



Student Government Association @ Philadelphia University

CONSTITUTION

(Ratified for March 16, 2004)

Student Government Association Constitution

Preamble

The mission of the Student Government Association at Philadelphia University 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 directional 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

Section I.

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

Section II.

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

Section III.

The Student Government Association will consist as follows:

- A. The elected President and Vice President
- B. The appointed Vice President of Finances and Vice President of Operations
- C. The elected Class Presidents
- D. The appointed Chairpersons of the Standing Committees
- E. The general members of the Standing Committees

Section IV.

Student Government Association terms of office for the President, Vice President, Vice President of Operations, Vice President of Finances, Class Presidents, appointed Chairpersons shall occur from the end of April to April of each Academic Year.

Section V.

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

Section VI.

All policies enacted by the General Assembly must follow the mission of both the Student Government Association and Philadelphia University. Violation of the mission

may result in suspension of the recognition of the Student Government Association and any other action deemed appropriate by the Office of Student Affairs.

Section VII.

The Executive Officers of the Student Government Association Executive Board are comprised of the President, Vice President, Vice President of Operations, and Vice President of Finances.

Section VIII.

The Full Executive Board shall consist of the President, the Vice Presidents the Class Presidents, and all the Standing Committee Chairpersons.

ARTICLE II - Powers and Duties of the Executive Board

Section I.

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

Section II.

To act as the main lobbying group for the 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 President of the University on student matters.

Section IV.

To actively carry out tasks as outlined in this Constitution, accompanying riders, and as ordered by the Executive Board. Riders to this Constitution include:

- A. Student Government Association Evaluations
- B. Handbook for Student Organizations
- C. Student Government Association Election Procedures and Documentation
- D. Student Government Association Graphic Guidelines

Section V.

To serve as Budget Committee and vote on the expenditure of funds for Clubs and Organizations as outlined in Article VI.

ARTICLE III- Powers and Duties of the President and Vice Presidents

Section I.

To attend all Executive Board meetings and act in a professional and courteous manner at the meeting.

Section II.

To work as a collective unit so that any of the positions could perform the other positions duties in the event of an absence.

Section III.

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

Section IV.

To perform evaluations as directed in the “Student Government Association Evaluations” rider.

Section V.

President whose powers and duties shall be:

- A. Chief Executive of the Student Government Association and in that capacity is responsible for the execution of all decisions of the Executive Board.
- B. To preside over the Executive Board and act as Chairperson of the Board.
- C. To call to order all meetings of the Executive Board.
- D. To call for referendum.
- E. To appoint temporary chairpersons for special committees.
- F. To assume responsibility for the effective operation of the Student Government Association 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 Executive Board Meetings.
- I. To delegate all duties on an interim basis when deemed appropriate.
- J. To nominate a Vice President, Class President, or Chair Position when the position is deemed vacant. The nominations 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 Board meetings.
- L. To coordinate the P.U.L.S.E. Awards Banquet with the Vice President and be the Master of Ceremonies for the event.

Section VI.

Vice President whose powers and duties shall be:

- A. To assume the duties of the President in his/her absence.
- B. To assume the Office of the President in the event it is deemed vacant.
- C. To act as a liaison between all campus organizations and the Executive Board. The Vice President along with the Assistant Director of Student Activities will organize and run President's Council meetings by providing seminars on leadership skills, team building, and fund raising techniques.
- D. To assist in the appointment and review of all committee chairs and be a part of interviewing applicants.
- E. To determine the validity of an excuse for an organization's absence from the President's Council meetings based on the Clubs and Organizations Handbook.
- F. To provide assistance to the Social Activities Committee Chairperson with the coordination of Homecoming, Valentines Day Talent Show, and Spring Gala events.
- G. To coordinate the Welcome Week Activities Fair
- H. To coordinate the awards for the P.U.L.S.E. Awards Banquet with assistance of the President.

Section VII.

Vice President of Operations whose powers and duties shall be:

- A. To record and distribute minutes of President's Council and Executive Board meetings. The V.P. of Operations will provide minutes to the I.T. Chairperson for posting on the website.
- B. To keep a file of all documents and maintain the S.G.A. file cabinets by monitoring and evaluating that the Chairpersons are updating their specific files.
- C. To conduct roll call at all Executive Board meetings and President's Council meetings.
- D. To notify, in writing, the President of the organization, the Director of Student Activities and the Executive Board concerning the absence from one President's Council meeting resulting in the loss of recognition as a S.G.A. organization according to the Clubs and Organizations Handbook.
- E. To assign all S.G.A. related mailboxes.
- F. To maintain contact lists of Executive Board members and all President's Council members and distribute to respective parties.
- G. To thoroughly comprehend the S.G.A. constitution and enforce all procedures and policies the document governs.

Section VIII.

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 Student Government Association.
- C. To serve as chairperson of the Executive Board budgeting and to vote only in the case of a tie in Executive Board decisions.
- D. To expend funds as authorized by the Executive Board budgeting process.

- E. To keep accurate records of all of the Student Government Association's accounts and compare them monthly with the Director of Student Activities.
- F. To update budget process and forms as requested by the Executive Board.
- G. To attend all President's Council meetings to provide information and answer questions regarding budgeting.

ARTICLE IV- Powers and Duties of the Class Presidents

Section I.

To attend all Executive Board meetings and act in a professional and courteous manner at the meeting.

Section II.

To perform evaluations as directed in the “Student Government Association Evaluations” rider.

Section III.

Freshman Class President whose powers and duties shall be:

- A. To represent the freshman class by voicing opinions and concerns about their class.
- B. To facilitate and distribute a survey to access the concerns and wishes of the freshman class.
- C. To organize at least one community service project or fundraising initiative for a non-profit organization.
- D. To attend all Programming Board Committee meetings and serve as an assistant to the Programming Board Chairperson. In the event of the absence of both the Programming Board Chairperson and the Sophomore Class President the Freshman Class President will reside over all related duties.
- E. To establish a working relationship with Residence Life Freshman programming and promote involvement in student activities on campus.
- F. To attend and represent the freshman class at all Student Life Committee meetings.

Section IV.

Sophomore Class President whose powers and duties shall be:

- A. To represent the sophomore class by voicing opinions and concerns about their class.
- B. To facilitate and distribute a survey to access the concerns and wishes of the sophomore class.
- C. To organize at least one community service project or fundraising initiative for a non-profit organization.
- D. To attend all Programming Board Committee meetings and serve as an assistant to the Programming Board Chairperson. In the event of the absence of the Programming Board Chairperson the Sophomore Class President will reside over all related duties.
- E. To establish a working relationship Study Abroad and Co-Op programs and assist with promotion of these programs.
- F. To attend and represent the sophomore class at all Student Life Committee meetings.
- G. To help orientate the incoming Freshman class president of her/his duties and responsibilities.

Section V.

Junior Class President whose powers and duties shall be:

- A. To represent the junior class by voicing opinions and concerns about their class.
- B. To facilitate and distribute a survey to access the concerns and wishes of the junior class.
- C. To organize at least one community service project or fundraising initiative for a non-profit organization.
- D. To attend all Community Service Committee meetings and serve as an assistant to the Community Service Chairperson. In the event of the absence of the Community Service Chairperson and the Senior Class President, the Junior Class President will reside over all related duties.

- E. To establish a working relationship Study Abroad, Co-Op programs, and Career Services and assist with promotion of these programs.
- F. To attend and represent the junior class at all Student Life Committee meetings.

Section VI.

Senior Class President whose powers and duties shall be:

- A. To work with the Alumni Office in organizing the fund raising of the senior class gift.
- B. To represent the senior class by voicing opinions and concerns about their class.
- C. To facilitate and distribute a survey to access the concerns and wishes of the senior class.
- D. To organize at least one community service project or fundraising initiative for a non-profit organization.
- E. To attend all Community Service Committee meetings and serve as an assistant to the Community Service Chairperson. In the event of the absence of the Community Service Chairperson the Senior Class President reside over all related duties.
- F. To attend and represent the senior class at all Student Life Committee meetings.
- G. To organize at least one senior social event prior to commencement.
- H. To establish a relationship with Career Services.

ARTICLE V- Powers and Duties of the Chairpersons of the Standing Committees

Section I.

To attend all Executive Board meetings and act in a professional and courteous manner at the meeting.

Section II.

To perform evaluations as directed in the “Student Government Association Evaluations” rider.

Section III.

To preside over their respective Committees by actively recruiting personnel and taking responsibility for the committee. In the event there is no one to serve on a particular committee the Chairperson is solely responsible for the duties of that committee.

Section IV.

To maintain a file of all of the Committee’s activities in the S.G.A. office to be evaluated by the Vice President of Operations.

Section V.

Campus Activities Board shall be responsible for:

- A. To plan and organize events that occur on campus. Those events include: Welcome Week, Spring Weekend, Homecoming, and all Thursday, Friday, and Saturday monthly events.
- B. To work with the Freshmen and Sophomore Class Presidents in the planning and operation of all events.
- C. To research and coordinate entertainment along with the Director of Student Activities for the various events.
- D. To advertise through posters, dorm flyers, and word of mouth on an individual event to event basis.

- E. To be responsible for keeping records of evaluations for respective programs including success/failure, turnout, Campus Activities Board reactions, and follow up information.
- F. To recruit new members to the board on a continuous basis.
- G. To meet with the Director of Student Activities on at least a bi-monthly basis.

Section VI.

Student Actions Committee shall be responsible for:

- A. Establishing and providing a communications channel between students, faculty, and administration on Campus matters.
- B. Surveying student and faculty opinion on Campus matters to discern needs, concern, and areas for further development.
- E. Research student concerns and take action only as deemed necessary by the Executive Board. If action is deemed necessary, distribute the finding to the appropriate administrative officers where action can be made.
- F. Attending or sending Representatives to Undergrad Education meetings.

Section VII.

Recruitment Committee shall be responsible for:

A. Elections

1. Initiating and supervising the entire voting process for all Student Government elected officers.
2. Insuring that all election procedures are fair and in accordance with the Student Government Association Constitution and “Student Government Association Election Procedures and Documentation” rider .
3. Providing adequate notice to the entire student population of the opportunity, requirements and procedures necessary to run for a given office.

4. Providing adequate notice to the entire student population of times, dates, locations and procedures for casting votes.
5. Reviewing qualifications of all candidates and give notification of status where appropriate.
6. Collecting and tabulating all ballots.
7. Informing the entire campus community of election results.

B. Public Relations

1. Coordinating a recruitment campaign for the Student Government Association at the beginning of the fall and spring semester.
2. Working with the Director of Student Activities to monitor bulletin board usage and posting policies by the student groups.
3. Maintaining a working relationship with the University's Public Relations Department.
4. Continually trying to improve the methods of communication on campus.
5. To coordinate Student Appreciation Events

Section VIII.

Community Service Committee shall be responsible for:

- A. Providing programs to bring community service opportunities to the campus community
- B. Consulting with the Office of Community Service as to needed community service opportunities for the Campus community.
- C. Working with the Assistant Director of Student Activities in organizing Philadelphia University's annual Special Olympics events.
- D. To work with Junior and Senior Class Presidents in the planning and operation of all events.

Section IX.

Social Activities Committee shall be responsible for:

- A. Coordinating and organizing the Homecoming Organizational Fair, the annual Valentine's Day Talent Show, and the Spring Banquet.
- B. Organizing the P.U.L.S.E. Awards Banquet at the end of the school year (the President and Vice President of S.G.A. will coordinate the actual awards).
- C. Coordinating social events for the S.G.A. Executive Board and keeping track of Executive Board members' birthdays

Section X.

Informational Technology Committee shall be responsible for:

- A. Maintaining the S.G.A. Web page.
- B. To act as a liaison between the S.G.A. and the Office of Information Technology by keeping the Executive Board apprised of changes, improvements, and other information regarding the department by keeping in contact with a representative from the department.
- C. To voice students' technological concerns with issues such as the internet, computer labs, telephone, and cable services to the Office of Information Technology and take actions to facilitate changes when necessary with the assistance of the Student Actions Chairperson
- D. To provide web hosting resources to the Executive Board for documentation and other information to be made available

Section XI.

Academic Committee shall be responsible for:

- A. Representing each academic school of the University.
- B. Attending Undergraduate Education meetings.
- C. Responding to any academic changes that may threaten or affect students.
- D. Facilitating changes in the curriculum where students feel it necessary.
- E. Attending Faculty Meetings.

ARTICLE VI- Executive Board Budget Committee

Budget Committee shall be responsible for:

- A. Budget Committee strives to support and fund all recognized organizations fairly and equitably.
- B. The Budget Committee will be made up of the SGA Executive Board at Philadelphia University.
- C. The Budget Committee will allocate funds to recognized clubs and organizations and/or appropriate University events.
- D. The Budget Committee will not honor any requests, which in any way violate the existing policies of the University listed in the Student Handbook.
- E. The Budget Committee will make all funding decisions. Any appeals can be made to the Director of Student Activities.
- F. The Budget Committee requires a majority vote for funding approval.
- G. 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.
- H. Requests considered for full funding will be on-campus activities.
- I. Off campus and/or trip related requests will receive limited funding pending the involvement by the students and the type of request. There will be a cap of \$500 put on the funding approved for off-campus activities.
- J. Budget Committee will not fund conferences for clubs and organizations.
- K. A completed Budget Request form, must be submitted, to be considered for funding. This form must be as thorough as possible and signed by the organizational member requesting money.
- L. The SGA Vice President of Finances will contact the individual requesting funding within 3 days of the Budget Committee meeting by email or by

phone. A written confirmation will be supplied to the Organization and the Director of Student Activities.

- M. Organization's receiving funding from Budget Committee must contact the Director of Student Activities to get information on how to access the funds.
- N. Money is allocated on a semester basis. If allocated funds are not accessed and/or spent in full by the end of the approved semester the money will no longer be available. New requests must be submitted.
- O. To be considered for full funding all requests must be submitted at least 3 weeks prior to the event/request date. All requests submitted after the 3-week deadline will only be eligible for a \$250 maximum allowance.
- P. Budget Committee will consider the following when discussing funding:
 - 1. Is the Organization recognized and in good standing with 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 money? What are they contributing?
 - 7. Is the request well planned and/or well thought out?
 - 8. Is there any history good or bad related to the request or event?
 - 9. Has the Budget Committee been given enough information? Is it accurate and thorough information?
- Q. Budget Committee will consider allocating funds for Fundraising Activities but will only consider covering a club's losses. Fundraising monies approved to purchase supplies; materials and fundraising items would be considered a loan and must be paid back within 2 weeks of the fundraiser. A record of sales must be presented to the SGA Vice President of Finances.
- R. Monies allocated to events, which charge an admission, will also be considered a loan. All monies raised up to the allocated amount must be

reimbursed to Budget Committee within two weeks of the events. A record of admission collection must be presented to the SGA Treasurer.

- S. Persons representing organizations and receiving monies from Budget Committee will bear total responsibility for the monies received.
- T. All organizations requesting more than \$750.00 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- Impeachment

Section I

- A. Executive Board members shall be removed from office by the Executive Board upon presentation of proof of negligent acts or misuse of power granted in the Student Government Association Constitution.
- B. The impeachment process will be as follows:
 - 1. Charges are brought against the member. Written notice will be sent to the member by the Vice President of Operations including the charges.
 - 2. The member will be asked to attend the next Full 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 regarding the charges. An immediate vote will be taken by the Executive Board.
 - 3. Written notification will be sent to the member with the decision of the Executive Board by the Vice President of Operations within five days.

Section II.

- A. Additional actions of negligence that will be the determinant for the removal of an officer, chairperson, or representative shall be:
 - 1. Actions of the individual in violation of this Constitution.
 - 2. Actions of the individual in direct violation of the Judicial policies of this campus.
 - 3. More than three unjustified absences, as determined by the President and the Vice President of Operations.
 - 4. Failure to fulfill duties of his/her position.

ARTICLE VIII – Amendments

Section I.

Revisions of the Student Government Association Constitution will be initiated during a review process each January of the academic year by the Constitution Revision Committee comprised of no less than five members of the Executive Board.

Recommended Executive Board members include:

- A. Vice President of Operations (Committee Chair)
- B. Vice President of Student Government
- C. Academic Chair
- D. Freshman Class President
- E. Sophomore, Junior, or Senior Class President

Section II

This committee of 1/3 of the Executive Board will determine if changes are necessary to the current ratified Student Government Association Constitution. If changes are merited the following process will be enacted:

- A. The committee will meet throughout January and February to discuss and recommended changes to be brought to vote by the entire Executive Board.
- B. The committee will meet with the President of the Student Government to review the recommended amendments prior to presenting any material to the entire Executive Board.
- C. The committee will present their recommendations to the Executive Board one week prior to voting of ratification of the amendments via Email.
- D. The committee will host an open Discussion Forum to the entire Executive Board, Director of Student Activities, and Assistant Director of Student Activities for clarification and changes to the recommendations for amendment prior to voting. The committee will take these suggestions into consideration for final draft of amendments to be brought to vote.

Section III.

Executive Board Budget Committee will utilize a separate committee to recommend amendments to this article only. Article VI will be reviewed in April of the academic year by the Vice President of Finances and Director of Student Activities. If changes are necessary to the current ratified Article VII of the Student Government Association Constitution a committee will be formed consisting of:

- A. Vice President of Finances (Committee Chair)
- B. Vice President of Student Government
- C. (2) Representatives from SGA Registered Clubs and Organizations
- D. Director of Student Activities

Section IV.

The revision committee outlined in Section IV will follow guidelines for amendment in above Sections I, II, and III as deemed necessary.

Section V.

A motion by an Executive Board member to amend the Student Government Association Constitution may take place throughout the entire academic year. This motion to initiate amendments must be voted by a plurality of the Executive Board. Once initiated, the amendment will be brought to vote following guidelines in above Sections I, II, and III.

Section VI.

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

ARTICLE IX – Ratification

Section I.

Upon ratification by the Executive Board this Constitution shall replace and supplant all previous Constitutions of the Student Government Association. This constitution shall become effective immediately upon ratification.

Section II.

Ratification procedures:

- A. Ratification of the Constitution will take place following Amendment procedures detailed in Article VIII.
- B. Changes of the Constitution will be on file in the Student Government Association office.
- C. Voting will take place during a regularly scheduled Executive Board meeting. The Vice President of Operations will supervise the voting process and abstain from voting.
- D. Ratification of amendments will be achieved by a plurality vote of the Executive Board present at the meeting. The President of Student Government Association will abstain from voting unless in the event to break a tie.

ARTICLE X – Election Procedures

Section I.

Elections of the Student Government Association President and Vice President shall be held the *second week of February*.

Section II.

Elections of class *presidents* shall be held in the *second week of February*, with the exception of *the incoming freshman class president that shall be elected in the first week of October*

Section III.

The Elections Chairperson will follow guidelines in the “*Student Government Association Election Procedures and Documentation*” rider.

ARTICLE XI – Prerequisites for Elected Officers

Section I.

- A. Candidates for the 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 Student Government Association and the duties of that particular office.
 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 he/she will be diligent in his/her efforts for the entire tenure of his/her office.

Section II.

- A. **President and Vice President** must:
1. Be students as defined by Article I, Section I.
 2. At least a second semester sophomore status must be held to run for Student Government Association President.
 3. Have submitted petitions of candidacy to the Recruitment Committee Chairperson of the Student Government Association 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.

Section III.

- A. **Class President** must:
1. Be student as defined by Article I, Section I.
 2. Be members of the class from which he/she seeks election.

3. Have submitted to the Recruitment Committee Chairperson a petition 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.

Section IV.

- A. **Chairpersons of Standing Committees** must:
1. Be student as defined by Article I, Section I.
 2. Have at least a 2.50 cumulative GPA to be eligible to run and a 2.50 cumulative GPA throughout his/her term.

Section V.

- A. Students studying abroad are eligible to run under the following guidelines:
1. They must study abroad during the Spring semester as to not to interfere with training in the Fall semester.
 2. They may only apply for appointed positions with the exception of the Campus Activities Board Chair person.
 3. The chairperson must nominate a committee member to sit in during their vacancy. The chairperson is still expected to maintain position abroad through email and other means of communication. It is the chairperson's responsibility to keep their committee member apprised of his or her duties.

ARTICLE XII- Appointment Procedures

Section I.

**A. Vice President of Operations, Vice President of Finances,
Chairpersons, and other vacant positions:**

1. Applications for appointed positions shall be distributed during the first week of February and due during the second week of February.
2. Each applicant will be interviewed by the newly-elected President and Vice President.
3. The newly elected President and Vice President will appoint these positions and present the new executive board to the Executive Board by the last Executive Board Meeting of the year, and at the P.U.L.S.E. Awards Banquet.