



Student Government Association

What can SGA do for YOU today?

CONSTITUTION

Ratified April 3, 2007

PREAMBLE

The mission of the Philadelphia University Student Government Association (SGA) is to enhance student life through advocacy, programming, leadership, and communication.

The SGA functions in the best interest of the students at Philadelphia University. This is done through facilitating a forum for student expression. The SGA strives to improve the quality of life, student-institution relationships, and education through its involvement in campus issues, programs, and services. The SGA provides opportunities for leadership development as well as, educational, social, and community service events that meet the needs of the University community.

The SGA is a resource that clubs and organizations may utilize for direct purposes. It serves as a source of financial and physical support to these student organizations. The SGA encourages the growth and development of student organizations on campus through motivating students to participate in social and cultural events, leadership development as well as the governance structure of the institution.

ARTICLE I

Governance Structure

ARTICLE I – Governance Structure

Section I

A student shall be any person registered as an undergraduate on a full or part-time basis at Philadelphia University.

Section II

Any and all references to the *student body* in the document shall be constructed to mean the collective group of students as defined above.

Section III

The Philadelphia University Student Government Association (SGA) will consist as follows:

- A. The elected Student Body President and Student Body Vice President
- B. The elected Class Presidents
- C. The appointed Vice Presidents of the following sub-divisions:
 1. Finances
 2. Operations
 3. Communications
 4. Campus Outreach
 5. Special Events
- D. The appointed Officers of each Vice Presidential sub-division
- E. The general members of the Executive and Interim Committees

ARTICLE I – Governance Structure

Section IV

SGA terms of office for the Student Body President, Student Body Vice President, Class Presidents, appointed Vice Presidents, and appointed Officers shall occur from the end of April to the end of the following April of each academic year.

Section V

Every student on the Philadelphia University campus shall have equal rights of suffrage under this SGA.

Section VI

All policies enacted by the Executive Board must follow the mission of both the SGA and Philadelphia University. Violation of either mission may result in suspension of the recognition of the SGA and any other action deemed appropriate by the Division of Student Life.

Section VII

The Executive Cabinet of the SGA Executive Board will be comprised of the Student Body President, Student Body Vice President, the Class Presidents, and appointed Vice Presidents.

Section VIII

The Executive Board shall consist of the Student Body President, Student Body Vice President, the Class Presidents, appointed Vice Presidents, and appointed Officers.

ARTICLE I – Governance Structure

Section IX

The Advisors for SGA shall consist of full time faculty or staff members including one Primary Advisor and a set of Secondary Advisors.

A. Primary Advisor

1. The role of Primary Advisor to the SGA shall be fulfilled by the Director of the Campus Center and Student Activities.
2. The Primary Advisor to the SGA shall be present at the following meetings:
 - i. Executive Cabinet meetings
 - ii. Executive Board meetings
 - iii. President's Council meetings

B. Secondary Advisors

1. The role of a Secondary Advisor shall be to provide alternative support to the SGA.

ARTICLE II

Powers and Duties of the Executive Board

ARTICLE II – Powers and Duties of the Executive Board

Section I

To propose, plan, and execute all business and policies of the SGA in the best interest of the Student Body.

Section II

To act as the main lobbying group for the best interest of the Student Body via its individual members who are appointed to the various administrative, governing, and faculty committees.

Section III

To act as an advisory board to the University President on student matters.

Section IV

To actively carry out tasks as outlined in this Constitution as ordered by the SGA Executive Board.

Section V

To serve as a source of organizational funding and vote on the expenditure of funds for student clubs and organizations as outlined in Article VI – Organizational Funding.

ARTICLE II – Powers and Duties of the Executive Board

Section VI

Each member shall be required to serve a minimum of one hour in the SGA Office each business week (Monday – Friday) between the hours of 8 am – 7 pm to be accessible to the Student Body.

ARTICLE III

Powers and Duties of the Student Body President, Student Body Vice President, and appointed Vice Presidents

ARTICLE III – Powers and Duties of the Student Body President, Student Body Vice President, and appointed Vice Presidents

Section I

To attend all Executive Cabinet and Executive Board meetings and act in a professional and courteous manner.

Section II

To work as a collective unit and perform the duties of any other Executive Board position in the event a position becomes vacant.

Section III

To constantly evaluate each other and make sure the SGA Executive Board is operating in an effective and proficient manner.

Section IV

The Vice Presidents of Communications, Campus Outreach, and Special Events must organize bi-weekly officer meetings with all appointed Officers within their respective sub-division.

Section V

The Vice Presidents of Communications, Campus Outreach, and Special Events must recruit and recommend potential officers for their respective sub-division in collaboration with the Student Body President and Student Body Vice President.

ARTICLE III – Powers and Duties of the Student Body President, Student Body Vice President, and appointed Vice Presidents

Section V

Student Body President whose powers and duties shall be:

- A. To act as the Chief Executive of the SGA and in that capacity is responsible for the execution of all decisions of the Executive Board.
- B. To preside over the Executive Cabinet and Executive Board and act as the Chairperson of both.
- C. To call to order all meetings of the Executive Board and Executive Cabinet.
- D. To call for referendum.
- E. To appoint temporary Officers for Interim committees.
- F. To assume responsibility for the effective operation of the SGA and direct the other Officers accordingly.
- G. To represent the Student Body on all committees of which he/she is a member by virtue of his/her office.
- H. To decide on the agenda for all Executive Cabinet and Executive Board meetings.
- I. To delegate all duties on an interim basis when deemed appropriate.
- J. To nominate a Vice President, Class President, or Officer when a position is deemed vacant. The nomination will be voted on and passed by the Executive Board.
- K. To determine the validity of an excuse for an Executive Board member's absence from Executive Cabinet and Executive Board meetings.
- L. To coordinate the PULSE Awards Banquet with the Student Body Vice President.

ARTICLE III – Powers and Duties of the Student Body President, Student Body Vice President, and appointed Vice Presidents

Section VI

Student Body Vice President whose powers and duties shall be:

- A. To assume the duties and office of the Student Body President in the event of his/her absence.
- B. To act as a liaison between all recognized student organizations and the Executive Board.
- C. To organize and run President's Council meetings, in conjunction with the Director of the Campus Center and Student Activities, by providing seminars on leadership skills, team building, and fundraising techniques.
- D. To determine the validity of an excuse for an organization's absence from President's Council meetings based on policies outlined in the *Handbook for Student Organizations*.
- E. To assist in the appointment and review of all Vice Presidents and Officers and play a role in the interviewing of candidates.
- F. To provide assistance to the Vice President of Special Events with the coordination of SGA sanctioned and sponsored campus-wide events.
- G. To coordinate the SGA Activities Fair.
- H. To coordinate the awards for the PULSE Awards Banquet with the assistance of the Student Body President and act as Master of Ceremonies for the event.
- I. To maintain a contact list of all recognized student organizations and distribute the list to the respective parties.

**ARTICLE III – Powers and Duties of the Student Body President,
Student Body Vice President, and appointed Vice Presidents**

Section VII

Vice President of Finances whose powers and duties shall be:

- A. To prepare semester budgets and a bi-monthly hard copy financial report to present to the Executive Board and readily provide all information to the Student Body upon request.
- B. To supervise all financial transactions of the SGA.
- C. To oversee the policies and procedures of organizational funding as outlined in Article VII – Organizational Funding and to vote only in the case of a tie in Executive Cabinet decisions.
- D. To expend funds as authorized by the Executive Board budgeting process.
- E. To keep accurate records of all of the SGA's accounts and compare them monthly with the Director of the Campus Center and Student Activities.
- F. To update the budget process and form as requested by the Executive Board.

**ARTICLE III – Powers and Duties of the Student Body President,
Student Body Vice President, and appointed Vice Presidents**

Section VIII

Vice President of Operations whose duties and powers shall be:

- A. To thoroughly comprehend the SGA Constitution and enforce all policies and procedures the document governs.
- B. To record and distribute minutes of Executive Cabinet and Executive Board meetings. The Vice President for Operations will provide minutes to the Communications Officer for Information Technology for posting on the SGA website.
- C. To keep a file of all official SGA documents.
- D. To conduct roll call at all Executive Cabinet and Executive Board meetings.
- E. To notify in writing, the President of the organization, Director of the Campus Center and Student Activities, and the Executive Board of the loss of recognition of a student organization according to the policies outlined in the *Handbook for Student Organizations*.
- F. To assign all SGA related mailboxes.
- G. To maintain a contact list of all Executive Board members and distribute the list to all respective parties.

ARTICLE III – Powers and Duties of the Student Body President, Student Body Vice President, and appointed Vice Presidents

Section IX

Vice President for Communications whose powers and duties shall be:

- A. To coordinate all SGA communications and marketing efforts in conjunction with all Communications Officers.
- B. To oversee all SGA elections and develop a comprehensive election plan for each semester in conjunction with all Communications Officers.
- C. To ensure that the SGA Branding Guidelines are followed at all times.
- D. To maintain a working relationship with the Office of Public Relations.
- E. To maintain SGA bulletin boards in the Paul J. Gutman Library and The Kanbar Campus Center, Suite 306.

Section X

Vice President for Campus Outreach whose powers and duties shall be:

- A. To coordinate all SGA campus outreach efforts in conjunction with all Campus Outreach Officers.
- B. To maintain a working relationship with the Office of Academic Affairs.
- C. To attend all full Faculty meetings.
- D. To work with the Campus Outreach Officers on all campus matters and concerns.
- E. To work in conjunction with the Campus Outreach Officer for Initiatives in developing initiatives for each semester.

**ARTICLE III – Powers and Duties of the Student Body President,
Student Body Vice President, and appointed Vice Presidents**

Section XI

Vice President for Special Events whose powers and duties shall be:

- A. To coordinate all SGA special events and community service efforts in conjunction with the Special Events and Community Service Officers.
- B. To maintain a working relationship with the Director of the Campus Center and Student Activities.
- C. To coordinate social events for the Executive Board.

ARTICLE IV

Powers and Duties of the Class Presidents

ARTICLE IV – Powers and Duties of the Class Presidents

Section I

To attend all Executive Cabinet and Executive Board meetings and act in a professional and courteous manner.

Section II

Senior Class President whose powers and duties shall be:

- A. To represent the Senior Class by voicing opinions and concerns about the class.
- B. To work with the Office of Alumni Relations in organizing the fundraising of the Senior Class Gift.
- C. To facilitate and distribute a survey to access the concerns and wishes of the Senior Class.
- D. To attend and represent the Senior Class at all Student Life Committee meetings.
- E. To organize at least one Senior Class social event prior to commencement.
- F. To maintain a working relationship with the Career Services Center.
- G. To assist in the planning and execution of annual SGA community service and philanthropic events.

ARTICLE IV – Powers and Duties of the Class Presidents

Section III

Junior Class President whose powers and duties shall be:

- A. To represent the Junior Class by voicing opinions and concerns about the class.
- B. To facilitate and distribute a survey to assess the concerns and wishes of the Junior Class.
- C. To maintain a working relationship with the Study Abroad and Internship Programs and the Career Services Center.
- D. To attend and represent the Junior Class at all Student Life Committee meetings.
- E. To organize at least one Junior Class event prior to the end of his/her term in office.
- F. To assist in the planning and execution of annual SGA community service and philanthropic events.

Section IV

Sophomore Class President whose powers and duties shall be:

- A. To represent the Sophomore Class by voicing opinions and concerns about the class.
- B. To facilitate and distribute a survey to assess the concerns and wishes of the Sophomore Class.
- C. To maintain a working relationship with the Study Abroad and Internship Programs.
- D. To organize at least one Sophomore Class event prior to the end of his/her term in office.

ARTICLE IV – Powers and Duties of the Class Presidents

- E. To attend and represent the Sophomore Class at all Student Life Committee meetings.
- F. To help orientate the incoming Freshman Class President of his/her duties and responsibilities.
- G. To assist in the planning and execution of annual SGA community service and philanthropic events.

Section V

Freshman Class President whose powers and duties shall be:

- A. To represent the Freshman Class by voicing opinions and concerns about the class.
- B. To facilitate and distribute a survey to assess the concerns and wishes of the Freshman Class.
- C. To maintain a working relationship with the First Year Experience program.
- D. To attend and represent the Freshman Class at all Student Life Committee meetings.
- E. To organize at least one Freshman Class event prior to the end of his/her term in office.
- F. To assist in the planning and execution of annual SGA community service and philanthropic events.

ARTICLE V

Powers and Duties of the Appointed Officers

ARTICLE V – Powers and Duties of the Appointed Officers

Section I

To attend all Executive Board and Officer meetings and act in a professional and courteous manner.

Section II

To collaborate all duties and efforts with the appropriate Vice President of the respective sub-division.

Section III

To maintain an up to date file of all Officer activities in the SGA Office.

Section IV

Communications Officer for Campus Media whose powers and duties shall be:

- A. To publicize all SGA efforts and events to the campus community.
- B. To coordinate a recruitment campaign for the SGA at the beginning of each semester.
- C. To continually try to improve the methods of communication on campus.
- D. To develop stories and features for the SGA website in conjunction with the Communications Officer for Information Technology.

ARTICLE V – Powers and Duties of the Appointed Officers

Section V

Communications Officer for Information Technology whose powers and duties shall be:

- A. To maintain the SGA website – <http://orgs.philau.edu/sga/>
- B. To develop stories and features for the SGA website in conjunction with the Communications Officer for Campus Media.
- C. To maintain a working relationship with the Office of Information Technology.

Section VI

Communications Officer for Recruitment whose powers and duties shall be:

- A. To supervise the entire voting process for all SGA elected offices in conjunction with the Vice President for Communications.
- B. To ensure that all election procedures are fair and conducted in accordance with the policies and procedures outlined in Article VIII – Election and Appointment Guidelines.
- C. To provide adequate notice to the entire Student Body of the opportunity, requirements, and procedures necessary to run for a given office.
- D. To provide adequate notice to the entire Student Body of times, dates, locations, and procedures for casting votes.
- E. To review qualifications of all candidates and give notification of status where appropriate.
- F. To organize the online voting system in conjunction with the Office of Information Technology.

ARTICLE V – Powers and Duties of the Appointed Officers

- G. To coordinate recruitment efforts of all appointed positions as outlined in Article VIII – Election and Appointment Guidelines of the SGA Constitution.

Section VII

Campus Outreach Officer for Academics whose powers and duties shall be:

- A. To respond to any academic changes that may threaten or affect students.
- B. To facilitate changes in the curriculum where students feel it is necessary.
- C. To attend all Undergraduate Education Committee meetings.
- D. To act as the chair of the SGA Academic Issues Committee.

Section VIII

Campus Outreach Officer for Initiatives whose powers and duties shall be:

- A. To develop and implement initiatives which will benefit the campus community.
- B. To maintain a log of campus contacts for future use in the development of new initiatives.
- C. To establish and operate an interim committee related to each initiative that would include members of the Student Body.

ARTICLE V – Powers and Duties of the Appointed Officers

Section IX

Campus Outreach Officer for Student Actions whose powers and duties shall be:

- A. To establish and provide a communications channel between students, faculty, staff, and administration on campus matters.
- B. To continually survey student and faculty opinion on campus matters to discern needs, concerns, and areas for further development.
- C. To work with the Vice President of Campus Outreach on all campus matters and concerns.
- D. To research student concerns and take action only as deemed necessary by the Executive Board. If action is deemed necessary, communicate the issue to the appropriate administrative office where action can be made.
- E. To communicate the result of an issue to the complainant and campus community once an issue is resolved or can be taken no further.

Section X

Special Events Officer for Annual Events whose powers and duties shall be:

- A. To coordinate and organize the annual Valentine's Day Talent Show and Spring Gala.
- B. To assist in the planning and implementation of the PULSE Awards Banquet with the Student Body Vice President and the Halloween Carnival for Children with the Community Service Officer.

ARTICLE V – Powers and Duties of the Appointed Officers

Section XI

Special Events Officer for Community Service whose powers and duties shall be:

- A. To provide community service opportunities to the Executive Board.
- B. To maintain a working relationship with the Office of Community Service Programs.
- C. To oversee the planning and implementation of the annual Halloween Carnival for Children.

ARTICLE VI

Organizational Funding

ARTICLE VI – Organizational Funding

Section I

The SGA strives to support and fund all recognized organizations fairly and equitably.

Section II

The SGA will not honor any requests, which in any way violate the existing policies of the University as listed in the Student Handbook.

Section III

The Executive Cabinet will allocate funds to recognized clubs and organizations and/or University events.

Section IV

The Executive Cabinet will make all funding decisions. Any appeals can be made to the Director of the Campus Center and Student Activities who will in turn review the request and bring said request to the Executive Cabinet for further consideration.

Section V

A majority vote from the Executive Cabinet is required for funding approval.

Section VI

Events considered for funding must be open to the entire campus community. Closed events may be considered for partial funding but must qualify as educational. This may or may not include speakers and leadership opportunities.

ARTICLE VI – Organizational Funding

Section VII

Requests considered for full funding must be on-campus activities.

Section VIII

Off-campus and/or trip related requests will receive limited funding pending the determination of student involvement and the type of request. There will be a budget cap of \$500 placed on approved funding requests for off-campus activities

Section IX

The SGA will not fund conferences for clubs or organizations.

Section X

A budget request form must be submitted to be considered for funding. The request form must be filled in completely and all instructions listed on the form must be followed. One organizational member, who will act as the liaison to the SGA regarding the request must sign the completed form and submit copies to the appropriate persons/offices.

Section XI

The Vice President for Finances will contact the appropriate organizational member regarding a request within 3 days of the Executive Cabinet meeting where the request will be discussed. Methods of contact may be either via email or phone.

ARTICLE VI – Organizational Funding

Section XII

Following the approval of an request, the organization must contact the Director of the Campus Center and Student Activities to access the allocated funds.

Section XIII

Monies are allocated on a semester basis. If allocated funds are not accessed and/or spent in full by the conclusion of the approved semester, the monies will no longer be available. A new budget request must be submitted.

Section XIV

All requests must be submitted at least three weeks prior to the event to be considered for full funding. All requests submitted after the three week deadline will only be eligible for a maximum allowance of \$250.

Section XV

The Executive Cabinet will consider the following when reviewing a request:

1. Is the organization recognized and in good standing with the SGA?
2. Is the activity open to the entire campus? Is this a good activity for our campus community?
3. Is the activity on campus?
4. Has the organization done any of it's own fundraising?
5. Does the organization have an on-campus account?
6. Does the organization have funding? What amount will be contributed?
7. Is the request well planned and were all instructions followed?

ARTICLE VI – Organizational Funding

8. Is there any history, good or bad, related to the request or event?
9. Has the SGA been given enough accurate and thorough information to make a proper decision?

Section XVI

The SGA will consider allocating funds for fundraising activities, but will only consider covering an organization's losses. Fundraising monies approved to purchase supplies, materials, and fundraising items would be considered a loan and must be paid back within two weeks of the fundraiser. A record of sales must be provided to the SGA Vice President of Finances.

Section XVII

Monies allocated to events, which charge an admission fee, may be considered a loan. If considered so, all monies raised up the allocated amount must be reimbursed to the SGA within two weeks of the event. A record of admission collection must be presented to the Vice President of Finances.

Section XVIII

Persons representing organizations and receiving monies from the SGA will bear total responsibility for the monies received.

ARTICLE VI – Organizational Funding

Section XIX

All organizations requesting funds must provide the following information:

1. A complete breakdown of expenses.
2. A complete breakdown of the organization's contributions.
(This will be considered when allocating large amounts)
 - a. Organizational dues
 - b. Fundraising activities
 - c. Outside funding
 - d. Ticket sales or door charges
3. Balance of organization's account, which will be confirmed by the Office of Student Activities.
4. Thorough description of the event and it's planning. Please provide any relevant history, traditions, attendance, etc.

ARTICLE VII

Executive Board Committees

ARTICLE VII – Executive Board Committees

Section I

The SGA will employ two types of committees:

A. Executive Committees

1. A permanent committee of the SGA, which will meet on a bi-weekly basis each semester.

B. Interim Committees

1. A temporary committee of the SGA, which will form and hold regular meetings.
2. A meeting schedule will be developed by the committee chair and distributed to the committee members and Executive Cabinet.
3. Interim Committees may only form following a directive from the Executive Board or Executive Cabinet.

Section II

Executive Committees

A. Student Actions Committee

1. The purpose of this committee is to assist the SGA with researching campus matters to bring about a positive change for all University constituents.
2. This committee shall be chaired by the Campus Outreach Officer for Student Actions.
3. Members of the Student Body shall be chosen by the committee chair to serve on this committee.

ARTICLE VII – Executive Board Committees

B. Special Events Committee

1. The purpose of this committee is to assist with the planning and implementation of all SGA sponsored events.
2. This committee shall be chaired by the Special Events Officer.
3. Members of the Student Body shall be chosen by the committee chair to serve on this committee.

C. Constitution Review Committee

1. The purpose of this committee is to initiate a review process of the SGA Constitution.
2. This committee shall form each January of the academic year.
3. This committee has special designation and will not follow a normal meeting schedule.
4. This committee shall follow the procedures outlined in Article X – Amendment Guidelines.

Section III

Interim Committees

- A. Interim Committees shall form on an as needed basis at any point during the academic year.
- B. Formation of an Interim Committee must be approved by the Executive Cabinet.

ARTICLE VIII

Election and Appointment Guidelines

ARTICLE VIII – Election and Appointment Guidelines

Section I

Election Procedures

- A. Elections of the Student Body President and Student Body Vice President shall be held the *Second Week of February*.
- B. Elections of the Class Presidents shall be held the *Second Week of February*, with the exception of the incoming Freshman Class President who shall be elected the *First Week of October*.
- C. The following timeline shall be followed for the Student Body President, Student Body Vice President, Senior Class President, Junior Class President, and Sophomore Class President Elections:
 1. Election Paperwork Packet
 - i. Distributed beginning the *Third Monday of January*.
 - ii. Due on the *First Friday of February*.
 2. Campaigns
 - i. May begin the *Second Monday of February*.
 - ii. Must end by the *Third Thursday of February*.
 3. Elections
 - i. Elections will be held via the internet through the OIT Online Voting System.
 - ii. Will begin the *Third Thursday of February at 12:01 am*.
 - iii. Will end the *Third Friday of February at 11:59 pm*.

ARTICLE VIII – Election and Appointment Guidelines

D. The following timeline shall be followed for the Freshman Class President Election:

1. Election Paperwork Packet
 - i. Distributed at the *SGA Activities Fair* and *SGA Interest Meetings* the *First Week of the Fall Semester*.
 - ii. Due on the *Second Friday of September*.
2. Campaigns
 - i. May begin the *Third Thursday of September*.
 - ii. Must end by the *Fourth Wednesday of September*.
3. Elections
 - i. Elections will be held via the internet through the OIT Online Voting System.
 - ii. Will begin the *Fourth Thursday of February at 12:01 am*.
 - iii. Will end the *Fourth Friday of February at 11:59 pm*.

Section II

Prerequisites for Elected Officers

A. Candidates for elected offices must sign a statement that includes the following items:

1. Declaration of candidacy.
2. Declaration stating that he/she has a full knowledge and understanding of the Constitution of the SGA and the duties of the office for which they are running.
3. Declaration that he/she has both the time and the ability, to the best of his/her knowledge, to carry out the functions of his/her office and that

ARTICLE VIII – Election and Appointment Guidelines

he/she will be diligent in his/her efforts for the entire tenure of his/her office.

B. Student Body President and Student Body Vice President must:

1. Be students as defined by Article I, Section I of this document.
2. Be at least a second semester sophomore and have held at least one position on the Executive Board.
3. Have submitted petitions of candidacy to the SGA with at least 100 signatures of members of the Student Body.
4. Have at least a 2.50 cumulative GPA to be eligible to run and a 2.50 cumulative GPA throughout his/her term.

C. Class Presidents must:

1. Be students as defined by Article I, Section I of this document.
2. Be members of the class from which he/she seeks election.
3. Have submitted petitions of candidacy to the SGA with at least 50 signatures of members of the respective class from which they seek election.
4. Have at least a 2.50 cumulative GPA to be eligible to run and a 2.50 cumulative GPA throughout his/her term with the exception of the Freshman Class President.

ARTICLE VIII – Election and Appointment Guidelines

Section III

Students studying abroad are eligible to run under the following guidelines:

- A. They must study abroad during the Spring semester as to not interfere with training in the Fall semester unless they have held a previous position on the Executive Board.

Section IV

Appointment Procedures

A. Vice Presidents:

1. Applications shall be:
 - i. Distributed on the *Second Monday of February*.
 - ii. Due on the *Third Thursday of February*.
2. Interviews shall be held:
 - i. Beginning on the *First Monday of March*.
 - ii. Ending by the *Second Saturday of March*.

B. Officers and other vacant positions:

1. Applications shall be:
 - i. Distributed on the *First Monday of March*.
 - ii. Due on the *Third Friday of March*.
 - iii. Dates may vary up to one week as a result of the placement of Spring Break on the University calendar.
2. Each applicant will be interviewed by the newly elected Student Body President, Student Body Vice President, and the incoming Vice President of the respective sub-division in which the office is located.

ARTICLE VIII – Election and Appointment Guidelines

3. The newly elected Student Body President and Student Body Vice President will appoint these positions and present the incoming Executive Board by the last Executive Board meeting of the year, at the PULSE Awards Banquet, and via the SGA website.

ARTICLE IX

Impeachment Guidelines

ARTICLE IX – Impeachment Guidelines

Section I

Members of the SGA shall be removed from office by the Executive Board upon presentation of proof of negligent acts or misuse of power granted in the Constitution of the SGA.

Section II

The impeachment process will be as follows:

- A. Charges must be brought against the member. Written notice outlining the charges will be sent to the member by the Vice President of Operations.
- B. The member will be asked to attend the next Executive Board meeting to explain his/her position on the charges. The member will be able to present all evidence needed to explain or clarify his/her position. Following the proceedings, the Executive Board will deliberate and make an immediate vote.
- C. Written notice will be sent to the member with the decision of the Executive Board by the Vice President of Operations within five days.

ARTICLE IX – Impeachment Guidelines

Section III

Additional actions of negligence that will be the determinant for the removal of an Officer, Chairperson, or Representative shall be:

- A. Actions of the individual in violation of this Constitution.
- B. Actions of the individual in direct violation of the judicial policies of the University.
- C. More than three unjustified absences, as determined by the Student Body President and the Vice President for Operations.
- D. Failure to fulfill duties of his/her position.

ARTICLE X

Amendment Guidelines

ARTICLE X – Amendment Guidelines

Section I

Revisions of the Constitution of the SGA will be initiated during a review process each January of the academic year by the Constitution Review Committee comprised of no less than four members of the Executive Cabinet.

Recommended Executive Cabinet members include:

- A. Vice President of Operations (Committee Chair)
- B. Student Body President
- C. Student Body Vice President
- D. Sophomore or Junior Class President

Section II

This committee of the Executive Board will determine if changes are necessary to the current ratified Constitution of the SGA. If changes are merited, the following process will be enacted:

- A. The committee will meet throughout January and February to discuss and recommend changes to be brought to vote by the entire Executive Board.
- B. The committee will present their recommendation to the Executive Board one week prior to voting of ratification of the amendments via email.
- C. The committee will host an open discussion forum to the entire Executive Board and its advisors for clarification and changes to the recommendations for amendment prior to voting. The committee will take these suggestions into consideration for the final draft of amendments to be brought to vote.

ARTICLE X – Amendment Guidelines

Section III

A motion by an Executive Board member to amend the Constitution of the SGA may take place throughout the entire academic year. This motion must be voted on by a majority of the Executive Board. Once initiated, the amendment will be brought to vote following guidelines from Article X – Amendment Guidelines.

Section IV

Specific programming additions to the Constitution of the SGA will be available for consideration of amendment after the third successful academic semester of the program.

ARTICLE XI

Ratification Guidelines

ARTICLE XI – Ratification Guidelines

Section I

Upon ratification by the Executive Board this Constitution shall replace and supercede all previous Constitutions of the SGA. This Constitution shall become effective immediately upon ratification.

Section II

Ratification Procedures

- A. Ratification of the Constitution of the SGA will take place following amendment procedures detailed in Article X – Amendment Guidelines.
- B. Changes of the Constitution of the SGA will be on file in the SGA Office.
- C. Voting will take place during a regularly scheduled Executive Board meeting unless extensive changes are needed, at which time a separate ratification meeting shall be scheduled. The Vice President for Operations will supervise the voting process and abstain from voting.
- D. Ratifications of amendments shall be achieved by a majority vote of the Executive Board present at the meeting. The Student Body President will abstain from voting unless in the event to break a tie.



PHILADELPHIA UNIVERSITY
Student Government Association

4201 Henry Avenue
215.951.2894

Kanbar Campus Center, Suite 308
www.philau.edu/sga

Philadelphia, PA 19144
sga@philau.edu