Student Government Association By-Laws

Revised 02/14/2019

100.00 General Rules

100.00 The By-Laws of the Student Government Association shall govern the operation of the Student Government Association under the Constitution of the Student Government Association.

101.00 Nothing in these By-laws shall conflict with the Student Government Association Constitution, the College Code of Conduct, and/or the statutory laws of the State of Pennsylvania.

102.00 Rules for Parliamentary Procedure shall follow those set out in Robert's Rules of Order, Newly Revised.

200.00 The Executive Council

200.01 The Executive Council will be comprised of the duly elected President, Vice-President, Treasurer, and Secretary of the Student Government Association.

200.02 The Vice-President shall coordinate the Standing Committees, and any other duties as assigned.

200.03 The Treasurer shall be responsible for any and all duties as assigned.

200.04 The Secretary shall post the minutes immediately following the SGA meeting and any other duties as assigned.

201.00 The outgoing Executive Council shall have a transition period which would include but not be limited to; 1) training weekend, 2) shadowing of newly elected members, 3) transfer of all files.

201.01 All newly elected members of the Executive Council must attend a mandatory training weekend within a month of the Executive Council election.

202.00 All members shall maintain a minimum of five office hours per week. These hours shall be done between the hours of 9:00 a.m. and 5:00 p.m. All office hours shall be posted by no later than the second week of each semester on the SGA Office door, announced at the Senate Meeting, and given to the SGA Advisors. These hours are in addition to required attendance at Executive Council meetings and SGA meetings.

203.00 The Executive Council shall create, but shall not be limited to, the following Student Standing Committees: Academic Affairs, Finance, Public Relations, Student Concerns, Special Events, Diversity, and Service.
300.00 The Executive and Student Standing Committees

300.01 The Executive Committee shall consist of the chairs of Student Concerns, Special Events, Academic Affairs, Finance, Public Relations, Diversity, and Service as well as any additional chairs of standing committees created by the Executive Council acting under the auspices of the Constitution of the Student Government Association and in accordance with these by-laws.

300.02 Chairs of the Standing Committees shall be nominated by the Executive Council at the time of Executive Council Elections and shall be confirmed by the Senate immediately after installation of the new Executive Council.

301.01 All members shall maintain a minimum of four office hours per week. These shall be done between the hours of 9:00 a.m. and 5:00 p.m. All office hours shall be posted by no later than the second week of each semester on the SGA Office door, announced at the Senate Meeting, and given to the SGA Advisors. These hours are in addition to required attendance at Executive Council meetings and SGA meetings.

302.1 The outgoing Executive Committee shall have a transition period which would include but not be limited to; 1) training weekend, 2) shadowing of newly elected members, 3) transfer of all files.

302.2 All newly elected members of the Executive Committee must attend a mandatory training weekend on the weekend immediately following the Executive Council election.

400.00 Standing Student Committees

400.01 Academic Affairs Committee shall be responsible for all matters concerning the student’s relationship to the faculty and academic curriculum and policies. This includes but is not limited conducting the elections for the student representatives to the Standing Faculty Committees, Councils and Boards.

400.02 Finance Committee shall be responsible for all matters pertaining to monetary allocation made by the Student Government Association to SEC approved organizations requesting SGA funding. This includes but is not limited to conducting annual audits of organizations receiving SGA funding and conducting annual allocations of organizations applying for SGA funding.

400.03 Public Relations Committee shall be responsible for all Student Government Association publicity including elections, forums, special events, and any other duties as assigned.

400.04 Student Concerns Committee shall be responsible for all matters of policy within the Student Government Association. This includes but is not limited to organizing all elections and dealing with all matters of the Constitution and By-Laws, in addition to coordinating the Food Service Advisory Committee. It is also responsible for addressing student concerns pertaining to issues outside the classroom.
400.05 Special Events Committee shall be responsible for, but is not limited to, organizing homecoming activities, assisting with SGA sponsored events, and planning any trips to off campus cultural and entertainment events.

400.06 Diversity Committee shall be responsible, but not limited to promoting existing diversity on campus and encouraging future diversity. This includes but is not limited to attending meetings of existing diversity groups, reporting back to the senate, and planning diversity events.

400.07 Service Committee shall be responsible for, but not limited to promoting and organizing community service opportunities for the student body both on campus.

401.00 Special Senate Committees: The Senate shall have the power to create any committee and/or work group it deems necessary.

402.00 Standing Faculty College Committees, Councils, and Boards: The Senate shall appoint at least one student Senator to each Standing Faculty College Committee, Council, and Board on which students are members.

403.00 All committees shall be required to meet once monthly in addition to the weekly scheduled meeting time.

403.01 Attendance is required, with a failure to attend counting as an unexcused absence in accordance with regular meeting procedure.

403.02 Meeting time and location should be decided within said committees. Provided a unanimous agreement cannot be found, meeting times and locations will fall within the discretion of individual committee chairs.

403.03 The purpose of these meetings will be to work towards the committee’s prescribed goals, as set forth by both the by-laws and slate platforms.

500.00 Special Senate Officers

501.00 The Parliamentarian shall be elected by the Senate from among the Senate membership and will serve the same term as the Senators.

501.01 The Parliamentarian shall advise the President on all questions of order and shall judge all points of order.

502.00 The Chaplain shall be elected by the Senate from among the Senate membership and will serve the same term as the Senators.

502.01 The Chaplain shall offer the prayer during each Senate meeting. If absent, the President may designate another person to carry out the responsibilities of the Chaplain.

503.00 The Green Chair shall be elected by the Senate from among the Senate membership and will serve the same term as the Senators.
503.01 The Green Chair shall help with the College’s efforts to become environmentally sustainable.

600.00 Elections

600.01 On the last day of classes of the fall semester, a slate that is planning to run for the coming election must file an application form, by noon, in the Student Affairs Office, declaring the members of their executive council.

601.00 Debate and Elections Time Table

601.01 After the formation of the Slate Election Committee (SEC) in October, the presiding slate will host an informational meeting in the Fall Semester to discuss the expectations and responsibilities of the members of each prospective slate.

601.02 On the first day of class in the Spring Semester, an informational meeting will be held to discuss the upcoming slate election and campaign guidelines set forth by the SEC. Members of the presiding slate, the SEC, and the members of each prospective slate are required to attend.

601.03 During the first week of classes in the Spring Semester, each prospective slate is required to meet separately with the presiding slate to discuss any further questions or concerns the prospective slate members face before the beginning of campaigning.

601.04 Campaigning may begin on the first Friday of the Spring Semester. At this time, platforms will be accepted in the Student Affairs Office and made available to the student body.

601.05 If two or more slates file; a debate between the slates will occur on Tuesday of the fourth week of classes. At noon on the Friday before the debate, the platforms of each prospective slate are due to the Student Affairs Office. After this time, members of the Executive Council may not be altered. Elections will then be held from Wednesday to Friday of the fourth week of classes.

602.00 Shadowing Officers, Banquet, and Transition Meeting

602.01 Executive Council and Committee Chairs shall conduct transition meetings immediately following the election. Ideally, these meetings will take place the week prior to the SGA banquet and shadowing meeting, but must take place within 3 weeks of the election.

602.02 Before the shadowing meeting, the Senate will gather for the SGA Banquet where the newly elected Executive Council will be sworn in.

602.03 New Officers will shadow the Executive Council for one meeting, ideally on the fifth Wednesday of the Spring Semester. At this shadowing meeting, the Committee Chairs of the newly elected slate will be approved by the Senate.

603.00 Senator Elections for Spring Semester

603.01 The presiding Executive Council and Executive Committee shall conduct Senator Elections for the incoming calendar year during the Slate Election Process. Senator applications
will be available to the student body on the third Friday of classes during the Spring Semester. Applications for Senators shall be due by 4:00 pm on the Friday of the fifth week of classes.

603.02 Elections for the new Senators will take place on the Monday and Tuesday of the sixth week of classes, with the new Senators to be sworn in at the meeting on Wednesday of the sixth week.

604.00 First-year Senators for Fall Semester
604.01 First-year student elections will take place no later than the third week of September.

605.00 Committee for Slate Elections
605.01 The Committee for Slate Elections will be formed every year in October.
605.02 Members of the committee will be those that are not running on a current slate and consist of the Student Concerns Committee Chair, current SGA President, and one (1) Senator from each class voted on by simple majority vote of the Senate. If the Student Concerns Chair and/or current SGA President are running on a slate in the upcoming election, one (1) or two (2) members from the Executive Council and Committee will be voted in by simple majority vote of the Senate.
605.03 Removal of an individual from this Committee occurs by a two-thirds (2/3) vote of the Senate.
605.04 The Committee for Slate Elections will review all election policies and schedule by the end of October and make recommendations for changes to the Senate for approval by Thanksgiving Break. A simple majority vote of the Senate is required.

606.00 The Committee for Slate Elections will coordinate and oversee the election process, determine consequences for infractions, and make decisions on the slate election process as needed.
606.01 The Committee will plan all events for the election process including the Debate.
606.02 The Student Concerns Chair should be the moderator of the Debate. If the Student Concerns Chair is not a member of the Slate Elections Committee, the executive council or committee member who replaced the Student Concerns Chair should moderate the Debate.
606.03 Consequences for infractions by a slate will be first addressed by a formal warning letter from the committee. Any subsequent violations may result in the Committee’s recommendations to the Senate for disqualification from election to be approved by two-thirds (2/3) vote.

607.00 An individual not on a slate who is caught damaging campaign property or otherwise violates College policy on behalf of a slate(s) in their campaign efforts may face disciplinary action by the College.
700.00 Meetings

700.00 Regular meetings of the Senate shall be held every week during fall and spring semesters, on the same day of the week which is to be determined during the Spring Semester by the newly elected Executive Council.

701.01 The order of business for a regular meeting shall be as follows: prayer, roll call, approval of the minutes, officer reports, committee meetings, student standing committee reports, old business, new business, announcements, and adjournment.

701.02 Reports from the Faculty Standing Committees, Councils, and Boards shall occur during the Academic Affairs Chair report.

702.00 Minutes of each regular meeting shall be kept by the Secretary, or his/her designate.

703.00 Fifty percent (50%) Senator attendance shall constitute a quorum for a regular meeting.

704.00 Special meetings may be called by a majority vote of the Senate, the Executive Council, or by the Executive Committee. The Executive Council must call a special meeting if one is requested, in writing, by at least 15 Senators. The purpose of the meeting shall be included in the call and no business may be transacted at such meeting except that which is contained in the call. Senators shall have written notice of such a meeting in their e-mail at least one full day before the meeting.

704.01 Any vote not conducted during the prescribed meeting time shall be considered constitutional if and only if a majority of senators participate in the vote, the vote is conducted via a means accessible and fair to all senators, and this “emergency voting” is used only when expediency is required.

705.00 A Senator, a chair of a Standing Student Committee, or Executive Council Member wishing to resign must submit a formal written letter of resignation to the Senate two meetings prior to the time of his/her departure.

706.00 Senators and chairs of Standing Student Committees are required to attend all Senate meetings unless excused by the Executive Council prior to the meeting. After one unexcused absence, a warning letter will be sent to the Senator and/or chair.

707.01 Members of the Executive Council, members of the Executive Committee, members of the Senate, and members of Standing Faculty College Committees, Councils, and Boards may be relieved of his/her duties for causes defined as follows:

707.02 Failure to maintain a 2.50 GPA;

707.03 Failure to perform the duties of his/her position;

707.04 Three unexcused absences (see Section 710.00) in one (1) academic semester

708.00 Nonfeasance or malfeasance in office
708.01 Nonfeasance or malfeasance of office and/or the failure of a member to perform the duties of his/her position shall be grounds for removal from office. These statutes (707.02 and 707.04) shall be defined under section 900.00 Impeachment and Suspension.

709.00 If a vacancy occurs in a Senator's seat during the academic year, the Student Concerns Chair will inform the student body of the open position in the Senate. The Chair will then accept any nominations and will verify that the candidate has a qualifying GPA. The candidate(s) will then attend an SGA meeting and will be voted on by the Senators. A candidate must receive a simple majority of the Senate vote to be elected to the position. If a vacancy occurs in a chair position, the chair will be replaced as originally selected. The nominee must be confirmed by a majority vote of the Senate.

710.00 If for any reason members of the Executive Council, Executive Committee, or Senate cannot attend the regular SGA meeting, it will be counted as an absence.

710.01 During the regular SGA meetings, any member of the Executive Council, Executive Committee, or Senate may depart the meeting earlier than Adjournment without being penalized as long as the following requirements are met:

710.02 The member submits a written excuse to the Secretary explaining why there is a need for the member to depart prior to the beginning of the regular SGA meeting;

710.03 The Secretary approves the excuse;

710.04 The total number of excused members does not exceed five (5) (taken on a first come, first serve basis).

710.05 Any member requesting to depart after the first five (5) have been approved by the Secretary will not receive permission and shall be charged one absence.

710.06 The member must be present for three-fourths (3/4) of the regular meeting time.

711.00 Regular voting procedure during meetings shall be conducted via anonymous show of hands, unless deemed otherwise inappropriate by the executive council.

711.01 All elections and decisions not pertaining to constitutional changes, by-law revisions, or otherwise expressed procedures shall be decided by a plurality vote.

**800.00 Budgeting**

800.00 The yearly budget shall consist of two segments; the SGA operating budget and the grant fund budget.

801.00 The yearly budget shall be derived from the College's Activities Fee revenue.

802.00 The yearly budget of the SGA shall be presented by the Executive Committee to the Senate for approval in the spring semester preceding the academic year for which the yearly budget is prepared.
803.00 In order for an organization to submit a request for an allocation, the student organization must be officially recognized by the College.

804.00 An organization must also comply with the guidelines for SGA funding.

805.00 Notification shall be sent to all student organizations about the process of application to the grant fund.

806.00 All other projects, organizations, and individuals must apply for funding through the grant fund during the academic year. The Finance Committee will evaluate the petitions and make a recommendation regarding them to the Senate.

807.00 Any officially recognized student organization may petition for an appropriation from the grant fund at any time during the academic year. The Finance Committee will evaluate the petitions and make a recommendation regarding them, to the Senate.

808.00 The Finance Committee shall propose to the Senate the student organization's request after providing an opportunity for each organization which applied for funding to meet with the committee to discuss its budget.

809.00 All requests for funding from the grant fund shall be approved by a majority vote of the Senators present.

810.00 The student organization receiving SGA appropriation shall be notified in September of each year of the process by which funds will be allocated to the organization.

811.00 Audits of student organizations receiving SGA appropriation may be performed at the discretion of the Executive Council. Audits will be performed by the Finance Committee.

900.00 Impeachment and Suspension

900.00 Any elected or appointed member of the Student Government Association may compose a letter of impeachment calling for the removal of a fellow elected or appointed member.

900.01 The letter shall outline offenses regarding nonfeasance or malfeasance of office as mentioned in section 700.00 of these by-laws and shall recommend a course of action.

900.02 Charges are to be brought before the Senate during a formal meeting and are to be immediately referred to the Student Concerns Committee for consideration and review.

901.00 The Student Concerns Committee shall review the charges and afterwards shall exercise one of the following actions:

901.01 Refer the charges as they stand to the full Senate.

901.02 Amend the charges in committee and refer the amended charges to the full Senate.

901.03 Dismiss the charges and report to the full Senate as to why the charges were dismissed.
902.00 If the Student Concerns Committee finds that the submitted charges warrant referral, as they stand or as amended, to the full Senate for a vote of action, then the following procedure shall be followed:

902.01 Once the charges have been referred before the full Senate, the accused shall be granted one week to prepare his/her letter of defense. Such a letter shall be submitted at the next formal meeting.

902.02 The charges shall be read aloud to the entire Senate. Immediately after the reading of the charges, the letter of defense shall be read as a rebuttal to the charges.

902.03 A formal questioning period will follow on the Senate floor. Any Senator may question the accused. Senators are allotted only one question. After questioning, a vote of confidence shall follow.

902.04 The vote of confidence shall be by secret ballot with all Senators voting either Confidence or No Confidence. There are no abstentions.

902.05 A two-thirds (2/3) vote of No Confidence of the Senate shall result in the removal/censure of the accused from his/her office or position. If a vote of two-thirds (2/3) of No Confidence from the Senate is not reached, then the stated charges will be dropped.

1000.0 Amendment / Suspension of By-laws

1001.00 Amendments to these bylaws shall be submitted in writing before a formal vote can be conducted. Amendments to these bylaws shall be passed, only in presence of a quorum, by an affirmative vote of Two-Thirds the members present.

1002.0 These bylaws may be suspended, only in presence of a quorum, by an affirmative vote of Two-Thirds the members present.