

Constitution of The Student Government Association

Preamble

We the students of St Francis College, in order to create a representative form of student government, establish the Student Government Association (SGA). The goals of the SGA shall be to facilitate student communication, to provide means for responsible and effective student participation in appropriate decision-making processes of the College, to further student welfare and interests, to express the interests of the student body, to ensure justice for all students, and to coordinate all these into one main objective – that of a more complete educational experience. The Student Government Association of St. Francis College is composed of three branches: legislative, executive and judiciary. The formation of these branches is meant to create a structured and orderly form of government. This constitution is established on the precept that communication and rational discourse are a responsible means to initiate constructive change, ensure meaningful student participation and establish effective student representation.

Article I Legislative Branch

Section 1: All legislative powers shall be vested in the Student Senate.

Section 2. The Student Senate shall:

- 2.1 consists of no more than 5 senators from each respective class;
- 2.2 be chaired by the Speaker of the Student Senate;
- 2.3 convene twice a month every month in the fall and spring semester, or more frequently, as deemed necessary by the Speaker of the Student Senate;
- 2.4 during convening meetings, all active ad hoc committees are required to give a briefing as to their affairs;
- 2.5 have quorum met at all its meetings; quorum needs 50% + 1;
- 2.6 have the power to remove any member of the SGA specifically due to any violation or attempt to violate any provisions of the constitution by a 2/3 vote of the Student Senate;
- 2.7 override a presidential veto by a 2/3 vote of the Student Senate;
- 2.8 approve the proposed budget of the SGA excluding club budgets, by the Budget Committee by a 2/3 vote of the Student Senate; if the proposed budget is accepted, the Speaker of the Student Senate shall send the accepted budget to the President for his/her signature; if the proposed budget is not accepted, the Student Senate shall make recommendations and the Speaker of the Student Senate shall send the proposed budget with the Student Senate's recommendations back to the Budget Committee for resubmission;
- 2.9 confirm the nominees of the Student Supreme Court;
- 2.10 approve all ad hoc committees.

Section 3. The Speaker of the Student Senate shall:

- 3.1 be a student senator elected by the Student Senate by a simple majority vote at the first Student Senate meeting of that academic year; the first Student Senate meeting is chaired by the President;
- 3.2 be the chairperson and chief spokesperson of the Student Senate;
- 3.3 provide guidance and support to senators and chairpersons of ad hoc committees;
- 3.4 present passed laws or resolutions by the Student Senate to the President;
- 3.5 be present at all Student Senate meetings;
- 3.6 have no voting powers unless in the event of a tie;
- 3.7 ensure that there is quorum before voting takes place;

- 3.8 be free from the responsibilities and duties of a class senator;
- 3.9 Should there be a vacancy for the seat of the Speaker of the Student Senate, the President shall call and chair a meeting of the Student Senate and allow the Senate to vote for a new Speaker of the Student Senate.

Section 4. The Secretary/Parliamentarian shall:

- 4.1 be a student senator elected by the Student Senate by a simple majority at the first Student Senate meeting for one academic year;
- 4.2 When the Speaker of the Student Senate want to express his/her own opinion, he/she must move to have the Secretary/Parliamentarian of the Student Senate to temporarily chair the meeting during the presentations of the Speaker of the Student Senate to maintain objectivity;
- 4.3 have all the powers and responsibilities, guaranteed by Article I, Section 5 of this constitution;
- 4.4 be the immediate consultant on the use of parliamentary procedure, in order to ensure order and progress at Student Senate meetings and legislative committees;
- 4.5 be knowledgeable of Robert's Rules of Order;
- 4.6 keep record of all votes taking place during meetings of the Student Senate;
- 4.7 prepare the agenda and minutes to distribute at Student Senate meetings, in collaboration with the Speaker of the Student Senate;
- 4.8 Should there be a vacancy for the seat of the Secretary/Parliamentarian, the President shall call and chair a meeting of the Student Senate and allow the Senate to vote for a new Secretary/Parliamentarian.

Section 5. A Class Senator shall:

- 5.1 be a member of the Student Senate who represents and speaks on behalf of his/her class, as well as voices the interests and concerns of the general student body;
- 5.2 be elected in the spring semester, except for freshmen class senators who are elected in the fall semester;
- 5.3 be in good academic standing [according to the college's definition];
- 5.4 have a vote in the Student Senate;
- 5.5 have the power to present to the Student Senate laws, resolutions, that include but are not limited to events and committees, and amendments;
- 5.6 be present in at least 70% of each semester's meetings of the Student Senate;
- 5.7 be elected for a term of one (1) academic year, beginning on the day they were elected until the following day of graduation;
- 5.8 be a member of at least one (1) SGA committee;
- 5.9 have the right to organize an SGA event and be awarded funds for that event, with the event being approved by the Budget Committee.

Section 6. A Senior Class Senator shall:

- 6.1 have all the powers and responsibilities, guaranteed by Article I, Section 5 of this constitution;
- 6.2 shall be a senior with at least ninety (90) credits on the first day of class of his/her senior year;
- 6.3 work with, but are not limited to, other senior class senators to best serve and represent the interest of the senior class and voice its concerns.

Section 7. A Junior Class Senator shall:

- 7.1 have all the powers and responsibilities, guaranteed by Article I, Section 5 of this constitution;
- 7.2 be a junior with at least sixty (60) credits on the first day of class of his/her junior year;
- 7.3 work with, but are not limited to, other junior class senators to best serve and represent the interest of the junior class and voice its concerns.

Section 8. A Sophomore Class Senator shall:

- 8.1 have all the powers and responsibilities, guaranteed by Article I, Section 5 of this constitution;
- 8.2 shall be a sophomore with at least twenty eight (28) credits on the first day of class of his/her sophomore year;
- 8.3 work with, but are not limited to, other sophomore class senators to best serve and represent the interest of the sophomore class and voice its concerns.

Section 9. A Freshman Class Senator shall:

- 9.1 be a freshman with less than thirty (30) credits and be nominated under the Student Elections Committee criteria;
- 9.2 be approved by the Student Elections Committee, under the same basis as Section 2.1;
- 9.3 have all the powers and responsibilities, guaranteed by Article I, Section 5 of this constitution;
- 9.4 work with but are not limited to, other freshmen class senators to best serve and represent the interest of the freshmen class and voice its concerns.

**Article II
Executive Branch**

Section 1. The executive power shall be vested in the President of the Student Government Association; his/her resolutions need to be seconded by another member of the Executive Council.

Section 2. The Executive Council shall:

- 2.1 be chaired by the President of SGA; and consist of the Vice President, Treasurer, and Speaker of SACOR;
- 2.2 have its members nominated by a petition of signatures of two hundred and fifty (250) registered students, presented to the Student Elections Committee, no later than the time indicated by the Student Elections Committee;
- 2.3 be elected by the student body to office after taking part in a general election;
- 2.4 have none of its members hold an executive position in any SACOR recognized club for the same period;
- 2.5 approve all proposed appointment to fill vacant position on the Executive Council, except for the position of President, according to the procedure indicated in the By-Laws, by a majority vote of the remaining members of the Executive Council;
- 2.6 The President, so long as his resolution is seconded, shall determine and approve the agenda for the Executive Council meetings.

Section 3. The President of SGA shall:

- 3.1 be a graduating senior with ninety (90) credits by the fall semester of his/her senior year, elected in a general election;
- 3.2 have been in a class senator or executive member for two (2) consecutive semesters prior to running for office;
- 3.3 be the chief spokesperson of the SGA;
- 3.4 be the chairperson of the Executive Council;
- 3.5 serve as general executor of all SGA policies;
- 3.6 serve as the official liaison between the SGA and the members of the SFC community;
- 3.7 appoint any student staff necessary to aid in the carrying out of the specific basic duties of his/her office for a specified period of time – the position of student staff does not connote official membership within the student government;
- 3.8 be a voting member of the Executive Council;
- 3.9 be a member of the Faculty Standing Committee on Athletic Policy;
- 3.10 be a member of the Faculty Standing Committee on Student Activities;
- 3.11 be an ex-officio member of the Honors Council;
- 3.12 appoint the necessary SGA members to serve on specific faculty committees;
- 3.13 be a voting member of the Student Awards Committee;
- 3.14 be a voting member of the Budget Committee;
- 3.15 have the power to convene General Assembly meetings;
- 3.16 create issue and deliver progress reports at General Assembly meetings, held at the end of the fall and spring semesters, opened to the entire SFC community;
- 3.17 deliver a state of the SGA at the end of the academic year to the entire SFC community;
- 3.18 have the power to sign into existence any law or resolution passed by the Student Senate;
- 3.19 have the power to veto any law or resolution passed by the Student Senate;

3.20 preside over, only at, the first Student Senate meeting, for the purpose of presiding over the election of the Speaker and Secretary/Parliamentarian of the Student Senate;

3.21 sign the accepted budget by the Student Senate immediately once in his/her possessions and send the original copy to the budget committee for publication;

Section 4. The Vice President of SGA shall:

4.1 be a full time student with at least sixty (60) credits by the fall of his/her junior year, elected in a general election;

4.2 have been a class senator or executive member for two (2) consecutive semesters prior to running for office;

4.3 carry out duties delegated by the President;

4.4 be a voting member of the Executive Council;

4.5 be the chairperson of the Student Awards Committee;

4.6 be the chairperson of the Student Handbook Committee;

4.7 be a voting member of the Budget Committee;

4.8 be responsible for coordinating the preparation of the Baccalaureate Mass with the Offices of Student Activities and Campus Ministry;

4.9 be the first to become President in case of the removal of the President from office or of his/her resignation;

4.10 appoint any student staff necessary to aid in the carrying out of the specific basic duties of his/her office for a specified period of time – the position of student staff does not connote official membership within the student government.

Section 5. The Treasurer of SGA shall:

5.1 be a full time sophomore, junior or senior elected in a general election;

5.2 be the financial advisor to the SGA;

5.3 administer the financial transactions of the SGA;

5.4 be a voting member of the Executive Council;

5.5 be the voting chairperson of the Budget Committee;

5.6 maintain the financial records of the SGA, fixed expenses and club/organization accounts;

5.7 be responsible for reporting on the financial affairs of SGA to all of its constituents;

5.8 give an itemize report to the Student Senate of the SGA budget and spending by no later than the first week of December and the last week of March;

5.9 appoint any student staff necessary to aid in the carrying out of the specific basic duties of his/her office for a specified period of time – the position of student staff does not connote official membership within the student government.

Section 6. The Speaker of SACOR shall:

6.1 be a full time sophomore, junior or senior and shall be a member of SACOR;

6.2 be nominated by SACOR and elected in the spring semester;

6.3 represent the interests of SACOR in meetings of the SGA;

6.4 serve as the official liaison between SACOR and the SGA;

6.5 be a voting member of the Executive Council;

6.6 be a permanent, voting member of the Budget Committee;

6.7 be a voting member of the Student Awards Committee;

6.8 maintain an accurate database of all club executives and their contact information;

6.9 maintain folders for all clubs containing constitution, registration forms, list of all active members, description of each club, as well as any other pertinent information;

6.10 provide guidance and support to club executives on all procedures and rules of SACOR;

6.11 actively assist in promoting club activities to the St. Francis College community, as well as voice any club concerns to the relevant parties;

6.12 appoint any student staff necessary to aid in the carrying out of the specific basic duties of his/her office for a specified period of time – the position of student staff does not connote official membership within the student government or the student activities council of representatives.

Article III

Judiciary Branch

Section 1. All final Judiciary powers shall be vested in a Student Supreme Court.

Section 2. The ruling of the Student Supreme Court is final and not subject to appeal.

Section 3. The Student Supreme Court shall:

3.1 have its members nominated by the President of SGA and confirmed by the Student Senate;

3.2 consist of three (3) members – one (1) professor with tenure, one (1) administrator and one (1) student in his/her senior year;

3.3 be chaired by the student;

3.4 have jurisdiction over all rulings made by the Student Court and will be the final appellate court;

3.5 shall make appropriate interpretations of the Constitution, By-laws and Policies;

3.6 convene no later than five (5) college days after a petition has been brought to its attention;

3.7 deliver its ruling, in writing to both sides and shall keep an official copy of the ruling available on record in the Student Government offices;

3.8 invite any persons, request evidence and/or seek any advice and information from any other persons who might aid in its resolution.

Section 4. All members of the Student Supreme Court shall serve for a term of one (1) academic year; no member of the Student Supreme Court shall serve more than once in a 2-year period.

Section 5. A petition shall be submitted to the chair, who will then distribute one copy to each of the other members of the Student Supreme Court.

Section 6. The Student Supreme Court may refer to previous rulings to assist in their decision.

Section 7. Student Court:

7.1 shall consist of five (5) non-SGA members nominated by the President and confirmed by the Student Senate;

7.2 shall choose its chair in the presence of the President of the SGA at its first meeting;

7.3 shall have quorum at all its meetings, which occurs when 2/3 of the entire committee is present;

7.4 shall mediate conflicts between clubs/organizations and individuals within the SGA; its jurisdiction is limited to the boundaries set forth within the Constitution of the Student Government Association;

7.5 shall convene no later than five (5) college days after a petition has been submitted;

7.6 shall deliver its decision to the parties involved in writing no later than three (3) college business days after a decision has been rendered.

Article IV

Standing, Sub- and Ad Hoc Committees

Section 1. Standing Committees

Subsection A. Budget Committee:

A.1 shall consist of the President, Vice President, Treasurer and Speaker of SACOR, Director or Assistant Director of Student Activities, a member from the Faculty Standing Committee on Student Activities; and two (2) class senators (one representing the SGA lower classmen, and the other representing the SGA upper classmen) approved by the Student Senate at the first Student Senate meeting;

A.2 The member of Student Activities and the member from the Faculty Standing Committee on Student Activities are ex-officio members;

A.3 shall be chaired by the Treasurer;

A.4 shall have quorum at all its meetings, which occurs when 2/3 of the entire committee is present;

A.5 shall record minutes of meetings to be approved at the following meeting;
A.6 shall meet no less than once in the fall and spring semesters, but as often as deemed necessary by the chair;
A.7 shall determine and allocate the funds necessary for all expenses that are incurred by the SGA;
A.8 shall determine a SACOR recognized club/organization general budget based upon fair analysis;
A.9 shall have full and complete access to all the financial records of the SGA;
A.10 shall create a proposed budget for the SGA, excluding club budgets, for the academic year to submit to the Student Senate for final approval, by no later than the second week of October;
A.11 shall be responsible for the publication of the budget, by no later than the first week of December.

Subsection B. Student Awards Committee:

B.1 shall consist of the President, Vice President, Treasurer, Speaker of the Student Senate, Speaker of SACOR, three (3) members from the Faculty Standing Committee on Student Activities, Dean of Students, and the Assistant Director of Student Activities;
B.2 determine the winners of the JFK scholarship awards, Franciscan Spirit Awards, the Erinn Seimer Fighting Spirit Award, Bene Merenti, the Dean Clifford Award, and the New Student Leader Award;
B.3 shall be chaired by the Vice President;
B.4 shall have quorum at all its meetings, which occurs when 2/3 of the entire committee is present;
B.5 shall record minutes of meetings to be approved at the following meeting;
B.6 shall determine the criteria in applying for the above awards;
B.7 shall oversee a thorough advertising campaign to ensure that members of the St. Francis College community are aware of the awards and their respective descriptions/qualifications and application deadlines as well as all concerning dates and information;
B.8 shall oversee that the appropriate awards from vendors are procure, as well as determine the date, time, place and program for the awards event;
B.9 shall keep within specific budget guidelines, as set out by the Budget Committee.

Subsection C. Student Elections Committee:

C.1 shall consist of all graduating SGA members, Director or Assistant Director of Student Activities and one representative from the Faculty Standing Committee on Student Activities;
C.2 shall be chaired by a graduating SGA member elected by the committee at the first meeting; at that meeting (only), the President will be chair; candidates can nominate themselves for the position and/or be nominated by a member of the committee; the nominee with the most votes will be the chair of the committee; he/she will assume the position immediately once the first meeting has ended;
C.3 shall have quorum at all its meetings, which occurs when 2/3 of the entire committee is present;
C.4 shall determine dates and structure of the elections of freshmen class senators by no later than the first week of October;
C.5 shall determine dates and times for the following by the first week of February for the elections of the Executive Council and Student Senate members:
 1. nomination of candidates;
 2. publicizing all dates to the student body concerning elections;
 3. publicizing all available offices and the entailment of eligibility and qualifications to the student body;
 4. informing candidates of all election rules and regulations.
C.6 shall record minutes of meetings to be approved at the following meeting;
C.7 shall determine the location of the General Election by the date in which advertisement of the elections begins;
C.8 shall be responsible for making appropriate decisions pertaining to the polling place, including but not limited to appointing poll supervisors and setup;

C.9 shall oversee a thorough advertising campaign to ensure that the General Election is widely publicized to the student body of St. Francis College, and must publish and disseminate all rules and procedures at least one month in advance of the first day of the General Election;
C.10 shall ensure candidates meet the constitutional requirements of the interested office before printing his/her name on the ballot;
C.11 shall create a contract to have a written record that candidates were informed of the rules and regulations, signed after their candidacy has been approved and informed of the rules and regulations;
C.12 all ballots (votes) shall be counted by the Student Elections Committee in the presence of quorum at the end of the last day of election;
C.13 SGA funds and resources shall not be used for campaigning purposes by candidates;
C.14 an administrator in the committee will have the right, on behalf of the committee, to check the accuracy of candidates' packets.

Subsection D. Student Handbook Committee:

D.1 shall consist of the President, Vice President, and a member of Student Activities;
D.2 shall be chaired by the Vice President;
D.3 shall revise, edit, and produce the College's student handbook – THE CORD;
D.4 shall meet appropriate publishing deadlines and ensure that the student handbook be delivered to the College at least one week prior to the start of the fall semester.

Section 2. A Subcommittee:

2.1 shall be formed from a standing committee and be a subset of that larger committee;
2.2 shall be proposed, in the form of a brief resolution, by a member of a standing committee at a committee meeting;
2.3 shall have its needs, purpose, structure and membership outlined in the same resolution that it was proposed;
2.4 shall be formed for a special purpose that is related to the goals and objectives of the larger committee;
2.5 shall have quorum at all its meetings, which occurs when 2/3 of the entire committee is present;
2.6 shall be voted into existence by a 50% + 1 vote of that entire standing committee;
2.7 shall report to the larger committee;
2.8 shall be disbanded by a 2/3 vote of the entire standing committee which created it, in case its purpose becomes obsolete.

**Article V
Amending Procedure**

Section 1. The Constitution can be amended.

Section 2. Procedure

2.1 An amendment to the Constitution shall be presented by a student senator or any member of the Student Government or of the St. Francis College community to the Student Senate;
2.2 For an amendment to pass it shall require a 2/3 vote of the entire Student Senate in order to for an amendment to go into effect;
2.3 All amendments shall become effective immediately upon passage.

**Article VI
The Student Activities Council of Representatives (SACOR)**

SACOR's purposes: to coordinate club/organization activities and to relate their activities to the student body.

Section 1. SACOR

Subsection A. Membership

A.1 SACOR shall be composed of the Speaker of SACOR and an active and responsible member from each student organization and be officially recognized by its current membership, excluding fraternities, sororities, honor societies and publications. This person will be named SACOR Representative for their club/organization, and cannot serve as SACOR Representative for more than one (1) club/organization;

A.2 recognition shall be granted to any student organization of St. Francis College that the SGA deems a positive addition to student activities on campus, excluding fraternities, sororities, honor societies and publications.

Subsection B. Code of Procedure

B.1 recognition of student clubs/organizations shall be affected according to the following procedure:

the organization shall formally request recognition by the SGA by filling out a Recognition Request Form, which can be picked up in the Office of Student Activities;

once recognized as an organization, the organization must present the Speaker of SACOR with a copy of its Constitution, Registration Form, complete with a list of executive officer and moderator;

the forms shall be reviewed by the SGA, and the organization shall be recognized and approved by a two-thirds (2/3) vote of the SGA.

B.2 in the event of a vacancy of the executive officer, the Speaker must be notified in writing of a replacement;

B.3 at the beginning of each Fall semester, each club/organization must submit a Budget Request Form (provided by the Speaker of SACOR) by the deadline set by the Budget Committee, so that funds can be properly allocated into their organization account;

B.4 an organization shall be suspended after two (2) unexcused absences in a given semester from official meetings of SACOR; suspension shall mean termination of all receipts of funds to the organization, the right to use College facilities, the right to use the College's name and the right to be recognized as an official organization; a suspended organization may appeal to the SGA for reinstatement;

B.5 attendance to all SACOR meetings is mandatory; a) once a SACOR recognized club misses two (2) meetings they will receive a letter warning of suspension; b) absence in a given semester from official meetings of SACOR shall mean "freezing" of receipts of funds to the organization. This simply means that the organization will not be able to draw from the organization account; c) three (3) absences will give an organization a "suspended" status with SACOR. This means the organization will have a "frozen" budget, will lose the priority to use College facilities, the right to use the College's name and the right to be recognized as an official organization; d) the suspended organization, however, must still attend all remaining SACOR meetings unless they wish to terminate their organization.

B.6 a suspended organization may appeal to the SGA for reinstatement in the following manner: completing the Club/Organization Reinstatement Request Form; b) on the form the organization must stipulate in writing sufficient reasons for why SACOR meetings were missed, and what their plans are for the semester; c) the form can be picked up at the Office of Student Activities and must be submitted to the Speaker of SACOR.;

B.7 after careful consideration, the SGA by a two-thirds (2/3) vote will decide on reinstatement; reinstatement means an "unfreezing" of the club's account and recognition as an official organization.

Subsection C. Nominations, Elections, and Term of Office

C.1 Representatives:

shall be any active and responsible member from each student organization;

must submit to the Speaker the list of elected officers of the group, and appointed representatives, signed by that organization's president, by the penultimate week of the academic year. This would require all clubs to have their own elections conducted and approved by at least one (1) month before the end of the academic year.

must inform the Speaker of SACOR of any changes in that organization's executive officers, in writing.

Subsection D. Powers

D.1 shall register appeals on relevant parts of the budget concerning organizations of SACOR;
D.2 shall recommend legislation and other action to the appropriate branches of the SGA, as it deems necessary.

Subsection E. Meetings

E.1 SACOR shall meet at the discretion of the Speaker;
E.2 Special and emergency meetings of SACOR may be called by the President of the SGA or the Speaker of SACOR.

Subsection F. Quorum

F.1 A quorum shall consist of one more than one half of the official representatives of SACOR.

Subsection G. Public Participation

G.1 All meetings of SACOR shall be closed to the public except when deemed the meeting open for an extraordinary session by the Speaker;
G.2 Any person may address SACOR upon recognition by the Speaker.

Approved by the Ad Hoc Constitutional Committee in the Presence of Quorum on March 19, 2009
Revised by the Student Government, after 5 debate meetings, on May 13, 2009
Ratified by the Student Government General Assembly in the Presence of Quorum on May 22, 2009
Amended by the Student Senate in the Presence of Quorum on September 3, 2009
Amended by the Student Senate in the Presence of Quorum on September 10, 2009
Amended by the Student Senate in the Presence of Quorum on February 11, 2010