

THE CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION OF THE INDIANA UNIVERSITY OF PENNSYLVANIA

ARTICLE I: NAME

The name of the organization will be the Student Government Association of the Indiana University of Pennsylvania, herein known as SGA.

ARTICLE II: JURISDICTION AND SOURCE OF POWER

The jurisdiction of the Student Government Association shall consist of matters pertaining to the students and organizations within the Indiana University of Pennsylvania. All powers set forth in this constitution are delegated by the Commonwealth of Pennsylvania, through the creation of the State System of Higher Education Act 1982-188, by the Indiana University of Pennsylvania and by the student body of the said institution.

ARTICLE III: PURPOSE

The Student Government Association of Indiana University of Pennsylvania, hereinafter referred to as SGA, shall serve to provide students and organizations of IUP with a representative voice that promotes and enriches the welfare of the students via avenues including but not limited to cultural, recreational, educational, social, and legislative programs that complement their learning experience at the Indiana University of Pennsylvania. SGA shall strive to actively and preemptively achieve excellence within its jurisdiction by realizing the opinions, needs, and desires of the students it represents.

ARTICLE IV: MEETINGS

Section I: General Assembly Meetings

Clause I: The minimum number of SGA General Assembly meetings per semester shall be at least twelve (12), and the first meeting of each semester shall be called to order no later than third Tuesday of the semester.

Clause II: The SGA General Assembly is to convene at least once a week on Tuesdays at 7:30pm, unless an emergency cancellation occurs.

Clause III: Any student member of the University community may address SGA General Assembly during "Open Student Forum," provided they are recognized by the officiating member of the meeting.

Sub-Clause I: Time allowance per individual during Open Forum shall be five (5) minutes.

Sub-Clause II: After that time is up, the General Assembly (as defined by the definition for quorum) may elect to terminate the speaker's continuation by obtaining a simple majority vote.

Clause IV: All meetings shall be open to the public.

Sub-Clause I: A Closed Session, defined as a meeting of only SGA

Senators, the executive board, the SGA Advisor, and the Board of Recognition, may be invoked by a two-thirds (2/3) majority vote.

Sub-Clause II: No legislation shall be passed while operating in a Closed Session.

Section II: Executive Board Meetings

Clause I: The executive board, consisting of and limited to the President, Vice President, Secretary, Treasurer, Director of Internal Affairs, Director of External Affairs and Chief Justice of the Board of Recognition shall meet at least weekly.

Section III: Student House of Representatives

Clause I: Membership shall consist of one member from each organization recognized by the Center for Student Life, according to the guidelines found in the Guidelines

Clause II: Must be a full time or part time registered student at IUP during their term as a representative

Section IV: Special Sessions

Clause I: The President, at any time, may call a special session of the SGA General Assembly.

Clause II: A meeting may be called by presentation of a written petition signed by 50 % of the voting membership to the President as defined by quorum specifying the date and time of the called special session.

Clause III: Members of the General Assembly must be notified forty-eight (48) hours prior to the meeting date.

Section V: Conduct of Meetings

Clause I: All meetings of will be conducted according to the current edition of Robert's Rules of Order, Newly Revised, as interpreted by the Chief Justice.

Section VI: Quorum

Clause I: Quorum to conduct a general business meeting is a simple majority of active voting members whose attendance is mandatory, unless the constitution otherwise states that a higher standard is required for the action.

Section VII: Cancellations

Clause I: The President may cancel any regularly scheduled meeting if and only if there is a pressing reason that is presented to the council for a vote at least forty-eight (48) hours prior to the date of the meeting.

Sub-Clause I: The decision to cancel a meeting can be overruled by a simple majority as defined by quorum.

Sub-Clause II: All members of quorum must respond to the cancellation request stating whether they approve or deny the cancellation.

Clause II: Any meeting can be cancelled by a simple majority of the voting membership as defined by quorum.

ARTICLE V: MEMBERSHIP

SGA's membership shall consist of voting and non-voting members:

Section I: Voting Membership

Clause I: Voting members shall be full-time undergraduate students who are in good academic and judicial standing, and have been elected by the General Assembly in accordance with the procedures outlined in the bylaws.

Section II: Non-Voting Membership

Clause I: The President shall not be allowed to cast a vote unless in a case of a tie or a ballot vote, according Robert's Rules of Order, Newly Revised.

Clause II: All members who are not voting are considered associate members of SGA. Associate members of SGA shall consist of all persons who desire to further the purpose of SGA but who either do not meet eligibility requirements of the organization or are outside of the jurisdiction of SGA.

Sub-Clause I: Associate members are not permitted to do any of the following on behalf of the organization: vote during general assembly meetings, preside, officiate, or solicit funds on behalf of the organization.

Sub-Clause II: Associate members may run for an executive board position during the campus-wide election, so long as they meet the eligibility requirements for executive office.

Sub-Clause III: Associate members may become executive officers through presidential appointment, so long as they meet the eligibility requirements for executive office and file a petition of fifty student signatures.

ARTICLE VI: EXECUTIVE OFFICES

Section I: The executive offices of SGA who preside over the jurisdiction shall consist of the following: President, Vice President, Director of Internal Affairs, Director of External Affairs, Secretary, Treasurer, and Chief Justice of the Board of Recognition .

Section II: All executive members are required to be present at all council and executive meetings, submit written reports, and when necessary present oral reports. Exceptions will be made at the discretion of the President and Secretary.

Section III: To be eligible for an executive position within SGA the student must be a full time registered undergraduate student at IUP with a minimum GPA of 2.75 at the time of appointment. If the student has a GPA between 2.50 – 2.74, he/she must obtain two letters of recommendation. At least one letter of recommendation must be from an academic reference. The sitting President or President-Elect, when appropriate in conjunction with the advisors, shall review a candidate application. The individual shall maintain a 2.75 Semester GPA throughout the duration of their term.

ARTICLE VII: DUTIES OF EXECUTIVE OFFICERS

Section I: President

Clause I: Shall act as chief executive officer.

Clause II: Shall serve as chairman of the Executive Board.

Clause III: Shall see that all actions taken by the SGA General Assembly are enacted and carried out.

Clause IV: Has the power to veto any resolution or bill.

Clause V: Shall step into any vacant SGA position, including any external liaisons that may be required by other organizations.

Clause VI: Shall work cooperatively with the Graduate Student Association and their president.

Clause VII: Has the power to appoint nominees to the position of Director of External Affairs, Director of Internal Affairs, and any committee chair with consent from the General Assembly.

Clause VIII: Must make personal, academic and professional schedule available to the SGA Assembly upon a member's request.

Clause IX: Maintains the responsibility for all actions taken by the Assembly.

Clause X: Will act as spokesperson for the organization.

Clause XI: Must sign all legislation to make it valid.

Clause XII: May call emergency executive board meetings with $\frac{3}{4}$ consent from the other executive members.

Clause XIII: Shall create ad-hoc committees as deemed necessary at the President's discretion.

Clause XIV: Shall reside on Co Op Board of Directors, and Co Op Finance Committee by acclamation of position.

Clause XV: Shall meet with the university president's cabinet to ensure proper information flow.

Section II: Vice President

Clause I: Shall serve as proxy for the president.

Clause II: Shall appoint members of SGA to the University Senate, SGA Committees, Board of Recognition, and assign any required SGA office hours.

Clause III: Shall serve as Vice Chair to the University Senate.

Clause IV: Shall succeed to the presidency should the President become incapable of performing his/her duties, or in the instance of resignation or impeachment.

Clause V: Shall serve as the chairperson for the Academic Affairs Department.

Clause VI: In the instance that one or more department chair position is vacant, the Vice President shall assume all duties for that position.

Section III: Director of Internal Affairs

Clause I: Shall serve as the chairperson of the Internal Affairs Department.

Clause II: In the instance that one or more department chair position is vacant, the Director of Internal Affairs shall assume the duties of that position.

Clause II: Shall address any on campus and university issues that students may have

Section IV: Director of External Affairs

Clause I: Shall serve as chairperson of the External Affairs Department.

Clause II: In the instance that one or more department chair position is vacant, the Director of External Affairs shall assume the duties of that position.

Clause III: Shall address any off-campus issues that students may have

Section V: Treasurer

Clause I: Responsible for handling all funds of SGA.

Clause II: Shall give a report at each SGA meeting of expenditures and income.

Clause III: Shall prepare an annual budget of all funds entrusted to SGA. This budget is subject to approval by the SGA General Assembly.

Clause IV: Shall oversee any and all transactions taken by SGA.

Clause V: Shall be appointed by the President to serve on the Student Cooperative Association Finance Committee by virtue of office.

Section VI: Secretary

Clause I: Shall maintain minutes, motions, and agendas of every meeting.

Clause II: Shall oversee all absences and excuses of members from each meeting and SGA sponsored event.

Clause III: Minutes are required to be sent out to the General Assembly no later than 72 hours following the particular meeting the minutes regard to.

Clause IV: Is responsible for ensuring all materials necessary for transition are

present for each position.

Clause V: Shall handle all expulsions pertaining to attendance in cooperation with the President.

Clause VI: Shall produce all legislation to the President within 48 hours of passing through the Assembly for approval by signature or veto.

Clause VII: Shall make the constitution accessible to anyone who requests to view it.

Clause VIII: Is required to notify all members of the organization of any special sessions.

Clause IX: Shall ensure that room reservations are properly obtained or cancelled.

Clause X: Shall serve as chairperson of the Administrative Affairs Department.

Clause XI: In the instance that one or more department chair position is vacant, the chairperson shall assume the duties of that position.

Section VII: Chief Justice to the Board of Recognition

Clause I: Shall act as parliamentarian to SGA.

Clause II: Is responsible for carrying out expulsions and suspensions not pertaining to attendance.

Clause III: Must be well-versed in *Roberts Rules of Order*.

Clause IV: Shall immediately intervene and correct parliamentary procedure issues during any SGA assembly.

Clause V: In conjunction with the senators serving on the Board of Recognition, shall review, and approve / deny all constitutions of other organizations on campus as stated in the Guidelines for Recognizing Student Organizations provided by Student Affairs.

ARTICLE VIII: SENATOR POSITIONS

Section I: The General Assembly of the Student Government Association shall be composed of the following senator positions,

Clause I: Academic Affairs Senators – seven (7)

1. Eberly College of Business and Information Technology (1)
2. College of Education and Educational Technology (1)

3. College of Fine Arts (1)
4. College of Health and Human Services (1)
5. College of Humanities and Social Sciences (1)
6. College of Natural Sciences and Mathematics
7. Cooks Honors College (1)

Clause II: Internal Affairs Senators – Ten (10)

1. On Campus Senator – one (1)
2. Public Relations Senator – one (1)
3. Activities Senator – one (1)
4. Student House of Representatives Senator – one (1)
5. Internal Development Senator – one (1)
6. Multicultural Affairs Senator – one (1)
7. Athletics Senator – one (1)
8. Greek Life Senator – one (1)
9. Military Affairs Senator – one (1)

Clause III: External Affairs Senators – seven (7)

1. Off Campus Senator - one (1)
2. Safety and Security Senator – one (1)
3. Advocacy Senator – one (1)
4. Community Service Senator – one (1)
5. Community Outreach/ Relations Senator – one (1)
6. Commuter Senator – one (1)
7. Sustainability Senator – one (1)

Clause IV: Administrative Affairs Senators - six (6)

1. Library Services Senator – one (1)
2. IT/Technology Senator – one (1)
3. Facilities Senator – one (1)
4. Student COOP Senator - one (1)
5. Food Services/Aramark Senator – one (1)
6. Disability Support Services Senator – one (1)

Clause V: Ten (10) Senators at large that will only be filled if the above senator positions are filled

ARTICLE IX: DUTIES OF THE SENATOR POSITIONS

-All senators are responsible for the recruitment of new members as well as coordinating and programming events for SGA.

Section I: Academic Senators

Clause I: Serving as a liaison between SGA and each represented college.

Clause II: Meeting frequently with the respective dean

Clause III: Being an active member of the college which they represent

Section II: On Campus Senator

Clause II: Shall be in direct communication with the RHA liaison as well as a member of the RHC

Clause III: Report to the General Assembly on behalf of students who live on campus

Section III: Public Relations Senator

Clause I: Responsible for directing the public affairs of the SGA.

Clause II: Shall publicize all significant business and information of SGA and its committees through all available and necessary mediums including but not limited to The Beak, The Penn, chalking, List-serves, posters and public speaking events to increase student awareness.

Clause III: Shall handle marketing, advertising, and public relation efforts of SGA.

Section V: Student House of Representatives Senator

Clause I: Shall chair the Student House of Representatives, and conduct the meetings.

Clause II: Shall ensure that organizations outside of SGA are up to date with SGA activities, and ensure that the lines of communication are open.

Section VII: Internal Development Senator

Clause I: Responsible for planning the SGA Retreat.

Clause II: Shall prepare and conduct social events and gatherings for SGA members to bond, and participate in SGA team building activities.

Section VIII: Multicultural Affairs Senator

Clause I: Shall be responsible for maintaining relationships with the Office of Social Equity, and Multicultural Organization

Clause II: Shall hold one open forum on diversity and inclusion per semester. This can be done in conjunction with the SHOR meeting.

Section IX: Athletics Senator

Clause I: Shall serve as the liaison between SGA and IUP athletics.

Clause II: Shall reach out to the Club Sports contact when an organization hopes to create a new club sport.

Section X: Greek Life Senator

Clause I: Shall maintain relationships with the governing councils of IUP Greek life including; The Interfraternity Council, The Panhellenic Association, The National Pan-Hellenic Council, and the Multicultural Greek Council

Clause II: Shall update the General Assembly of Greek Life matters that affect the university.

Section XI: Military Affairs Senator

Clause I: The Veterans' Affairs Senator shall work in collaboration and cohesively with IUP ROTC and other military service organizations and act as a liaison between such organizations and SGA.

Clause II: Coordinate with IUP ROTC and other military service organizations to aid with community service projects.

Clause III: Assist veterans and current military personnel and direct them to resources on campus.

Section XII: Off Campus Senator

Clause I: Shall ensure that the voices of off campus students are heard.

Clause II: Must live off campus.

Clause III: Must plan the Off Campus Housing Fair in the Fall for students to find out about off campus options.

Clause IV: Must work to ensure that off campus students are united, and have a voice in university matters.

Section XIII: Safety and Security Senator

Clause I: Shall lead efforts on behalf of SGA to promote safety and security.

Clause II: Shall attend all Pedestrian Safety Committee Meetings, and borough meetings, as well as any other meetings that may help aid the safety and security of IUP SGA.

Clause III: Shall coordinate any events, programs, or conduct any safety advocacy for the benefit of students, and community members.

Section XIV: Advocacy Senator

Clause I: Shall coordinate with public relations chair to set up recruitment events as SGA sees fit.

Clause II: Will be responsible for the recruitment of new members as well as coordinating and programming events for SGA.

Section XV: Community Service Senator

Clause I: Shall coordinate and conduct various community service projects for SGA to participate in that will benefit a community greater than just the IUP community.

Clause II: May work in conjunction with the Community Outreach Chair if necessary or desired.

Section XVI: Community Outreach/ Relations Senator

Clause I: Shall represent SGA externally to the committee.

Clause II: Shall coordinate SGA involvement in any event that will benefit the relationship or communication of IUP and the outside community.

Clause III: May work in conjunction with the Community Service Chair if necessary or desired.

Section XVII: Commuter Senator

Clause I: Shall assist students in matters related to issues that relate to commuting to campus such as parking, what do to in between classes, and etc.

Clause II: Shall report ideas and opinions of commuters to the General Assembly in hopes to make change on campus

Section XVIII: Sustainability Senator

Clause I: Shall coordinate efforts for SGA to be involved in sustainability efforts, by attending university meetings regarding sustainability efforts, meeting with sustainability organizations, and any other means deemed necessary by the chair.

Section XIX: Library Services Senator

Clause I: Shall work with the Dean of Libraries to advocate for the students needs in regards to library services.

Clause II: Shall serve as a liaison between SGA and the IUP Libraries.

Section XX: IT/Technology Senator

Clause I: Shall work with the IT Center to provide students with the necessary help in resolving IT/Technology issues

Clause II: Shall ensure that new students are aware of the technology programs and software that are available to them as an IUP student.

Section XXI: Facilities Senator

Clause I: Shall ensure that student organizations are aware of what campus facilities are available for them to utilize as well as helping them learn how to reserve those spaces on campus.

Clause II: Shall update the General Assembly on any current or future construction projects.

Section XXII: Student COOP Senator

Clause I: Shall work closely with the Student Cooperative Association and provide the General Assembly with regular updates

Clause II: Shall run to serve on the Student COOP Board of Directors.

Section XXIII: Food Services/Aramark Senator

Clause I: Shall work with Aramark and IUP Dining to stay well informed about changes in a students dining experience such as, but not limited to, an increase in meal plan cost.

Clause II: Shall ensure that the student's suggestions and opinions are relayed to the necessary personnel.

Clause III: Shall provide the necessary education to students about dietary health restrictions and alternate available food options.

Section XXIV: Disability Support Services Senator

Clause I: Shall serve as the liaison between SGA and Disability Support Services.

Clause II: Shall work to ensure equal access to education as intended by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

Section XXV: LGBTQ+ Senator

Clause I: Shall serve as the liaison between SGA and the LGBTQ+ community at IUP.

Clause II: Shall be responsible for maintaining relationships with the Office of Women and Gender Studies and any Organizations whose mission is to serve the LGBTQ+ Community at IUP.

Section XXVI: Senators at Large

Clause I: The senator at large positions will only be filled if the other senator positions are occupied.

Clause II: Shall be responsible for any delegated task from the Executive Board of SGA

ARTICLE X: COMMITTEES

Section I: Committees within SGA are responsible for specific tasks that will further the organization's purpose.

Section II: Chairs of the committees shall be nominated by the SGA president and subject to the approval of the SGA General Assembly unless otherwise stated in this constitution. This chairperson will be responsible to for conducting committee meetings and recording all attendance, submitting weekly reports, and attending all SGA meetings.

Section III: Eligibility of a Committee Chair

Clause I: To be deemed eligible to be a committee chair, one must be a full-time registered student at IUP who is in good academic and judicial standing at all times.

Section IV: Ad-Hoc Committees

Clause I: Ad-hoc Committees are subject to the same rule procedures of all other constitutionally created departments.

ARTICLE XI: STANDING COMMITTEES

Section I: There shall be five standing committees of the Student Government Association.

Section II: The standing committees shall meet regularly, no less than twice per month, unless unforeseen circumstances of scheduling conflicts render the cancellation of a meeting necessary. Committees should also strive to hold their meetings at a regular time and place.

Section III: The names and jurisdiction of the five standing committees shall be as follows:

Clause I: Internal Committee

Sub-Clause I: Shall be composed of the following senators: On Campus Senator, Public Relations Senator, Activities Senator, Student House of Representatives Senator, Recruitment Senator, Internal Development Senator, Multicultural Affairs Senator, Athletics Senator and the Greek Life Senator.

Sub-Clause II: The Director of Internal Affairs shall oversee and chair this committee

Sub-Clause III: The internal committee is responsible for dealing with all matters that affect the University as a whole.

Clause II: External Committee

Sub-Clause I: Shall be composed of the following senators: Off Campus Senator, Safety and Security Senator, Advocacy Senator, Community Service Senator, Community Outreach/ Relations Senator, Commuter Senator, and the Sustainability Senator

Sub-Clause II: The Director of External affairs shall oversee and chair this committee

Sub-Clause III: The external committee is responsible for dealing with all matters outside of the university that will also affect the lives of IUP students.

Clause III: Board of Recognition

Sub-clause I: Shall inform any organization about the status of their constitution as soon as a decision is reached. If a constitution is denied, reasoning must accompany the status change in writing.

Sub-Clause II: Shall be composed of five members not including the chairperson, nominated by the chairperson with the advise and consent of the General Assembly. Three of these appointees shall be Senators concurrently holding positions within the General Assembly. Two members must be students at-large who do not retain a position within the Student Government Association.

Sub-Clause III: The Chief Justice shall oversee and chair this committee.

Sub-Clause IV: Shall be responsible for reviewing the constitutions of new organizations looking to receive university recognition prior to the General Assembly voting to approve or deny the organization.

Sub-Clause V: Shall be responsible in reviewing the constitutions of recognized organizations according to the schedule deemed by the Chief Justice

Sub-Clause VI: Shall act as the judicial body for SGA and follow the procedures and powers that are outlined in the SGA Bylaws.

Sub-Clause VII: Voting members shall be defined as all members excluding the chairperson. The chairperson may vote only in the event of a tie.

Clause IV: Administrative Affairs Committee

Sub-Clause I: Shall be composed of the following senators: Library Services Senator, IT/Technology Senator, Facilities Senator, Student COOP Senator, and the Food Services/Aramark Senator

Sub-Clause II: The secretary shall oversee this committee and the chair that is appointed.

Sub-Clause III: Shall establish a concrete purpose in assisting the student body in affairs regarding library services, technology service, facility reservations, food services, and others.

Sub-Clause IV: Shall bridge the gap between the administrative affairs of the University with the students who utilize their services.

Clause V: Academic Affairs Committee

Sub-Clause I: Shall be composed of a senator from each of the following colleges: Eberly College of Business and Information Technology, College of Education and Educational Technology, College of Fine Arts, College of Health and Human Services, College of Humanities and Social Sciences, College of Natural Sciences and Mathematics, and Cooks Honors College

Sub-Clause II: The Vice President shall oversee this committee and the chair that is appointed.

Sub-Clause III: Shall serve as a liaison between the students and administration to convey opinions and impact change on academic aspects of the University.

ARTICLE XII: SENATORS AND THEIR DUTIES

Section I: The voting membership of the General Assembly shall consist of Senators as defined in the University Senate Constitution and Bylaws.

Section II: Vote on all legislation and matters of SGA.

Section III: Senators are responsible for any other duties prescribed in this constitution, the SGA bylaws, or that are delegated to them by their Committee Chair or an Executive Member.

Section IV: Senators have the power to override any Presidential Veto with a 2/3 majority vote.

Section V: Attendance

Clause I: All senators are required to attend all meetings of the University Senate, General Assembly, and their assigned committees.

Clause II: Three (3) unexcused absences will result in immediate expulsion from SGA by the SGA Secretary in cooperation with the President.

Clause III: Excused absences must be submitted prior to the absence and must relate to one of the following: academics, work, illness, family ordeal family emergency or another organizations mandatory event.

Section VI: Senators shall be made up of the following appropriation:

Clause I: A total of forty (40) senators and seven (7) executive officer positions (President, Vice President, Treasurer, Secretary, Chief Justice, Director of Internal Affairs and Director of External Affairs)

ARTICLE XIII: ADVISOR

Section I: The advisors of SGA shall consist of Student Affairs personnel and a Faculty Member.

Section II: Both advisors must submit a report to the General Assembly on all pertinent information in regard to SGA.

Section III: Is to promote a mutually favorable relationship between SGA, Student Affairs, Faculty, and University Administration.

ARTICLE XIV: VOTING

Section I: Any Senator has the ability to make a motion.

Section II: A simple majority, unless otherwise constitutionally required, is needed to pass a motion.

Section III: Executive Board Members do not have the ability to make a motion.

ARTICLE XV: SUCCESSION

Section I: In instances where the president resigns or is impeached, the Vice President shall assume the presidency and serve in the full capacity of the president. By the second meeting following the resignation or impeachment, the new president shall present a new Vice President to the council to vote on for approval. A simple majority of voting members is required for the nomination to be approved.

Section II: If a position other than the presidency becomes vacant, the President has the responsibility to appoint the position with a candidate to be approved by the council with a majority vote, as defined by quorum, no later than two (2) weeks following the vacancy.

Section III: In the instance that both the presidency and the vice presidency are vacated at the same time, the SGA General Assembly is responsible for electing a new president.

Section IV: Line of Succession

Clause I: In the event that the President for any reason is unable to assume his/her duties, the responsibilities and duties of the President shall then be delegated to the next executive officer as outlined in the line of succession.

Sub-Clause I: If the President is appointed to the Pennsylvania State System of Higher Education Board of Governors and is concurrently serving as the President of the Student Government Association, the membership and responsibilities associated the Student Government Association ex-officio seat on the Student Co-Operative Association

Board of Directors shall then be subsequently delegated to the next executive officer as outlined in the line of succession and as in accordance with the Student Co-Operative Association Board of Directors.

Sub-Clause II: The executive officer that assumes the responsibilities of the ex-officio membership of the Student Co-Operative Association Board of Directors must be able to fulfill the responsibilities of the membership in its entirety. If unable to do so, the responsibilities and membership shall then be subsequently delegated to the next executive officer as outlined in the line of succession.

Clause II: The line of succession for the executive officers shall be as follows: President, Vice President, Chief Justice, Secretary, Treasurer, Director of Internal Affairs, Director of External Affairs.”

ARTICLE XVI: FILLING VACANCIES FOR NON-EXECUTIVE BOARD POSITIONS

Section I: Nominations are taken the meeting of and the meeting following the announcement of the vacancy. Elections take place following the second round of nominations and debate.

Section II: A simple majority, as defined by quorum, is required by one (1) of the candidates in order for the election to be successful. If majority is not obtained by one (1) candidate, the candidate with the lowest number of votes is eliminated, and voting continues.

ARTICLE XVII: REMOVAL FROM OFFICE

Section I: Impeachment

Clause I: Grounds for impeachment of any officer or member of the SGA General Assembly shall be embezzlement, criminal behavior, or actions contrary to or in violation of the constitution of SGA.

Clause II: Articles of Impeachment must be put forth in writing at a regularly scheduled meeting of SGA by a general voting member of the organization.

Clause III: A two-thirds (2/3) majority vote is needed to pass Articles of Impeachment against any officer or member of SGA.

Clause IV: The officer or member of SGA that the Articles of Impeachment are levied against must be given written notice of said articles within twenty-four (24) hours of the articles' approval by the SGA Council.

Clause V: The president may call a special session not to take place before seventy-two (72) hours of the meeting in which the Articles of

Impeachment were passed, or wait until the next regularly scheduled meeting of SGA to hold a vote on the Articles of Impeachment in order to determine if the officer or member of SGA should be removed from office.

Clause VI: Quorum is needed to hold a vote in order to determine if the officer or member of SGA should be removed from office. During this meeting, SGA will go into an executive session while discussion and voting takes place concerning removal of the officer.

Clause VII: Anyone under impeachment shall be able to question witnesses, shall be presented with all the evidence, and shall be given the chance to defend themselves.

Clause VIII: All voting in cases of Impeachment or removal from office shall be made by secret ballot vote. The accused shall not be excluded from listening to any of the discussion, debate, or the vote result although they are not permitted to vote on their impeachment.

Sub-Clause I: Voting under these circumstances shall require the following members of SGA to count the votes, unless one of these members is up for impeachment: President, Vice President, Chief Justice of the Board of Recognition, and an Advisor. If more than 1 member of this group is missing, the vote must be postponed.

Section II: Suspension

Clause I: Any member of SGA who is unexcused from two (2) consecutive committee meetings shall be suspended from SGA for one (1) semester.

Clause II: Any member or committee who has received a sanction by the Board of Recognition shall be suspended until the ruling of the General Assembly.

Sub-clause I: Rulings may be appealed to the Board of Recognition.

Section III: Expulsion

Clause I: Expulsion may only be used in instances pertaining to eligibility to be in a position or attendance.

Clause III: When attendance is the reason for expulsion, the Secretary is to handle the expulsion in conjunction with the President.

Section IV: Any member who has been removed from office, either temporarily or permanently, shall be notified of their removal through either written or electronic letter by the President.

Section V: If a member feels as though their removal from office was not justifiable, he/she shall have the right to an appeal with the Board of Recognition in which the removed member will have the ability to present their case, and the Board of Recognition will have the ability to ask questions of the removed member. The Board of Recognition will then have to reach a majority three-fifths (3/5) vote to override the removal from office.

Section VI: Censure vs. Sanction

Clause I: A censure shall be defined as a public admonishment by the Board of Recognition, the prohibits the censured from moving forward throughout the meeting in speech or action.

Sub-Clause I: A censure shall be warranted only in times where the to-be censured party is disregarding the constitution in speech, is not speaking the truth, and is not being respectful towards other members in their actions.

Clause II: A sanction shall be defined as the first formal step to an impeachment proceeding from the Board of Recognition to any other member.

Sub-Clause II: A sanction can be passed by the Board of Recognition, as defined previously in this constitution, for reasons the Board believes warrant impeachment. If a sanction is passed, the member must immediately discontinue any SGA related activity until final decision of a formal impeachment process.

ARTICLE XVIII: FINANCES

Section I: All funds are to be controlled by the Treasurer.

Clause I: All expenditures of SGA funds must be approved by the SGA General Assembly, less operating costs.

Section II: SGA shall not incur dues from its members.

Section III: Any internal committee requesting financial support from SGA shall submit a written budget request for approval to the SGA General Assembly.

Section IV: A record of all transactions must be maintained and made public to all Senators upon request, as well as presented at each General Assembly meeting.

ARTICLE XIX: ELECTIONS AND TERMS OF OFFICE

Section I: Elections of the President/Vice President, Treasurer, Secretary and the Chief Justice and their terms of office shall follow the elections code located in the SGA bylaws.

Section II: If a President or Vice President is not elected, the first order of business will be the election of a President. The vice presidential vacancy will be filled following the guidelines laid out previously in the Constitution.

Section III: No individual who is involved in conducting the elections may be an official candidate for the office of President or Vice President.

Section IV: All officers elected to SGA during the elections shall take office no later than the last meeting of the semester following the election results.

Section V: The Elections Code can only be amended by the General Assembly.

Section VI: Any executive officer or departmental chair wishing to resign from office prior to the expiration of their term must submit a typed and signed letter of resignation to the President.

ARTICLE XX: AMENDMENTS

Section I: Any active member may introduce an amendment to the constitution during the New Business portion of a meeting of the General Assembly.

- The tabled amendment shall be laid to Old Business for consideration at the following meeting of the General Assembly.
- Before a member may introduce an amendment, the amendment must be reviewed and approved by the Board of Recognition for the purposes of language revision if necessary. The Board of Recognition may not modify the language of said amendment in any way that would alter the intended meaning of said amendment.

Section II: Two-thirds (2/3) majority of the general voting membership is required to pass any constitutional amendment.

Section III: No amendment will take place ex post facto.

ARTICLE XXI: PARLIAMENTARY AUTHORITY

Section I: Robert's Rules of Order shall be used in all circumstances not addressed in the SGA Constitution and Bylaws.

Section II: The Chief Justice of the Board of Recognition shall act as parliamentarian of the Assembly.

ARTICLE XXII: DISCRIMINATION

Section I: SGA and its members will not discriminate on any basis, including race, color, ethnicity, national origin, religious creed, disability, sexual orientation or identity, gender, gender expression, age, marital status, military status, et al.

Section II: All members reserve the right to refrain from participating in any activities without consequence, based upon personal/religious beliefs, personal values, or moral reserve as defined by the member.

Clause I: If attendance is mandatory for the position, then the member must present this issue to the President prior to the events occurrence, and the President must then relay the excusal to all pertinent parties.

ARTICLE XXIII: DISTRIBUTION

Section I: Copies of this constitution shall be made available in this format or alternative media upon request.

ARTICLE XXIV: RATIFICATION

Section I: This Constitution shall be ratified upon a simple majority vote of the Indiana University of Pennsylvania Student Government Association.

Approved 3/21/17