

The Constitution of the Student Government Association of Saint Francis University

Preamble

We, the students of the Saint Francis University community, who desire to advance academic responsibility, promote social conscientiousness, encourage communication and cooperation among students, faculty and administration, and inspire democratic processes, do hereby establish the Constitution of the Student Government Association of Saint Francis University (herein called "SGA").

Article I: Purpose

The purpose of the "SGA" shall be:

- (1) To act as the sole, official representative of the students of Saint Francis University,
- (2) To present the student perspective and vote on subjects of concern regarding the University community (this includes, but is not limited to the student body, the faculty, the administration, the community at large and all associated, related bodies and entities),
- (3) To enhance the academic, educational, social, community and religious experiences at Saint Francis University,
- (4) To promote, encourage and coordinate the activities and services of all student organizations,
- (5) To provide guidance and recommendations on student related functions, activities and organizations,
- (6) To receive, review and act upon issues or subjects related to student, faculty and/or administration concerns,
- (7) To establish an interface with faculty, administration, the 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.

Article II: Name and General Organization

Section I: Name

The formed 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 standing with the University.

Section III: Operation Entities

The "SGA" shall consist of five operating entities:

- (1) The Executive Board,
- (2) The Senate,
- (3) The "SGA" subcommittees,
- (4) The Judicial Appeals Board student representatives, and
- (5) The Academic Appeals Board student representative.

Section IV: Executive Powers

The executive powers of the "SGA" shall be vested in the following duly elected officers:

- (1) The President,
- (2) The Executive Vice President,

- (3) The Vice President for Communications and
- (4) The Vice President for Finance.

Section V: Incompatibilities

- (1) No person shall simultaneously serve as an Executive Officer and as a Senator.
- (2) No person shall serve in more than one (1) "SGA" executive office 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 direction of a duly elected President.

Section I: Membership

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

- (1) The President,
- (2) The Executive Vice President,
- (3) The Vice President for Communications,
- (4) The Vice President for Finance,
- (5) The Senator at Large, North Campus and
- (6) The Senator at Large, South Campus.

Section I: Eligibility for Executive Officers

- (1) Candidates for executive office shall be required to attend the University for a minimum of one (1) semester.
- (2) Candidates for an executive office must meet requirements established by the University, outlined in the Student Handbook, for participation in co-curricular activities.
- (3) Candidates must be a current 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 must meet the minimum class status:
 - i. Candidates for President must be of at least junior status at the time of nomination.
 - ii. Candidates for other executive offices (Executive Vice President, Vice President for Communications and Vice President for Finance) must be of at least a sophomore status.

Section II: 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 the "SGA" subcommittees.
- (6) The President will oversee the operation of the "SGA," making sure all members carry out designated responsibilities.
- (7) The President will serve as committee chair of the "SGA" Leadership Conference Planning Committee.
- (8) 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.

- (9) The President shall convene a monthly meeting with the Vice President for Student Development and the Executive Board.
- (10) The President, along with the Executive Board, will deliver a “State of Students Address” to the University President’s Council at the beginning of the Term of Office
- (11) The President, along with the Executive Board, will deliver an end of the year report to members of the Board of Trustees at the end of the Term of Office.
- (12) The President will serve on the Vice President for Finance Selection Committee.

Section III: The Executive Vice President

- (1) In the absence of the President, the Executive Vice President shall be considered acting President, except the Executive Vice President shall retain only one (1) vote in the case of a tie.
- (2) The Executive Vice President shall chair all Senate meetings.
- (3) The Executive Vice President will be a standing member of the “SGA” Leadership and Awards Committee.
- (4) The Executive Vice President will coordinate and manage all Senate elections.
- (5) The Executive Vice President will organize and manage a new senator orientation program prior to the first meeting of Senate for each term.
- (6) The Executive Vice President will be a standing member of Faculty Senate.

Section IV: 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 this volume to the Vice President for Student Development and to the Library archives before the expiration of his/her term.
- (2) The Vice President for Communications will collect and file all committee reports and minutes for all the “SGA” sponsored organizations.
- (3) The Vice President for Communications will be responsible for all external correspondence as well as handle all public relations, including working with the Troubadour staff in publishing up-to-date reports on all the “SGA” activities.
- (4) The Vice President for Communications will work with the Vice President for Finance in coordinating the office work-study staff schedules.
- (5) The Vice President for Communication will publish Senate minutes.
- (6) The Vice President for Communication will publish all election results.

Section V: The Vice President for Finance

The office of the Vice President for Finance 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 Office of Student Activities 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 Vice President for Finance is responsible for overseeing all financial obligations of the organization.
- (2) The Vice President for Finance is a standing member of the Finance and Operations Committee.
- (3) The Vice President for Finance will provide budgetary reports to the Senate and Executive Board.
- (4) The Vice President for Finance will provide monthly budgetary reports to each the “SGA” sponsored organization.

(5) The Vice President for Finance 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”.

Section VI: 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 of an additional vote to break the tie.

Section VII: The Executive Board Meetings

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

Section VIII: Term of Office

All Executive Board members will serve for the period of January first (1st) of the year in which they are elected until December thirty-first (31st) of the following year.

Section IX: 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 junior or senior status.

Article IV: The Senate

The Senate shall be the legislative body of the “SGA.” The Senate shall consist of thirty (30) Senators duly elected by their respective constituency.

These representative Senators shall include:

- (a) Two (2) Senators elected from St. Joan of Arc Hall,
- (b) Two (2) Senators elected from St. Elizabeth Hall,
- (c) Two (2) Senators elected from St. Agnes Hall,
- (d) Two (2) Senators elected from St. Clare Hall,
- (e) Two (2) Senators elected from Giles Hall,
- (f) Two (2) Senators elected from Amici Hall,
- (g) Two (2) Senators elected from St. Louis Hall,
- (h) Two (2) Senators elected from Ave Maria Hall,
- (i) Two (2) Senators elected from Christian Hall ,
- (j) Two (2) Senators elected from off-campus university housing,
- (k) Two (2) Senators elected from office campus housing (non University),
- (l) Two (2) Senators elected from commuters,
- (m) One (1) Senator at Large elected from south campus halls,
- (n) One (1) Senator at Large elected from north campus halls,

- (o) One (1) Senator elected from the freshman class,
- (p) One (1) Senator elected from the sophomore class,
- (q) One (1) Senator elected from the junior class and
- (r) One (1) Senator elected from the senior class.

Section I: 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) Overseeing all financial matters relating to the “SGA” funding and expenditures,
- (4) Proposing and recommending constitutional amendments to the student body,
- (5) Approving nominees to the Judicial Appeals Board,
- (6) Being responsible for initiating all funding of student activities and
- (7) Reviewing all contingency reports.

Section II: Duties of Senator at Large

The duties of the Senator at Large shall include:

- (1) Attending executive board meetings,
- (2) Informing senators who have two (2) absences of their status for impeachment,
- (3) Making recommendations to the President for nominations for any Senate vacancy with in his/her area and
- (4) Serving on the election commission.

Section III: Membership on Faculty Senate/Student Development Subcommittees

Each Senate member 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 Senate/Student Development subcommittees are as follows:

- (1) Athletics Advisory Board - two (2) representatives,
- (2) Student Affairs Committee – two (2) representatives,
- (3) Library Resources Committee – two (2) representatives,
- (4) Standards and Admissions Committee – two (2) representatives,
- (5) Curriculum and Teaching Committee – four (4) representatives,
- (6) General Education Committee – two (2) representatives,
- (7) INFONET Committee – one (1) representative,
- (8) University Police/Parking Review Board – two (2) representatives,
- (9) Graduate/Independent Studies Committee – four (4) representatives,
- (10)Academic Court – two (2) representatives,
- (11) Campus Coalition for Alcohol Abuse Committee – four (4) representatives,
- (12)Student Health Advisory Committee - two (2) representatives,
- (13)Day of Reflection Committee- one (1) representative and
- (14)Faculty Senate – President and Executive Vice President shall represent the student body.

Section IV: Senate Sub-Committees

Any senate member can serve on the inter-senate sub-committees. Appointments and nominations will be made at the beginning of the fall semester.

The Senate Sub-Committees include:

- (1) Food Services Committee- three (3) senators who live in the residence halls, a representative from Residence Life, and three (3) representatives who are Torvian administrators,

- (2) Leadership and Awards Committee – three (3) senators and chaired by the Executive Vice President,
- (3) Public Relations Committee – two (2) senators and chaired by the Vice President of Communications,
- (4) Social Committee – two (2) senators,
- (5) Finance and Operations Committee – two (2) senators and chaired by the Vice President of Finance,
- (6) Election Board – two (2) student (non “SGA”) representatives and chaired by the Executive Vice President with both Senator at Large North Campus and Senator at Large South Campus.

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

Section V: Senate Terms

- (1) The term of office for senators will be for one academic year.
- (2) Senators will be elected during the fall semester. Elections shall be completed place no later than the twentieth (20th) day of the fall semester.
- (3) In the event of no candidates for a senate position, the seat shall be filled by a qualified candidate of the represented area. 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.

Section VI: Senate Meetings

- (1) The first meeting of the new Senate will be conducted before the twenty-fifth day (25th) day of the fall semester.
- (2) Senate meetings will be held every other week.
- (3) The Executive Board may call emergency meetings as deemed necessary.

Section VII: Attendance

- (1) All Executive, Senate and Judicial Board members are expected to attend all scheduled meetings, committee meetings or special meetings whenever the respective body is in session. Because of the importance of continuity and managing the affairs of the “SGA,” any absence is considered detrimental to the activities of the respective “SGA” organizations.
- (2) Senators are required to attend all scheduled meetings. Any expected absences shall be formally presented in writing to the Executive Vice President of Communications stating the reason for absence before the scheduled meeting. Senators are allowed three absences during their term of office. After the second (2nd) absence, the Senator at Large will be responsible for informing the Senator in writing of his/her status. After the third (3rd) absence in a term of office, impeachment proceedings will be initiated.
- (3) It is the spirit of this section to communicate the need for attendance at all the “SGA” meetings. Consideration shall be given in the event a Senator is unable to attend due to a death in the family when the student is absent from the school premises, hospitalization of the student, a family emergency which requires absence from the school premises, and participation in an activity, sport, or other function sponsored by Saint Francis

University. Other considerations will be made when deemed necessary and accepted by the Executive Board.

Article V: Impeachment

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

Section I: Grounds, Senate

Any senator member who misses more than three (3) scheduled meetings during a semester will be subject to impeachment.

Section II: Grounds, Executive Board Member

Executive Board members, who miss more than three (3) Senate and Executive Board meetings during a semester, will be subject to impeachment.

Section III: Procedure

- (1) Any person who is subject to impeachment shall be notified in writing by the Senator at Large of the impending action. This notification must take place no later than forty-eight (48) hours before 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 vacant seats constituency. Approval of such appointments shall be made by a simple majority of the Senate for the remainder of the term.
- (4) In the event an executive officer is impeached, the procedure outlined in Article III Section VII will be utilized.
- (5) The Vice President for Communications will notify all impeached members in writing of their inactive status within twenty-four (24) hours of impeachment.

Article VI: The Election Board

The Election Board will be comprised of five (5) members that will ensure a fair and honest election.

Section I: Membership

The Election Board will consist of five (5) members that will be established by the Executive Board.

These members include:

- (1) The Executive Vice President,
- (2) The Senator at Large North Campus,
- (3) The Senator at Large South Campus and
- (4) Two (2) student (non "SGA") representatives.

Section II: Election Board chair

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

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 publicity, coordinating speeches, manning the voting area and counting ballots.

Section V: Replacements

Any Election Board member who runs for an office in an election conducted by the Board will be replaced as assigned by the Executive Board.

Article VII: Judicial Appeals Board

The Judicial Appeals Board serves as a hearing board for disciplinary situations where a decision has already been rendered by the Vice President for Student Development or his/her designate. If the accused student is dissatisfied with the decision rendered, he/she may appeal the decision to either the President of the University or the Judicial Appeals Board if the decision fits certain criteria.

Section I: Membership

The Judicial Appeals Board will consist of five (5) individuals appointed by the President. All five (5) members must be present for the entire meeting.

These members include:

- (1) Two (2) students, from a list recommended by the "SGA" and two (2) appointed alternates,
- (2) Two (2) members of the general faculty and
- (3) One (1) member of the administration.

Section II: Nominations

- (1) The "SGA" shall accept nominations from the student body at large, starting the first (1st) of March until March thirtieth (30th).
- (2) The nominated students must fulfill certain requirements. The requirements are as follows: nominees must be a matriculating student, presently enrolled (in the spring) as a freshmen, sophomore, or junior, have a two and one half (2.5) grade point average 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 appoint six (6) of these students to be considered by the President of the University. The President of the University will choose two (2) student members and two (2) alternates.

Section III: Training

The training of these students will be provided by the Office of Student Development.

Article VIII: Amendments

This Constitution is a live document that allows for amendments. This constitution shall be amended by a two-thirds (2/3) vote of the Senate.

Article IX: Ratification

Constitutional ratifications may be made on this Constitution. This constitution must be approved by a simple majority of the student body that will vote on the ratification.