

Saint Elizabeth University



Student Government Association

Constitution

2024-2025

Table of Contents

PREAMBLE.....	2
ARTICLE I: GENERAL RIGHTS	3
ARTICLE II: MEMBERSHIP.....	3
ARTICLE III: EXECUTIVE BRANCH.....	4
ARTICLE IV: LEGISLATIVE BRANCH.....	6
ARTICLE V: JUDICIAL BRANCH.....	6
ARTICLE VI: CAMPUS ACTIVITY BOARD.....	7
ARTICLE VII: CLASS REPRESENTATIVES.....	8
ARTICLE VIII: SENATE COUNCIL OF SGA.....	9
ARTICLE X: STANDING COMMITTEES OF SGA.....	9
ARTICLE IX: STUDENT CLUBS AND ORGANIZATIONS.....	9
ARTICLE IIX: MEETINGS.....	11
BY LAWS OF THE CONSTITUTION.....	11

The Constitution of the Student Government Association of the Saint Elizabeth University

Preamble:

We, the students of the Saint Elizabeth University, accepting the authority which has been delegated to us, shall unite in a spirit of service and social responsibility to collaborate with the rest of the university community in order to promote the development of all students of diverse ages, backgrounds, and cultures, to ensure the proper functioning of student life, and to participate in the governance of the University. Effective representation and active participation are the best ways in which to enhance one's educational experience within the University environment.

In seeking to promote good citizenship and democratic fellowship, it is our belief that a representative student government gives individual students the experience of active participation in governmental procedures, and further develops in each student a sense of personal responsibility for the welfare of the Saint Elizabeth University community of which women/men are an integral part.

The goals of the Student Government Association shall be to facilitate student communications, to coordinate and encourage student participation, to provide means for responsible and effective student participation in appropriate decision making processes of the Saint Elizabeth University, to further student welfare and student interest, to ensure justice for students, to ensure responsibility of students, to promote student participation in academic change and excellence, and to coordinate all of these into one main directive; to add to a more complete educational experience for students of the University.

Article I- General Rights

Section 1. Name: The name of the Association will be Student Government Association, hereafter referred to as SGA.

Section 2. Anti-Discrimination Policy: The Student Government Association shall not discriminate against persons on the basis of race, creed, national origin, sex, age, disability, sexual orientation, or marital status

Section 3. Political Power: All political power granted by authorities authorized under the administration of the university is inherent in the Student Body.

Section 4. Basic rights: Every student is guaranteed certain rights by the Saint Elizabeth University Student Handbook . Student government recognizes these rights.

- A. The right to elect its student government officers.
- B. The right to recall and remove student government officers.
- C. The right to representation from an elected student government official in matters dealing with university administration.
- D. The right to petition the student government for action or legislation.
- E. The right to address its student body officials.

Article II- Membership

Section 1. Student Body: All registered Saint Elizabeth University undergraduate students who pay a student activities fee are considered general members.

Section 2. Elections: It shall be the function of the student body to elect the executive officers of SGA and Campus Activities Board.

Section 3. Branches: SGA shall be made up of three governing branches Executive, Legislative and Judicial. No person serving in one of these areas shall exercise any power properly belonging to the other, except as hereinafter expressly directed for permitted.

Section 4. Campus Activities Board: The Campus Activities Board falls under the Student Government Association and is considered an extension of the SGA. The Campus Activities Board (CAB) is a student-run clubs and organization whose primary function is to plan and facilitate cultural, social, recreational and educational events at the University.

Section 5. Class Representatives: Class representatives are considered an extension of the SGA. Their main purpose is to organize events for their specific classes.

Section 6. Senate: Representatives from SGA and approved clubs and organizations shall make up the Senate.

Section 5. Advisor: SGA will be advised by the Director of Student Engagement hereinafter referred to as Advisor.

Article III- Executive Branch

Section 1. Executive Board: The Executive Branch of the Student Government Association is composed of the President, Vice President, Treasurer, Recording Secretary, Corresponding Secretary and Treasurer. It reserves the right to initiate action of any matter of students' interest, but is not empowered to make independent decisions. It regulates leadership for the senate and coordinates activities facilitated by all student clubs and organizations. Additionally, it conducts elections in accordance with the procedures established by the Student Government Association Constitution.

Section 2. The President

- Candidates must have one prior academic year of experience on the Executive level leadership in an Club and Organization at Saint Elizabeth University.
- The President shall serve as the chief executive officer of the SGA, to set the tone for the academic year, to call and preside at all meetings of the Executive Board and the Senate, to make appointments and initiate committees to carry out the various responsibilities of the SGA, and to bring forth any concerns raised by the Student Body to the appropriate university officials.
- Additionally, it shall be the responsibility of the SGA President to schedule an appropriate time to meet with the Director of Student Engagement and Advisor of the SGA on a weekly basis to give and receive reports on the standing of SGA.
- Additionally, as a representative voice of the students the SGA President shall schedule one meeting per semester with the Vice President for the Student Life and Dean of Students and President of the University to address the progression of the SGA and give/receive feedback on the behalf of the student body population.

Section 3. The Vice President

- Candidates must have one prior academic year of experience on the Executive level leadership in an Club and Organization at Saint Elizabeth University.
- The duties of the Vice President shall be to assume the duties of the President in their absence or at their request, to oversee any votes that are performed at Senate meetings and to act as the tie breaker if such a need arises.
- They are to serve as chairperson of the election committee as well as be a representative on the budget committee.
- Additionally, the SGA Vice President shall serve as the Orientation Chairperson where they lead both the Team Blue in its entirety as well as the Core Team.

Section 4. The Corresponding Secretary

- Responsible for correspondence with CAB, class representatives and Recognized clubs regarding upcoming meetings and events
- Responsible for creating and keeping files of the SGA agendas and correspondence; collecting and keeping files of all agendas, minutes, flyers, and attendance from all meetings conducted by: CAB, class reps, Committees and Recognized Clubs.
- With the full support of the Executive Board, sets document submission deadlines and creates and distributes letters informing CAB, class reps, Committees and Recognized Clubs when they have failed to meet the necessary requirements set forth by the Constitution.

- Responsible for maintaining an SGA presence on Social media and for working with Communications and Marketing in creating any digital media needed for upcoming events.

Section 5. The Recording Secretary:

- Responsible for recording minutes at all SGA meetings, both Executive and Senate, as well as the Budget Committee
- Keeps track of attendance at every meeting and shares information with the Corresponding Secretary as well as the other members of the Executive Board.
- Once meeting minutes have been approved, they are responsible for submitting them to the Corresponding Secretary
- Is in charge of room and equipment reservations for Senate Meetings as well as other committee meetings not taking place in the SGA conference room.
- Additionally they are in charge of room and equipment reservations for any SGA sponsored events.

Section 6. The Treasurer

- Responsible for maintaining the funds of the SGA by keeping accurate records of the transactions of the SGA including CAB, the class representatives and Recognized Clubs. This will be done by keeping a ledger of all outgoing and incoming expenses.
- Serving as chairperson of the Budget Committee calling meetings at least once per month and overseeing them with the assistance of the Director of Student Engagement.
- Responsible for reaching out to the Recognized Clubs coming before the budget committee about their approval status.
- Additionally they are in charge of submitting all payments for events put on by the SGA Executive Board.

Conditions for Office of the SGA Executive Board

1. In order to hold a position in the SGA Executive Board, a student must have and maintain an overall Grade Point Average (G.P.A.) of 2.8. If a student fails to maintain this average at the beginning of the Fall or Spring semester after their election, they will be brought under review for their position by the SGA Advisor.
2. All SGA Executive Board members shall be required to attend SGA meetings as set by the SGA President. This will be a General SGA Meeting held every other week and a SGA Executive Board “business” meeting which is held weekly.
3. ***Students in the role of President and Vice President may not hold any other elected position on a Recognized Club, or serve as a class representative.***
4. Students elected to serve as members of SGA will serve out their term (the academic year) unless they vacate or resign (through official documentation) their position.

Article IV- Legislative Branch

Section 1. Legislative Branch: The Legislative Branch of the Student Government Association, also known as the SGA Senate, shall be the function of this body. The Senate is composed of the SGA Executive Board, Program Director of the Campus Activities Board, a class representative from each class and a representative of each recognized student club.

A. Role of the Legislative Branch

- a. Debate and vote on new legislation, policies or plans to the SGA.
- b. To legislate concerning all non-academic student activities.
- c. To represent their clubs and organizations in a vote.
- d. To admit new clubs and organizations into the SGA
- e. To approve student constitutions and amendments to The Student Government Association Constitution. **N.E- amendments to the Student Government Constitution once approved by the Senate must be signed off on by the Director of Student Engagement and the Dean of Student Life- per the bylaws*
- f. Keep students informed
- g. To vote and/or serve on committee members such as budget and food
- h. To serve on sub-committees as needed.
- i. To bring back any relative information to the remaining members

B. Voting of Senate

- a. In order for a vote to be held, a quorum of 50% of the senate membership must be present.
- c. A motion to vote and a second to the motion may be proposed by any voting member of the senate.
- d. A motion requires a majority of 51% of non-abstaining, voting members to pass.
- e. Any senate member may abstain if the motion is a conflict of interest or they feel uninformed.

D. Meetings

- a. Senate meets 2x per month, or at least 6x per semester
- b. The corresponding secretary will provide members with an agenda at least 12 hours before the meeting
- c. Meetings will be run by Roberts Rules.
- d. Meetings will be conducted by the Executive Board.

Article V- Judicial Branch

Section 1. Judicial Branch: The Judicial Branch of the Student Government Association follows all rules and regulations set forth by the Student Code of Conduct.

A. Outline of the Judicial Branch

- a. The Panel is composed of the President of the SGA, two students elected by the student senate, two faculty members elected by the faculty, and the Dean of Student Life.. This committee will review unresolved student disciplinary complaints of a non-academic nature. This committee will only be called into order should the need arise.

Article VI- Campus Activities Board

Section 1. Campus Activities Board: The Campus Activities Board hereafter referred to as CAB, supplies programming to engage the entire student body. They do so by hosting events in coordination with the SGA Executive Board and the Office of Student Engagement. The Campus Activities Board Executive membership will consist of the Program Director, three (3) Events Coordinators, and the Marketing and Finance Manager.

A. Eligibility of Campus Activities Board:

- a. In order to hold a position in the C.A.B. Executive Board, a student must have and maintain an overall Grade Point Average (G.P.A.) of 2.8. If a student fails to maintain this average at any point during their term, they will be placed on probation and put under review by the Director of Student Engagement.

-The Program Director is not able to hold executive office in any other clubs

Section 2. Roles of the Campus Activities Board Executive Members

A. The Program Director

The duties of the Program Director shall call and preside at all meetings of the Board both on the Executive and general membership level.

- They will be responsible for making sure that the Coordinators are fulfilling their roles..
- Additionally, it shall be the responsibility of the Program Director to schedule an appropriate time to meet with the Director and/orThe Coordinator of Student Engagement on a bi-weekly basis to give and receive reports on the status of upcoming events.

B. The Coordinator of Large Scale Events

-Responsible for overseeing the planning of all large-scale events that take place both on and off campus that C.A.B. has a hand in.

-With the assistance of the Coordinator of Student Engagement this student will be responsible for reaching out to vendors for pricing and for conforming bookings.

- They are responsible for handling room reservations, equipment requests and catering orders for their events

-. In addition, the Large Scale Events Coordinator shall assume the duties of the Program Director in their absence or at their request.

C. The Coordinator of Weekly Programming

- Responsible for overseeing the planning of all of the smaller events that C.A.B. puts on or has a hand in.
- With the assistance of the Coordinator of Student Engagement this student will be responsible for reaching out to vendors for pricing and for conforming bookings.
- They are responsible for handling room reservations, equipment requests and catering orders for their events.
- In addition, the Weekly Programming Coordinator is responsible for attending all meetings of the food committee or of appointing someone to attend in their place.

D. The Coordinator of Awareness and Heritage Programming

- Responsible for overseeing the planning of events focused around specific months and dates on the Calendar.
- With the assistance of the Coordinator of Student Engagement this student will be responsible for reaching out to vendors for pricing and for conforming bookings.
- They are responsible for handling room reservations, equipment requests and catering orders for their events.

E. The Marketing and Finance Manager

- Responsible for promoting all of the events put on by CAB. using all available marketing streams, including but are not limited to; Flyers, Social Media Posts, Digital Message Boards and EMMAS.
- They shall be responsible for recording and maintaining the minutes of meetings making them available upon request, to any member and submitting a copy of all agendas, minutes, flyers, and attendance to the Executive Board Corresponding Secretary by set deadlines.
- Finally, they are responsible for maintaining detailed records of fund transactions and submitting all receipts for reimbursement by set deadlines.

Section 3. Additional Members and Roles

- a. CAB may have as many general members as they see fit. Meetings for these members must be advertised to the student body and minutes from them must be recorded.
- b. CAB might form a committee from these members in order to assist with the planning and execution of events.

Article VII- Class Representatives

Each class will elect a set of Class Representatives hereafter referred to as class reps in the spring semester. *The only exception to this are the freshmen who will elect in the fall semester* The main purpose of the class reps is to be not only the community builders of their class, but also to be a voice for their class within the SGA senate meetings. The number of representatives can vary from 1-5. The fewer the number of students the more responsibilities each takes on when it comes to throwing an event and submitting the necessary paperwork to the Corresponding Secretary.

A. Eligibility of Class Representatives

- In order to hold a position as a Class Rep, a student must have and maintain an overall Grade Point Average of 2.8 (GPA OF 2.8). If a student fails to maintain this average at any point during their term, they will be placed on probation and put under review by the Director of Student Engagement.

-Students are encouraged to run as groups but can run on their own

B. Duties of the Class Representatives

-Class Reps are responsible for holding 2 class meetings a semester where at least 10% of their class and their advisor should be present, the purpose of which is to assist with ideas for upcoming events as well to get feedback on the thoughts of the class as a whole.

-Completing both a class bonding event and class service event each year. Each event should have at least 20% of their class present. Failure to complete either/both of these events will result in the class budget being frozen until the projects are completed.

C. Class Specific Duties

-Aside from the duties listed above each class has specific responsibilities

Senior Class:

To plan, and organize:

- 100 Nights

To fundraise, plan, and organize:

- Senior Week

Junior Class:

To plan, and organize:

- Junior Pinning Ceremony

Must assist with:

- 100 Nights

Sophomore Class:

Assist with either:

- Junior Pinning Ceremony or 100 Nights

Freshmen Class:

Assist with either:

- Junior Pinning Ceremony or 100 Nights

Article VIII- Senate Councils of SGA

Section 1: Senate Councils of SGA The following Senate Councils are in place in order to ensure that the groups they represent are given a voice. Each Council is made up of the entirety of the undergraduate student population which they serve. Each council is governed by their own Constitution and has their own number of executive officers. One member from each Council shall serve as the Senate representative and attend Senate meetings.

A. The Commuter Council

The Commuter Council shall work towards meeting the specific needs of the commuting students, provide a voice for commuters, and promote activities that are of interest to the commuter population.

B. The Residence Hall Council

The Residence Hall Council (RHC) shall work towards meeting the specific needs of the residential students, provide a voice for the residents, and promote activities that are of interest to the resident population.

C. The Student Athletic Advisory Committee

The Student Athletic Advisory Committee (SAAC) shall work towards meeting the specific needs of the student athletes, provide a voice for the athletes, and promote activities that are of interest to the student athlete population.

Article X- Standing Committees of SGA

Section 1. Budget Committee: The Budget committee shall determine and facilitate the allocation of additional monies from the Student Activities Fund. *Please see information on submitting an additional funding request in the bylaws of SGA*

A. Members of the Budget Committee:

- a. The budget committee is made up of SGA Treasurer, SGA Vice President, CAB Member, two senate members and the Director of Student Engagement

Article XI- Student Clubs and Organizations

Section 1. Clubs and Organizations Overview: Student Clubs and Organizations are overseen by the Student Government Association.

- A.** One member of each recognized organization will sit in the Senate.
- B.** Clubs and Organizations must meet the requirements for accreditation each semester in order to remain in good standing- *as described in the bylaws of the constitution*

Section 2. Starting a New Organization: To start an organization potential groups must fill out an interest form under their campuses SGA page on SJC Engage.

A. To start an organization a potential organization must have the following:

- a. A mission individual and not overlapping a current recognized organization.
- b. 10 interested members whose credits match those of a third-year student or lower.
- c. An Executive Board and advisor.
- d. A preliminary constitution.
- e. Clubs and Organizations must fill out an application form found on the Student Engagement Page of MYSEU

B. Organization Approval:

- a. The SGA Executive board and their advisor will review the application.
- b. Approved applications will be brought forward to the senate.
- c. Clubs and Organizations are presented to the senate at a meeting through attendance and presentation.
- d. Clubs and Organizations are then voted on by the Senate needing a 2/3 majority to be recognized.

C. Probationary Approval: Student Clubs and Organizations will remain on probation for one year and are to fulfill all requirements outlined in the new member accreditation guide. - *as described in the bylaws of the Constitution*

Article XII: Meetings

Section 1: The SGA Executive Board Working Meetings

The Executive Board shall meet at least once a week, but as many times needed and decided by the board. Any members of the SGA Executive Board may call for a meeting. All SGA Executive Board members must be present to vote on proposed clubs.

By Laws of the SGA

Section 1: Procedure

The proceedings of the SGA shall be governed by the common parliamentary procedure, meaning the written rules are set and followed by the SGA, regardless of interpretation.

Section 2: Recognized Student Clubs and Organizations

To remain a student Club and Organization, every Club and Organization is required to complete the following requirements

- Have at least 10 active members.
- Have a faculty/staff member as advisor. All advisors must fill out advisor form by the first Monday of October
- Hosts at least two events each semester open to the entire campus community.
- Take attendance at all events and submit it to the Recording Secretary of SGA by the set deadline

Meet as an organization at least once a month with attendance and minutes submitted

- Have all executive board members Title IX compliant within the first semester.

If additional funding is needed, hand in additional funding requests on time

Clubs and Organizations to obtain an event funding budget must submit an application by the advertised deadline.

- Have organization members (preferably senator representatives) attend all Senate meetings. The Senate meets at least twice monthly.

Section 3: Standing of Student Clubs and Organizations

Blue and Gold Club Designations and Organization of the Year

BLUE Clubs and Organizations-These Clubs and Organizations that are distinguished as BLUE mean that they maintained good standings as an organization throughout the semester whether it was by hosting meaningful and impactful events, or due to their attendance and due diligence with SGA policies.

The acts required to be a BLUE Clubs and Organization are as follows

- Hosting multiple events throughout the semester
- OR
- Maintaining a good standing with SGA(never missed any deadlines throughout the semester).

These clubs and organizations are entitled to a higher initial budget at the start of semester \$50. As well, all members will be invited to the leadership awards.

GOLD Clubs and Organizations- These Clubs and Organizations that are distinguished as GOLD mean that they have maintained excellence and shown that as an Clubs and Organization throughout the semester whether it was hosting meaningful and impactful events, or due to their attendance and due diligence with SGA policies.

The acts required to be a GOLD Club and Organization are as follows

- Hosting a service project
- Hosting multiple events throughout the semester
- Maintaining a good standing with SGA(never missed any deadlines throughout the semester)
- Partnering with another Club and Organization for an event

These organizations are entitled to a higher initial budget at the start of semester \$100. Eligible to be awarded organization of the year. As well, all members will be invited to the leadership awards.

The Club that wins **Club of the Year** is awarded **\$200** to that Club's Upcoming Fall Budget.

Section 4: Budget Policies and Procedures

The authority to determine the Student Activities Fee and to authorize the expenditures of the Student Government Association Funds resides in the Student Senate. The Student Government Association Advisor and Treasurer monitor the Student Activities Fund.

Budget Requests

The Budget Committee shall determine and facilitate the allocation of monies from the Student Activities Fund. Each organization requesting funds must propose a budget to the Budget Committee each semester by the assigned date.

- Student Clubs and Organizations are allotted a specific amount of money at the beginning of each semester
- Additional monies may be requested by filling out a Budget Request form
- The Budget Request form must be submitted individually for each event and must be submitted by the provided deadline
- The Budget Committee will meet once a month provided that there are Budget Request Forms to review·

- Club and Organization budgets are to be spent on the student body. Each organization is given an additional \$75 to spend on snacks for an informational meeting. In order to use this money the meeting must happen within the first 2 weeks of the semester.

Financial Record Keeping

- Each Club and Organization treasurer will be responsible for attending a treasurer training meeting at least once
- Each Club and Organization should internally track their own budget spending.
- The SGA Treasurer and Advisor monitor and reconcile spending.

Keep in Mind:

- Utilize the Universities Food Service Contractor for food, if you need to outsource please see the SGA advisor for approval.
- Only original, itemized invoices and receipts will be accepted for reimbursement
- If backup documentation is needed Event flyers must be attached to paperwork.
- Gift/Prize forms must be attached if applicable.
- All account forms must have proper back up information to what is being

Fundraising Procedures

Student clubs and organizations may host fundraisers for a philanthropy of their choice or to bring in additional funds for a specific event. When planning a fundraiser, organizations should ensure they will gross more than then is spent on supplies. **Bake Sales of homemade items are not permitted. No Crowdsourcing. No Apparel Sales**

- **Fundraising for Philanthropy**

The organization must be a 501C.

- A W-9 and donation form must be provided to the SGA advisor.
- In the event that an organization does not cover the cost of running the fundraiser, any money that is raised will be divided in the following manner:
 1. 25% of the money raised will be donated to the stated purpose
 2. 75% of the money raised will be returned to the Student Government Association.

- **Fundraising for Additional Funds**

- The club or organization must specify what event or item they are raising money for.
- In the event that an organization does not cover the cost of running the fundraiser all money that is raised must be returned to the Student Government Association

Apparel Policy

Clubs and Organizations may purchase promotional clothing (i.e. t-shirts) to market an

event or the club/organization. Students and clubs must collect two or more quotes from different vendors before the Budget Committee will consider processing an order. A list of students receiving the shirts must also be provided.

SGA shall provide financial support for clothing items not to exceed \$10 per t-shirt and not to exceed \$20 per article of outerwear (long sleeve shirt, jackets, sweatpants, sweatshirts, etc.).

Clothing expenses that are above the limits noted are the responsibility of the student(s) or advisor(s). **Students/clubs are prohibited to purchase clothing items during the last month of the spring semester.**

Moderator Evening/Weekend Payment

If a club or organization advisor oversees an evening or weekend event (outside of scheduled work hours) the advisor may receive \$50. This includes off-campus trips as a stipend will be provided per day if the event extends past one day. For an off-campus activity where tickets are required the advisor will receive a ticket for themselves and a guest in lieu of the stipend. The stipend will be paid out of SGA but the request for it must be indicated in the budget request form

The form for this stipend will be submitted to HR after it is signed off by the Director of Student Engagement and the Advisor.

Conferences

To attend a conference clubs and organizations can complete a conference request form. This must be done at least 90 days in advance.

- If funding is approved it will only cover hotel, registration, transportation to/from the conference location and up to \$50 a day for meals.
- 75% of the conference fee may be covered by SGA.
- 25% must be covered by members attending or by clubs and organization fundraising.
- Transportation during the conference is not covered.
- Excursions not covered by the conference fee are also not covered.
- Advisor fees will be covered by SGA.

Section 5: Removal/Resignations from Position

The Executive Board shall extend its power of review to the trial and dismissal of any student leader who fails to perform their duties. A summons to appear before the Executive Board, acting as a review body shall determine the appropriate course of action to be taken. If dismissed, they shall not be allowed to hold any voting positions for one full academic year. Any student wishing to resign from their leadership position must submit a written letter to their respective club, organization and SGA.

Section 6: Attendance

To be considered in good standing, Senate Representatives must attend all senate meetings outlined in this Constitution unless excused by the SGA Executive Board. No member shall excuse themselves from a meeting without first reporting, in writing, to the Recording Secretary

of the Executive Board. **Incase of an excusal other Eboard Members must sit in place of the excused senate representative.** Please note that unexcused absences may result in disciplinary action.

Section 7: Failure to be A Recognized Club

- Failure to attain the requirements in the bylaws **Section 2 and Section 6 and Article XI. First Infraction** will result in a reduced budget and removal from budget hearings. **Second Infraction** will result in suspension of activities and loss of voting rights. **Final Infraction** the club and organization will be put on probation for the remainder of the semester, if the club and organization does not meet recognized club and organization requirements they will be deemed inactive. Inactive club and organizations must resubmit an club and organization form through Senate and will have to undergo the process in **Article XI Section 2**

Section 8: Standing Committees of the University

Representation to the Standing Committees shall be as follows:

Academic Life

Two members shall be elected from the senate with them taking turns presenting at each meeting. In order to serve on this committee, you must be in good standing according to SGA ByLaws. ***See Section 6(Attendance) of the By Laws of this Constitution.**

Food Committee

Two members shall be elected from the senate with them taking turns presenting at each meeting. In order to serve on this committee, you must be in good standing according to SGA ByLaws. ***See Section 6(Attendance) of the By Laws of this Constitution.**

Section 9. Nominations and Elections

The procedures of nominations and elections are as followed:

- Nominations and elections of the SGA shall be an Annual Election held at the end of the Spring Semester. Any open positions remaining after the Annual Election will be available during the Fall elections and for Freshmen Class Representatives
- Nomination forms, position descriptions, and campaigning information shall be available in the Office of SGA during the nomination period. The nomination forms should be available for one week. Students running for office shall run as an individual candidate, with the exception of class representatives, not as part of a ticket.
- Nominations of the Freshmen Class Representatives and any other vacant positions remaining from the Annual Election shall be held by the end of September.
- Nominations may come from any full-time student in the University.
- SGA Executive Board, Campus Activities Exec Board and Class Representatives must have a GPA of 2.8 or better, beginning at elections and throughout the elected academic year, and be making continued academic progress. Any student nominated and elected to a position must demonstrate acceptable academic commitment, and therefore, must not be on academic probation.

- All nominees must adhere to the campaigning policies set forth. Failure to do so may result in, but not limited to the following: warning, re-vote, and/or removal from the election.
- Graduating seniors may support a nomination for the new SGA student leaders but may not vote.
- The Class Reps shall be nominated and elected by their respective classes.
- All members of the SGA wishing to run for voting positions are expected to be apprised of their duties and responsibilities involved in those positions.
- The elections shall be held soon after the official nominations have been posted for at least one week.
- A write-in option shall be available for each position.
- During the tabulation of ballots, the Advisor of SGA and the SGA Vice President shall be present.
- For these elections to be valid, votes must be cast by a simple majority. In a case of a tie, a runoff election shall be held within a week.
- The newly elected officers shall be inducted before the close of that academic year. Their term in office shall begin on July 1st and end on June 30th.

Section 9 Part 1. The SGA Vice President's Duties During Elections

The Vice President of SGA is responsible for collaboratively implementing and completing elections in both the fall and spring Semesters.

They are responsible for:

- Announcing Election dates and information to the university's community
- Keeping the Senate abreast of the process- nominations forms becoming available, names of student running
- Posting the Election results within two business days following the close of the polls.

Section 10: Vacancy

For the SGA Executive Board:

- Upon the vacancy of the President of the Executive Board, the Vice President shall immediately assume said position.
- A vacancy of an elected officer other than that of the Executive Board President shall be filled according to the directives of the Executive Board in conjunction with the respective club or organization. Recommendations are accepted as long as the individual is within good standing according to SGA ByLaws.

For Campus Activities Board Executives:

- A vacancy of any elected officer shall result in an SGA holding a special election for that position. All elections policies will remain in effect. And any individual elected must be in good standing according to SGA ByLaws.