Preamble

We, the students of Ursuline College, do hereby establish this constitution in accordance with the powers granted us by the administrative authorities of Ursuline College as a means of providing for the general welfare of the student body by establishing a spirit of cooperation and understanding among the students, and by increasing an awareness of the obligations of student leadership among all Ursuline College Students. This endeavor shall be undertaken in collaboration with the administration and the faculty of the college.

Article I-Name

The name of this organization shall be the Student Government Association (SGA) of Ursuline College.

Article II-Purpose

The purpose of the Student Government Association is (1) to promote an atmosphere in which each student can most readily achieve her/his own highest level of spiritual, intellectual, and social performance; (2) to foster among students an intelligent understanding of their duties and obligations, rights and privileges as members of the student community; (3) to develop initiative and responsibility and independence; (4) to provide an opportunity for students to voice their opinions and suggestions in matters of general college life; (5) to promote intercollegiate collaboration.

Article III- Membership

Section 1. All students of this college carrying 6 credit hours or more are considered voting members of the student body and shall vest their power in the government they elect.

Section 2. The Assistant Director of Student Activities shall serve as the advisor to the SGA. She/he shall attend meetings and offer advice. She/he does not have voting privileges.

Article IV-Government

Section 1. The Student Government Association (SGA) will be comprised of the SGA Executive Board and the Student Organization Senate. These elected and appointed students will be charged with the shared governance of the Ursuline College student organizations and shall be the voice of the student body on various college committees.

a. Executive Board
   1. Officers shall include President, First Vice President, Second Vice President of Community Service, Secretary and Treasurer.
   2. Officers shall be elected in the spring semester and term of office shall be the following academic year.

b. Student Organization Senate
   1. Members shall be called Senators.
2. Members shall include one appointed representative from each registered student organization.
   i. In order to satisfy requirements for registration, each student organization is required to submit the name of the SGA Senator no later than the end of the first week of classes of each semester of the academic year.
   ii. Appointed student organization representatives are required to serve at least one semester of the academic year.
   iii. A student organization representative is permitted to serve as Senator for only one student organization each semester.
   iv. Members shall also include two upper class Senators-At-Large, who shall be elected in the April election and whose term of office shall be the following academic year.
   v. Members shall also include two First Year Senators-At-Large, representing the incoming class, and who shall be elected in the fall semester prior to the first SGA General Body Meeting of the of the academic year and whose term of office shall be that current academic year.

Section 2. Duties
a. The SGA Executive Board members shall chair NO standing or special committees unless listed below as a part of the specific duties of their position. They are expected to serve on aforementioned committees

b. Duties and responsibilities of the SGA President shall be:
   1. To serve as the official representative and spokesperson of the student body and Student Organization Senate
   2. To authorize the necessary disbursements of SGA funds in conjunction with the SGA Treasurer and Assistant Director of Student Activities
   3. To establish agenda for all official SGA meetings (not including Student Organization and Advisor Roundtable and or Committee meetings)
   4. To preside over all SGA General Body meetings
   5. To call meetings when deemed necessary
   6. To report activities regularly to the Assistant Director of Student Activities who advises the SGA
   7. To coordinate the appointment of chairpersons to all standing and special committees where by standing committees include:
      i. Residential Student Concerns
      ii. Commuter Student Concerns
      iii. Campus Sustainability
      iv. College Council
      v. Alumnae Relations
      vi. SGA Elections & Recruitment
      vii. SGA Publicity

c. Duties and responsibilities of the SGA First Vice President shall be:
1. To assist the president in fulfillment of her/his responsibilities and preside in her/his absence.
2. To co-chair the Committee on Student Organizations with the Assistant Director of Student Activities
3. To chair the SGA Publicity Committee and to manage and maintain updates to the SGA Website

d. Duties of the Second Vice President of Community Service shall be:
   1. To manage and maintain records of student organization service projects.
   2. To co-chair the Community Service Award selection committee.
   3. To plan and implement at least one campus-wide service project during the academic year.

e. Duties of the SGA Secretary shall be:
   1. To preside in the absence of the president and vice president.
   2. To record and issue the minutes of an SGA meeting (Student Organization Senate and General Body Meetings) at least one business day prior to the next scheduled meeting.
   3. To maintain a central file for SGA to include:
      i. Minutes of all SGA sponsored meetings
      ii. Student Organization Registration records
      iii. Student Organization Requests records
   4. To keep and update a list of all executive board members and representatives and an accurate record of their attendance at meetings
   5. To manage all formal correspondence of and for the SGA

f. Duties of the Treasurer shall be:
   1. To preside in the absence of the president, vice president, and secretary.
   2. To set up a yearly budget in cooperation with the Executive Board and the Office of Student Activities – director or designee.
   3. To submit and publish bi-annually a financial statement to the Executive, Student Organization Senate and the SGA Advisor
   4. To keep a permanent and continuing record of all official expenditures of the SGA
   5. To chair SGA Student Organization and Activity Funding
   6. To oversee the proper execution of the funding policy (see SGA By-laws, Article VI)

g. Duties of the Student Organization Senators and At-Large Senators shall be:
   1. To represent their respective constituency through service to, participation with and voting at SGA meetings and committees
   2. To serve as Chair or Co-Chair of SGA Committees
   3. To serve as a general member to SGA committee/s
h. Duties of the Committee Chairpersons - who are appointed by the SGA President, shall be to coordinate all activities with their respective committees (including but not limited to):

1. To call committee meetings as necessary
2. To submit budget requests at least one month prior to the activity or event
3. To draft correspondence for their respective event, submitting final draft to SGA Corresponding Secretary and SGA President for review, approval, and filing
4. To prepare an oral report for each SGA meeting
5. To submit a written report to the SGA Recording Secretary at each SGA meeting while committee is active OR via email within one business day of SGA meeting
6. To submit to the SGA President a written report of committee activities at the end of each semester

Article V-Powers
Section 1. The executive powers of the SGA shall be held by the Executive and Representative Board.

Section 2. The legislative power of the SGA shall be equally shared by the Executive and Representative Board and the Association. Both the Association as a body and the Executive and Representative Board may initiate legislation.

Section 3. The power of self government of the SGA shall be derived immediately from the student body and ultimately from the Administration of the College.

Article VI-Meetings
All Student Government Association meetings are open to the student body. Only elected Executive Board members and Student Organization Senate members will have voting privileges at said meetings; once acknowledged by the meeting chair, all others attending the meeting are welcome to offer ideas, opinions, and suggestions.

Section 1. Executive Board
a. The SGA Executive Board shall meet weekly with the SGA Advisor during the academic year.
b. If warranted, the president of SGA may request a call meeting of the Executive Board.

Section 2. Student Organization Senate
a. Shall include all members of the Student Organization Senate, including At-Large members, Organization Representatives, and Executive Board members.
b. Will meet every second Monday of the month during the academic year.

Section 3. General Body
a. Includes all students carrying a minimum of 6 credit hours.
b. Will meet at least once per month on a date to be determined by vote of the Student Organization Senate at the first Student Organization Senate meeting of the academic year.

**Article VII - Amendment Procedures**

a. Amendments may be initiated in the form of a petition signed by 10 percent of the full-time student body, or introduced by a member of the SGA Executive or Representative Board.
b. All amendments must be passed by a two-thirds majority of the voting student body.
c. An amendment approved by the student body shall be sent to the College Council for final approval. Actions must be taken within 10 school days of presentation or the amendment shall be considered automatically approved. In the event of objections by the College Council, the amendment shall be returned to the SGA Executive and Representative Board where it may be reintroduced as a new amendment.
d. The SGA Executive and Representative Board shall have the responsibility of enacting all amendments to this constitution.

**Article VIII - Referendum and Recall**

**Section 1. Referendum**

The student body and the Executive and Representative Board have the right of recall, that is, the right to determine by special election whether or not a member of the Executive or Representative Board should be removed from office before her/his term expires.

a. Signatures amounting to 10 percent of the part of the student body which she/he represents must be obtained in order to bring the official to vote of her/his constituency.
b. A two-thirds voting majority must be attained through this act to remove the officer from her/his position.
c. If a student government officer wants to resign her/his office for any reason, this can be accomplished by a formal letter of resignation to the Executive Board.
By-Laws

Article I - Elections

Section 1. General Qualifications – Executive Board
a. All candidates for the SGA Executive Board positions must:
   1. Have at least a 2.5 cumulative grade point average.
   2. Be at least a part-time students (defined as 6 credit hours or more) of the college and must be elected by a simple voting majority of those voting (those eligible must carry at least 6 credit hours).
   3. It is the responsibility of the SGA advisor to review all SGA qualifications.
b. Candidates for SGA President must have two or more semesters of involvement with SGA, and must be in good standing with SGA.
c. Candidates for SGA First Vice President and Second Vice President must have at least one semester of involvement with SGA, and must be in good standing with SGA.
d. Candidates for SGA Secretary and Treasurer must have at least one semester of demonstrated campus leadership and or community involvement.
e. If for some reason no candidate who fits the above qualifications of involvement with SGA comes forward to petition for candidacy, then any member of the student body would be eligible.

Section 2. General Qualifications – Student Organization Senate
a. Pursuant to Article IV, Section 1 B of this document, one student organization representative shall be appointed from each registered student organization. It will be the responsibility of each student organization to determine how this representative will be selected.
b. Pursuant to Article IV, Section 1 C of this document, two upper class Senators-At-Large, shall be elected in the April election and whose term of office shall be the following academic year. Persons seeking this position must:
   1. Be of at least part-time student status (carrying at least 6 credit hours).
   2. Have at least a 2.0 cumulative grade point average.
c. Pursuant to Article IV, Section 1 D of this document, two First Year Senators-At-Large, representing the incoming class, shall be elected in the fall semester, prior to the first SGA General Body meeting. The student seeking this office must be of at least part-time student status.

Section 3. Election Procedure
a. The SGA Elections and Recruitment Committee shall be converse at least twice each academic year and will be responsible for:
   1. Working with the SGA Advisor to promote and publicize the elections.
   2. Informing the student body of all election details and campaign procedures that are to be followed.
   3. Ensuring ballots are prepared and tallied accordingly.
   4. Preparing for the SGA Officer Installation Ceremony.
b. Counting of the ballots shall be done by Elections and Recruitment Committee members who are not seeking election or reelection. If all members of the Executive Board are seeking re-election, the committee shall be composed of Representative Board members not seeking re-election. This counting shall be done in the presence of the SGA advisor or other college official.

c. To be considered the election winner, the candidate must have a majority of the votes cast by those eligible and voting.

d. In case of a tie, a second secret ballot shall be cast by the eligible voting student body. If this balloting results in a tie, the current members of the Executive Board and Student Organization Senate will have the deciding vote.

e. Outcomes of each voting period will be available to the candidates by 5:00 p.m. of the day following the day of the voting period.

f. Outcomes of each voting period will be made known to the student body by 5:30 p.m. of the day following the day of the voting period.

Section 4. Campaign Procedures

a. Candidates for SGA elected office shall submit a Petition to Candidacy Form which includes:
   1. Personal Data Sheet.
   2. Written permission to verify required qualifications.
   3. A written platform of their goals for involvement in SGA.
   4. Minimum of 25 signatures from currently enrolled Ursuline College students.
   5. Candidates for SGA office may also submit optional letter/s of recommendation or endorsement if so desired.

b. Only candidates with verified Petition to Candidacy Forms will be permitted to campaign for SGA office. Verification will be done by the Elections and Recruitment Committee and the SGA Advisor.

c. Candidates must participate in Campaign Hour which will be held at 3pm the Monday immediately prior to scheduled elections. Exceptions may be permitted by approval of the SGA Advisor under the most extreme circumstances.

d. Candidates are permitted to carry out their campaign with posters, placards, and other means if they so wish.
   1. Campaign materials must be approved by the SGA Advisor and Chair of the Election and Recruitment Committee.
   2. Campaign postings will be allowed in Pilla, Mullen, Dauby, O’Brien, and Daley and candidates are permitted to display one poster per building.
   3. Campaign posters must be stamped approved by the Office of Student Activities.
   4. Campaigning is permitted no sooner than one week prior to elections.
   5. Candidates are permitted to spend no more than $50 on their campaign.

e. There will be no campaigning during voting hours and candidacy promotions should be removed from the voting area during the actual voting.

f. Any candidate deemed guilty of obstructing the campaign of another candidate may be removed from the ballot immediately.
Section 5. Contesting an Election

a. If a member of the eligible voting student body believes the election process outlined by this constitution is faulted, a formal letter challenging the election, citing evidence of fault, must be submitted to the Election Committee within 72 hours of the closing of the election polls.

b. Formal challenges will be reviewed by the Election Committee and Assistant Director of Student Activities.

c. The Election Committee must decide upon formal challenges and respond within seven days.

d. If the election is found to be faulted, a re-election will be scheduled within 14 days of the decision.

Section 6. Pledge of Office

The following pledge will be administered by the Vice President of Student Affairs:

I, ____________________________, having been elected by the students of Ursuline College to serve as a student leader in the Student Government Association, am aware of my responsibility to the entire college community. In accepting this position of trust, I accept the challenge it represents, realizing that to meet this challenge and carry out my responsibilities will require personal effort and sacrifice.

I solemnly promise to devote myself during this academic year to the accomplishment of goals and ideals of Ursuline College by faithfully performing the duties and obligations of my office.

Article II-Procedures

Section 1. When meetings of SGA are conducted by parliamentary procedure, Roberts Rules of Order shall be the parliamentary authority governing conduct according to modified parliamentary procedure, unless a majority of the members vote to waive this procedure.

Section 2. The secretary of SGA Executive Board shall post minutes of all official meetings on the official SGA website. Minutes will be distributed to SGA members and the SGA advisor by electronic mail.

Article III-Vacancies

Section 1. Vacancies in the Executive Board

a. Should a vacancy occur in any of the following offices—president, vice president, second-vice president, secretary, or treasurer—that vacancy shall be filled according to the following order: vice president shall succeed president. If parties involved are interested. Secretary and treasurer shall be appointed, vice president shall be elected.

b. Vacancies which develop in the office of secretary and treasurer shall be filled by an appointment of the SGA president of an Executive or Student Organization Senate member with the approval of two-thirds of the SGA Executive Board and Student Organization Senate present and voting. There must be a quorum.

c. The vacancy in the office of vice president shall be filled by a member of the Executive or Student Organization Senate, to be elected by a simple majority of the
Executive and Student Organization Senate present and voting. There must be a quorum. Executive Board and Student Organization Senate candidates will be self-nominated. If no one comes forward from the Student Organization Senate to nominate themselves for an empty Executive position, the position will be filled by a Student Organization Senate member who is appointed by the Executive Board.

Article IV - Absence

Section 1. If an Executive Board or Student Organization Senate member has three unexcused absences from formal meetings in one semester, she/he can be removed.

Section 2. The organization which such a member represents shall be formally notified.

Section 3. If a member of the Executive Board or Student Organization Senate must be absent, she/he shall present her/his excuse to one of the members of the Executive Board or the advisor to SGA prior to the meeting, if at all possible, stating the reason for her/his absence.

Section 4. The Executive Board of SGA shall determine whether absences are excused.

Section 5. After three (3) unexcused absences the organization which the Student Organization Senator represents shall have the option to replace the member in the manner they determine.

Article V - Code of Conduct/Removal from Office

Section 1. If an Executive Board or Student Organization Senate member has three unexcused absences in one semester she/he is eligible to run in subsequent SGA elections only as a representative, not for a Executive Board position.

Section 2. If removed from the Board or Senate a second time, she/he will be ineligible to run for any SGA Board positions in the future.

Section 3. If an Executive Board member has three unexcused absences in one semester she/he can be removed from the Executive Board. If removed she/he is eligible to run in subsequent SGA election only as a representative, not for another Executive Board position.

Section 4. If removed from the Board a second time, she/he will be ineligible to run for any SGA Board positions in the future.

Article VI - Allocation of Funds

Section 1. The purpose of this policy is to provide funding guidelines that will allow registered student organizations or student committees the opportunity to request programming funds from SGA. Funds shall be distributed only if the event is in accordance with Ursuline College Mission Statement, SGA policies, and the Allocation of Funds policy.

Section 2. The Executive Board and Student Organization Senate of SGA will determine the allocation of funds.

Section 3. Application of Funding Process

a. A written request will be submitted to the SGA treasurer.

b. The treasurer will bring the request to the Executive Board and Student Organization Senate of SGA.
c. If a representative from the requesting organization or committee would like to present the funding request at a SGA Student Organization meeting, the representative should contact the treasurer so time can be allocated at the SGA meeting. Once the presentation has been made the representative will leave the meeting and allow SGA to discuss the request. A decision will be made by a majority vote. If present, the representative will be asked to rejoin the meeting and will be issued the decision. If no representative is present at the meeting, SGA will discuss the request based on the written request only. When a decision is made the treasurer and SGA Secretary will notify the organization or committee of the decision, and provide a brief explanation if warranted. Organizations understand that by not sending a representative to the funding meeting they waive the opportunity to explain and support their request.

d. If funding is approved, the Assistant Director of Student Activities will transfer funds to the appropriate account.

e. Approved funds must be expended for events or items specified in the written funding request. Any unused funds must be returned. Any expenses over the amount awarded are the responsibility of the student organization.

f. Funds requested for a down payment of events may be awarded. However, if the event does not occur, the funds must be returned to SGA.

h. For those events or conferences that involve travel, a waiver must be filed with the Assistant Director of Student Activities before the funds are transferred.

i. Upon completion of the event, a letter explaining the outcome of the event should be sent to the treasurer. Copies of receipts, contracts and registration information for conferences must be submitted if applicable.

Section 4. The following are criteria that SGA will utilize to determine funds allocation. SGA reserves the right to use discretion when considering requests that may be regarded as unethical or immoral or are not in accordance with the mission of Ursuline College.

   a. The event should be open to the entire student body, (In the instance of a conference or similar event, information, ideas, and/or programming should be shared with the entire campus community.)

   b. If programming will take place off campus, the event MUST be advertised to the campus community.

   c. The event should benefit the College and campus life in some way, i.e. educational, community building, promotes cultural awareness, develop leadership.

   d. The organization should demonstrate an effort to raise funds independent of SGA funding.

   e. The event MUST NOT discriminate with regard to race, creed, color, sex, national origin, or disability.