Article IV does not apply to Executive SGA Board Members)

If a Senator is unable to attend meetings for a semester, there are two options:

- (1) Resign permanently from his or her position (or until the next election).
- (2) Find a person from his or her constituency to take his or her place on Senate as a proxy for the semester, and then petition the Senate at the end of the



Semester to ask for his or her position back (without going through an election or getting signatures).

Requirements:

- (1) The Senator must have been elected or appointed as a specific Senator in the past semester
- (2) The Senator must be unable to be active due to consistent class, athletic, or other obligations deemed appropriate by the Executive Board
- (3) Must attend all mandatory SGA events outside of Senate meetings
- (4) If the student is a Fellowship recipient, then the student is required to do office hours in the SGA office to make up for any meetings missed.

Acceptance as a Proxy Senator on Senate:

If a Senator/student wants to apply for the position of Proxy Senator, he/she must notify the Parliamentarian in writing to outline the reasons why he/she is considering becoming a Proxy Senator.

Goal of the Proxy Senator:

To keep those who are unable to attend weekly Senate meetings because of legitimate obligations, such as consistent class meetings or athletic responsibilities, engaged in the campus community and ensure they are upholding all expectations accordingly and responsibly.

Section IV: Chief Senators

- (1) The Chief Senators, upon their selection shall vacate their originally elected Senate seats and fulfill the responsibilities detailed in Section X, Article III of these Bylaws.

(2) An election or search will be conducted to fill the vacated seats.

Section V: Membership on Faculty Senate/Student Development Subcommittees

Each Senate member and Class Officer shall serve on at least one (1), but not more than two

(2) Faculty Senate/Student Development subcommittees in the course of an elected year.

Appointments shall be made by the President at the beginning of the fall semester.

The Faculty Senate/Student Development subcommittees are as follows:

- (1) Faculty Senate – President and Executive Vice President shall represent the student body.
- (2) Curriculum and Teaching Committee – three (3) representatives;
- (3) General Education Committee –two (2) representatives;
- (4) Institutional Review Board – one (1) representative;
- (5) Library Resources Committee – two (2) representatives;
- (6) Student Affairs Committee – four (4) representatives;
- (7) Standards and Admissions Committee – two (2) representatives;
- (8) Athletics Advisory Board – two (2) representatives;
- (9) Campus Safety Committee- two (2) representatives;
- (10) INFONET Committee – one (1) representative;
- (11) Academic Court – two (2) representatives;
- (12) Alcohol Sub-Committee – two (2) representatives;
- (13) University Police/Parking Review Board – two (2) representatives;
- (14) Student Health Advisory Committee- two (2) representatives
- (15) The Committee on Distance Education – two (2) representatives

## Section VI: Intra-Senate Committees

Any Senate member or Class Officer can serve on the intra-senate committees. Appointments and nominations will be made at the beginning of the fall semester.

(1) Campus Environment Committee- Chaired by the President and composed of three (3)

Senators.

- Mission: To partner and work with the necessary members of administration and staff to ensure that the students' needs are being met and fulfilled pertaining to the SFU campus environment and other relevant issues
- Protocol: The committee can develop proposals and other necessary actions in order to see that the matter at hand is being attended to.

(2) Leadership Committee- Chaired by the Vice President and composed of five (5)

Senators.

- Mission: To provide leadership development and training for all SFU students, utilizing the four principles of FLASH: Franciscan Values, Leadership Theory, Diversity Awareness, and Community Development. Also, to find service projects that SGA can partake in because leadership is also done through serving others
- Protocol: Follows the FLASH Leadership Calendar and helps plan the Leadership Conference, iLead Speakers, and the Student Involvement Awards

(3) Parliamentary Committee- Chaired by the Parliamentarian and composed of four (4)

Senators.

- Mission: To democratically and fairly implement and conduct SGA's elections in the Fall Semester, to review and update the SGA Constitution at the beginning of each year to ensure that SGA is acting effectively and efficiently, and to ensure proper student and Senator conduct
- Protocol: Conduct elections each fall, update the constitution every January, know the constitution so that meetings can run smoothly, maintain procedure during meetings, and monitor Senator and student conduct

(4) Communications and Public Relations Committee- Chaired by the VP of

Communications and composed of two (2) Senators.

- Mission: To partner and work with the necessary members of administration and staff to promote the SGA and all the work it does to the campus
- Protocol: To record and maintain the minutes for the executive board meetings and the senate meetings, to make sure that all faculty senate meeting minutes are being posted online to OrgSync, to promote new projects and ideas to the campus

(5) Finance and Budgeting Committee- Chaired by the Business Manager, Co-Chaired by the Asst. Business Manager, and composed of four (4) Senators.

- Mission: To prepare a fair budget for all SGA-funded organizations, maintain accurate bookkeeping for all club accounts, and oversee the yearly budget process
- Protocol: To conduct training sessions for treasurers of clubs and act as the treasurer for the SGA

(6) Food Service Committee- Chaired by a Chief Senator and composed of three (3) Senators.

- Mission: To partner and work with the necessary members of administration and staff to ensure that the students' needs are being met and fulfilled pertaining to food service and other relevant issues
- Protocol: The committee can develop proposals and other necessary actions in order to see that the matter at hand is being attended to

(7) Housing Committee- Chaired by a Chief Senator and composed of three (3) Senators.

- Mission: To partner and work with the necessary members of administration and staff to ensure that the students' needs are being met and fulfilled pertaining to housing.
- Protocol: The committee can develop proposals and other necessary actions in order to see that the matter at hand is being attended to. The committee is required to attend monthly meetings with the Residence Life Leadership team as this allows for greater transparency among the faculty and students in regards to ongoing progress.

(8) Emerging Leaders Committee – Chaired by the Appointed Emerging Leaders Chair

- Mission: To create, partner and champion Campus spirit initiatives.

Other subcommittees can be established temporarily as deemed necessary by the Senate.

Rules and Regulations:

- Committee meetings should be held twice a month at a set time and location as determined by the executive board. The Executive Board will take into account scholastic schedules, etc. The meetings should usually be held in the SGA room or the place that the Executive Board sees fit.
- Meetings should be advertised as open, and student participation is welcomed.
- Committee Reports will be submitted after each meeting, via OrgSync and also presented at Senate.
- The Chair will complete and submit committee reports.
- The Committee will also be encouraged to submit as to the Senate.
- The Committee is responsible for their to-do list on OrgSync.
- Senators will be placed based on their interest on the subject in a combination of the major/minor.
- Senators should also look to ask any member on the Executive Board to sit in on a meeting with the committee, or in general, ask any Executive Board member for direction.

Section VII: Senate Terms

- (1) The term of office for Senators will be for one calendar year.
- (2) Senators will be elected during the fall semester. Elections shall be completed on the first (1<sup>st</sup>) Tuesday of November.
- (3) In the event that there are no candidates for a senate position, the seat shall be filled by a qualified candidate of the represented constituency. The candidate(s) must be

nominated by either a Senator or an Executive Board member, and must receive a majority vote of the Senate for approval.

- (4) If any vacancies occur due to resignation, residency change, election to executive board, or disqualification, the President may appoint a qualified person to serve in the interim until the next election. When a vacancy occurs within an internal group, that group may select a replacement Senator.

### Section VIII: Senate Meetings

- (1) The first meeting of the new Senate will be conducted before the fourteenth (14<sup>th</sup>) day of the spring semester.
- (2) Senate meetings will be held at least every other week.
- (3) The Executive Board may call emergency meetings as deemed necessary.
- (4) Any motions made at Senate must be emailed verbatim to the Vice President of Communications, within 24 hours of the end of the meeting.

### Section IX: Senate Meeting Structure

The structure for all Senate Meetings shall be as follows:

- (1) Approval of the Minutes from the previous meeting (can only occur after the minutes are distributed amongst the Senate)
- (2) Public Debate (a time for any student wishing to address the Senate is permitted to do so. Each person is allotted 1 minute to speak – ex. if five students were to come, five minutes would be allotted for all to speak.)
- (3) Reports from Executive Board Officers
- (4) Senator Constituency Reports
- (5) Reports from the Faculty Senate Committees
  - Academic Court

- Athletics Advisory Board
- Campus Safety Committee
- Curriculum and Teaching Committee
- The Committee on Distance Education
- Environmental Sustainability Committee
- Faculty Senate
- General Education Committee
- INFONET Committee
- Institutional Review Board
- Library Resources Committee
- Standards and Admissions Committee
- Student Affairs Committee
- Student Health Advisory Committee
- University Police and the Parking Review Board

(6) Reports from the Intra-Senate Committees

- Leadership Committee
- Information Technology Committee
- Parliamentary Committee
- Communications and Public Relations Committee
- Finance and Budgeting Committee
- Food Service Committee
- Housing and Campus Environment

(7) Unfinished Business

(8) New Business

(9) Comments from the Advisors

(10) Final Comments

- Comments for the good of the Senate
- Comments for the good of the Student Body

(11) Adjournment

Section X: Seating of the Senate

The Senate shall be organized with the four (4) schools and the IFC, ISC, SAO, SAAC (2) Senators on the left side of the meeting; the five (5) at-large-Senators sitting in the middle, back; and on the right side of the meeting, the four (4) Class Senators. The Executive

Board will be divided in half, with three Executive Board Officers sitting on the right side of the meeting, at table slanting towards the rest of Senate and on the left side, three Executive Board members sitting at the at a table slanting towards the Senate.

#### Section XI: Attendance

- (1) All Executive and Senate members are expected to attend all scheduled Senate meetings, committee meetings, or special meetings whenever the respective body is in session.
- (2) Attendance, in total, is based on semester terms. Any expected absences shall be formally presented in writing to both Chief Senators stating the reason for absence during the Senator's term of office. If possible, both Senators are to be notified by e-mail 24 hours before the Senate meeting. After the second (2<sup>nd</sup>) unexcused absence, the Chief Senators will be responsible for informing the Senator in writing of his or her status. After the third (3<sup>rd</sup>) unexcused absence during a term of office, impeachment proceedings will be initiated immediately.
- (3) It should be noted that should a Senator miss up to half the time or more of a mandatory SGA meeting or event due to an invalid excuse that this will be counted as one (1) full unexcused absence, and will count towards the absentee record of said Senator.
- (4) Consideration shall be given in the event of one of the following circumstances:
  - Senator is unable to attend due to a death in the family;
  - Senator is away from school premises for a previously approved absence;
  - Hospitalization of the student;



- Family emergency, which requires absence from the school premises;
- Participation in an off campus activity, sport, or other function sponsored by Saint Francis University;
- Senator is attending a meeting that is directly related to, sponsored by, or affiliated with the constituency that the Senator is representing. (For example, SAAC representative is attending mandatory SAAC event.) However, in order to successfully represent the voice of the organization that he or she is representing, it is still important for this Senator to attend the majority of Senate meetings, regardless of this excuse. If this proves to be a reoccurring problem, the Senator will be asked to provide a proxy in each planned occasion of absence, and to post the minutes of the other meeting attended afterwards. This is to ensure that the topics and results of discussion for both meetings are being relayed appropriately to the students on a routine basis.
- Other considerations will be made when deemed necessary, and must be accepted by the Executive Board as a valid excuse for absence.

#### Section XII: Senate Dress Code

Dress for Senate meetings require the SGA issued polo shirt and appropriate attire (nice pants, nice shoes, etc.)

#### Article V: Impeachment

Any SGA member (Senators and Executive Board Members) may be subject to impeachment when in violation of term agreements.

#### Section I: Grounds, Senate

Any Senator who has more than three (3) unexcused absences to a scheduled Senate meeting or mandatory SGA sponsored event in one semester will be subject to impeachment.

### Section II: Ground, Executive Board Member

Any Executive Board member who has more than a combined total of three (3) unexcused absences to a scheduled Senate meeting and/or Executive Board meeting and/or mandatory SGA sponsored event in one semester will be subject to impeachment.

### Section III: Procedure

- (1) Any person who is subject to impeachment shall be notified in writing by the Chief Senators of the impending action. This notification must take place no later than forty eight (48) hours of the regularly scheduled meeting.
- (2) A motion for impeachment will be made by the Executive Board and voted upon by the Senate.
- (3) The President will be notified in writing of any dismissals within forty-eight (48) hours of the meeting. The President will appoint an interim Senator from the constituency of the vacant seat. Approval of the term shall be made by a simple majority of the Senate for the remainder of the term.
- (4) The Vice President for Communications will notify all impeached members in writing of their inactive status within twenty-four (24) hours of impeachment.
- (5) Appeals can be made before the Executive Board. All decisions made after the appeal are final.
- (6) In the case that an impeachment appeal **does** receive approval by the Executive

Board, the Senator in question will be automatically placed on probationary status where he or she may not miss any other mandatory SGA meetings or events for the remainder of the semester without valid excuse. If said Senator proceeds to earn additional unexcused absences during this probationary period, he or she will be impeached, effective immediately, and will not be offered an opportunity for any further objection.

#### **Article VI:** The Election Board

The Election board will be comprised of three (3) members that will ensure a fair and honest election.

#### **Section I:** Membership

The Election Board will consist of three (3) members to be established by the Executive Board.

The Members include:

- (1) The Parliamentarian;
- (2) Two (2) Senators.

#### **Section II:** Election Board Chair

- (1) The Election board shall be chaired by the Parliamentarian.
- (2) The chairperson will keep the Executive Board aware of all voting dates and times.

#### **Section III:** Elections

The Election Board will run all the SGA elections, class officer elections, and any special student voting issues, including, but not limited to, the Outstanding Educator Award. This includes coordinating speeches, counting ballots, and publishing the results to the student

body.

#### Section IV: Election Day Event

An Election Day event shall be carried out by the Parliamentary Committee each year. Only non-returning members of the SGA shall operate an Election Table in high traffic areas, allowing the student body to have greater ease in voting with multiple computers. The locations, hours and appropriate decorations shall be decided annually by the Parliamentary Committee with the input of the greater Senate.

#### Section V: Replacements

Any Election Board member who is running for an office cannot serve on the election board and will be replaced by the Executive Board.

#### Section VI: Transition Process

##### **Executive Board Members Transition**

Immediately upon the results of the Student Government Association being made official, the now out-going Executive Board shall communicate with their official successor and shall have at least one face to face meeting with their successor in which questions and advice can be shared. The outgoing officer is responsible collecting any relevant documents, uploading to OrgSync within the already designated folder for that position.

The incoming President and Executive Vice President shall attend the monthly meeting (if the schedule permits) of the Faculty Senate with the outgoing President and Executive Vice President.

The incoming President shall be invited to attend the monthly scheduled meeting with the SGA President, the Vice President for Student Development and the University President.

### **Executive Board Meeting Transition**

The third to last weekly of the SGA Executive Board Meeting for the Fall Term, the newly-elected Executive Board shall be shadowed by the current Executive Board. The presence of the newly-Elected Executive Board allows the members to more closely observe their predecessor's approach to their positions and responsibilities.

The second to last weekly meeting of the SGA Executive Board will be led by the newly-elected Executive Board – with guidance, when needed by the outgoing Executive Board.

The final Executive Board meeting of the calendar year will be fully led by the newly elected Executive officers to effectively display the successful transition of power.

### **Senate Meetings Transition**

The third to last weekly Senate meeting of the Student Government Association for the Fall Term, the newly-elected Executive Board shall be shadowed by the current Executive Board. The presence of the newly-Elected Executive Board allows the members to more closely observe their predecessor's approach to their positions and responsibilities.

The second to last Senate meeting of the year shall be led by the newly elected Executive Board – with guidance, where needed, by the outgoing Executive Board. This will allow the incoming officers to put into practice what they had previously observed from their predecessor while allowing the outgoing officers to guide and coach them through the meeting. This is in preparation for the newly elected Executive Board to lead the SGA on its own in the final meeting of the calendar year.

The final Senate meeting of the calendar year will be fully led by the newly elected Executive officers to effectively display the successful transition of power.

Senators-elect shall be requested by the Parliamentarian to attend the last weekly SGA Senate meeting. Any questions that they may have may be addressed formally during Public Debate or informally afterwards, speaking one-on-one with the outgoing Senator at the close of business.

### **Oath of Office to be administered publically**

#### **Executive Board Member Oath Office:**

I hereby pledge that I will faithfully serve the Student Government Senate of Saint Francis University as an elected Executive Officer. I promise to uphold the Constitution and By-Laws of the Student Government Association and will devotedly fulfill all duties and responsibilities required of my position to the best of my ability.

#### **Senator Oath:**

I hereby pledge that I will faithfully serve the Student Body of Saint Francis University as an elected Senator of the Student Government Association. I promise to uphold the Constitution and By-Laws of the Student Government Association and will devotedly fulfill all duties and responsibilities required of my position to the best of my ability.

#### **Article VII: SGA Freshman Leadership Fellowship Award and New Senator Retreat**

The SGA Freshman Leadership Fellowship is awarded each year to a group of three (3) incoming freshman. Each student must have successfully completed each section of the award application by the given deadlines. After considerable review of each application by all members of the Executive Board and their Advisors, the top five (5) choices will be selected as the candidates to continue through the interview selection process. From here, a decision made by the majority vote of the Selection Board (Executive Board and both SGA Advisors) will determine the three final Fellowship Award winners.

#### **Section I: Application Requirements**

1) Complete the provided application form by filling out all requested information fully

- 2) Compose a \_\_\_\_ word essay describing a story of past leadership experience or involvement:  
(academic organizations, athletic teams, community service projects, youth groups, etc.)
- 3) Provide a minimum of two (2) references (school & community)
- 4) Provide a minimum of two (2) letters of recommendation (school & community)
- 5) Submit all correctly completed elements of the application listed above by mail to \_\_\_\_\_ by no later than the designated date

### Section II: Interview Selection Process

The designated interview times for each Fellowship Award candidate should be determined and approved by all members of the Selection Board (Executive Board and both SGA Advisors) before notifying the students of their advancement in the selection process. This step is necessary to ensure that each candidate will be assessed by all interviewers fairly, and to prevent any form of bias during the interview or voting processes due to inconsistent or missing information on the part of the Selection Board.

### Section III: Rules of Voting [Selection Board]

If any member of the Selection Board decides that his or her opinion or vote may be biased or insignificant in any way due to absence or external affiliations than it is the responsibility of that member to abstain themselves from casting his or her vote to preserve the integrity of the entire selection process.

### Section IV: Winner Stipulations

SGA Freshman Leadership Fellowship Award Recipients must oblige by the following

stipulations to keep their status and scholarship:

- 1) Serve on Senate as one of the three Senators representing the freshman class for the first semester. (Students will be required to run for a new position upon the new calendar year.)
- 2) Enroll as an active member in the Emerging Leaders program
- 3) Maintain an active position in either SGA or SAO every semester

#### Section V: New Senator Retreat

The purpose of holding the New Senator Retreat following the induction of the Fellowship recipients is to integrate these new Senators more easily into the Student Government Association by introducing them to its current members and policies. The goal is that by giving the new members familiar exposure to the other Senators and the necessary information on expected duties that they will be readily prepared to enter their term with new found goals and confidence. It should be noted that all members of Senate, not only new members, are required to attend the New Senator Retreat as it is considered a mandatory SGA event.

#### **Article VIII**: Judicial Appeals

In the interest of the students, pertaining to judicial appeals, SGA will seek to maintain the right and ability to appoint students to serve in the capacity as a neutral and informative party in the matter of judicial appeals. In a case where a decision has been rendered by the Vice President for Student Development or his/her designate, and the accused student is dissatisfied with the decision rendered, he/she may appeal the decision to the President of the University. In this instance, SGA would seek to nominate students to represent the overall interests of the student body.



#### The Nomination Process:

- (1) SGA shall accept nominations from the student body at large.
- (2) The nominated students must be a matriculating student, have a GPA of 2.5 or better, and cannot hold a position as a class officer, Senator, or Executive Board member.
- (3) The Senate will then review the nominees and select six (6) of these students to be considered by the President of the University. The President of the University may then decide to appoint the student representatives if he/she chooses.

#### **Article IX:** Role of the Advisor

The Advisor to the Student Government Association shall be a full time employee, appointed by the Vice President for Student Development.

#### **Article X:** Amendments

These bylaws are a living document that allows for amendments. The by-laws shall be amended by a two-thirds (2/3) vote of the Senate. The Senate, under direction of the Parliamentarian, must review the by-laws annually.

#### **Article XI:** Ratification

Changes may be made on these bylaws. These changes must be approved by a simple majority of the Senate that will vote on the ratification. All ratifications will go into effect immediately, with the exception that any positions altered will be permitted to finish out the term.

