

Constitution

**of Newman University
Student Government Association**

October 24, 2007

STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

PREAMBLE

We, the representatives of the Student Body of Newman University, in order to uphold the high standards and objectives of the institution in its promotion of a well-rounded spiritual, academic, cultural, and social life and to develop an understanding between faculty, staff, administration, and students, do hereby adopt the following constitution.

ARTICLE I – Name

The name of this organization shall be the Student Government Association of Newman University, hereafter referred to as SGA.

ARTICLE II – Purpose

1. To be the official representative voice of the student body of Newman University.
2. To have a major role in the decision-making process at the University.
3. To promote the welfare of the cultural, academic and social aspects of the University community.
4. To facilitate communication between and among students, faculty, administrators and staff.
5. To promote meaningful student involvement and leadership in areas of campus life at Newman University.

ARTICLE III – Membership and Structure

Section 1. General Membership

Every student enrolled at Newman University is a member of the SGA and has the right to attend any and all senate meetings, to voice their opinions at such meetings, and a right to vote for a representative to sit on the senate for their respective educational departments.

Section 2. Executive Branch: Executive Committee

The Executive Committee's purpose is to ensure that the overall mission of the SGA is carried out. They shall be responsible for setting Senate agendas and dealing with the daily tasks associated with the operation of the SGA.

- A. President
- B. Vice-President
- C. Secretary/Treasurer
- D. SGA Advisor

Section 3. Legislative Branch: Student Senate

- A. Executive Officers
- B. Academic Representatives – two to five representatives from each academic unit dependent upon previous year’s enrollment from that academic unit.
- C. Freshman Senator
- D. Transfer Senator
- E. Graduate/Non-Traditional Senator

Section 4. Advisor: The SGA Advisor shall be the Dean of Students.

ARTICLE IV – Eligibility of Officers

Section 1. Executive Officers

- A. Candidates must apply by the date specified by the current Executive Officers and the Election Commissioner.
- B. Applications must be approved by the Dean of Students prior to campaigning and elections.
- C. Candidates must submit an “Intent to Run” form provided by the SGA Advisor before the deadline specified by the Election Commissioner before being allowed to campaign.
- D. Candidates must meet all requirements established by the Dean of Students and as outlined in the Constitution prior to the screening.
- E. Candidates must be in good academic, financial and disciplinary standing with the University. Presidential candidates must be in at least their fourth full-time semester in college, with at least two full-time semesters at Newman University before being eligible to serve.
- F. Candidates must be full-time students during their term of office.
- G. Candidates must have and maintain a cumulative GPA of 3.0 or above.
- H. Students may not run for more than one Executive position at the same time.
- I. Candidates for Executive Office must have been a member of SGA or must have the approval from the Dean of Students. This requirement is intended to ensure that they are fully aware of the responsibilities and the commitments involved in the position.
- J. Executive Officers may not serve as President of any recognized Newman club during their term of office, nor may they hold more than one stipend paid leadership position.

Section 2. Senators

- A. Candidates must apply by the date specified by the current Executive Officers and the Election Commissioner.
- B. Applications must be approved by the Dean of Students prior to campaigning and elections.
- C. Candidates must submit an “Intent to Run” form provided by the SGA before the deadline specified by the Election Commissioner before being allowed to campaign.
- D. Candidates must meet all requirements established by the Dean of Students and as outlined in the Constitution.
- E. Candidates must be in good academic, financial and disciplinary standing with the University.
- F. Candidates must be full-time students, unless running for the Graduate/Non-Traditional Senator seat.

- G. Candidates must have and maintain a cumulative GPA of 2.5 or above.

ARTICLE V – Election of Officers

Section 1: Elections

- A. Elections will be held annually in the spring semester for both the Senate and Executive Branch. No elected or appointed officials of the Senate or Executive Branch may return to their seat without re-election.
- B. A neutral Election Commissioner shall be nominated and confirmed by a majority Senate vote by the second meeting of the academic year in which the Senate is in session. The Election Commissioner can not concurrently be a member of any branch of SGA.
- C. The Election Commissioner shall be responsible for all management details of each election, including: publicity, printing ballots, staffing the election booth, tallying, notification of candidates regarding regulations and results, and notification of campus regarding election results. The Election Commissioner will report to the SGA Advisor.
- D. All discrepancies or errors made in the election process shall be dealt with by the Election Commissioner and the SGA Advisor (Dean of Students).
- E. Ballots shall be counted in the presence of the Dean of Students, the Election Commissioner and a neutral third party.

Section 1. Election of Executive Officers

- A. Elections for Executive Officers will occur at the same time as Senator elections.
- B. The Election Commissioner shall be responsible for all management details of each election, including: publicity, printing ballots, staffing the election booth, tallying, notification of candidates regarding regulations and results, and notification of campus regarding election results. All discrepancies or errors made in the election process shall be dealt with by the SGA Advisor.
- C. In case of a tie vote, a run-off election will be conducted by the Election Commissioner.
- D. Ballots shall be counted in the presence of the Dean of Students, the Election Commissioner and a neutral third party.
- E. No write-in candidates will be accepted since candidates must apply and all applications must be approved by the Dean of Students prior to elections.

Section 2. Representatives

- A. Academic representatives will be comprised of two to five Senators from each Academic Unit, that number dependent upon the previous year's enrollment population from each Academic Unit. Academic Representative Senators will be elected every year by the student body of Newman University.
- B. Freshman Senator, a Transfer Senator and a Non-Traditional/Graduate Senator (this representative with either be a current graduate student or a student 25 years or older).

ARTICLE VI – Responsibilities and Powers of the Executive Officers

Section 1. President

- A. Administer and fulfill responsibilities of a spokesperson in representing all student complaints, requests, petitions, and suggestions to the proper authority.
- B. Act as spokesperson for the student body.

- C. Serve as Chairperson of the Executive Committee and convene regular Executive Committee meetings to establish Student Senate agendas.
- D. Advise all Executive Officers, Committees and Chairpersons. Should any particular Officer, Committee or Chairperson become ineffective, the President shall report to the Student Senate and make recommendations for changes in membership and assignment of responsibilities.
- E. Act as spokesperson for the Student Government Association.
- F. Serve as the official representative of the student body to any faculty committees or other campus committees to which student representation is required or necessary.
- G. Create appointed non-paid positions as needed to help with special projects throughout the year.
- H. Post and complete 5 weekly office hours as outlined in the position description.

Section 2. Vice-President

- A. Serve as a member of the Executive Committee.
- B. Serve as President of the SGA should the position be vacated during his or her term.
- C. Work with members of the Senate and the Senate Selection/Constitutional Review Committee to review the Constitution and recommend any necessary constitutional revisions.
- D. Serve as Chairperson of the Student Senate and cast a vote only in the event of a tie in Senate decisions. The Vice President shall call and preside over regular Senate meetings, present the agenda formulated by the Executive Committee and call for Committee reports.
- E. Appoint students to serve on Student Senate committees.
- F. Post and complete 5 weekly office hours as outlined in the position description.

Section 3. Secretary/Treasurer

- A. Serve as a member of the Executive Committee
- B. Record the minutes of Student Senate and Executive Committee meetings and distribute to the appropriate parties following each meeting.
- C. Record attendance at all meetings and report attendance records to the Senate Rules and Ethics Committee.
- D. Responsible for all finances including the SGA general budget.
- E. Responsible for making treasury reports at each Executive Committee and Student Senate meetings.
- F. Responsible for keeping record of all Student Government finances.
- G. The Secretary shall be in charge of coordinating all publicity and advertising in conjunction with the Public Relations Committee.
- H. Post and complete 5 weekly office hours as outlined in the position description.

ARTICLE VII – Student Senate

Section 1. Membership

The Student Senate shall be made up of the following members:

- Executive Officers
- Academic Representatives
- Freshman, Transfer and Graduate/Non-Traditional Representatives

SGA Advisor

Section 2. Senate Meetings

Regular Senate meetings shall be called and presided over by the Vice President of the SGA. Senate meetings are open and all students are encouraged to attend.

Section 3. Order

Student Senate meeting agendas will be made public at least two days prior to meetings. Student Senate meeting minutes will be made public no later than seven days following the meeting.

Section 4. Voting

All Senators are allowed to vote at Senate meetings. In the case of a tie, the Vice-President will be allowed to vote. Two-thirds of all Senators will constitute a quorum required for the Senate to conduct business and proceed with voting.

ARTICLE VIII – Student Senate Committees

Section 1. Ad Hoc Committees:

The student Senate may create temporary action committees to deal with special issues or concerns as it sees fit.

Section 2. Standing Committees:

The Standing Committees of the SGA shall be:

Student Life Committee
Senate Rules and Ethics Committee
Public Relations Committee
Budget/Facilities Committee

Each senator will be required to serve on two committees, unless he/she is the Chair of a committee.

ARTICLE IX – Compensation

The three Executive Officers shall receive a stipend, which will be determined by the SGA Advisor based on the fiscal budget. Stipends will be drawn from the Student Government Association General Budget Account.

Students may not hold more than one paid leadership position on campus.

ARTICLE X – Amendments

Section 1.

The Student Senate shall annually review the constitution and make any revisions as needed.

Section 2.

This constitution may be amended by a two-thirds vote of the Student Senate. Voting for such amendments will take place at Student Senate meetings, at least one week after the proposed amendment was introduced to the Senate.

BY-LAWS

1. Dismissal From Executive Office:

Failure of an Executive Officer to fulfill the duties of office shall be cause for dismissal.

- A. Any member of the SGA who feels that an Executive Officer is not fulfilling responsibilities and powers assigned to that office may suggest that the particular officer be reviewed by the Dean of Students.
- B. Dismissal shall be determined by a two-thirds vote of the Student Senate. Such votes will be made official if after review, the Dean of Students determines the dismissal appropriate.
- C. Upon the dismissal of the President, the Vice-President will be asked to fulfill the responsibilities and powers of the President. If this invitation is declined, Presidential applicants will be screened by the Dean of Students and remaining Executive members and elected by the student body. The remaining portion of the stipend will be given to the new President.
- D. Upon the dismissal of an Executive Officer, or upon resignation of an Officer, applications for the vacant position will be taken for one week following notice of dismissal or resignation. Applicants must meet qualifications stated in Article IV. The Dean of Students and the Executive Committee will then review the applications. Following the review process, no more than two nominations will be made by the Executive Committee to the Student Senate. The nominee receiving the majority vote of the Student Senate will fill the position. The remaining portion of the stipend will be given to the new Executive Officer.

2. Student Senate Attendance Requirements

- A. Any Student Senate member who misses more than 15 minutes of a scheduled meeting shall be considered absent. Such an absence may be determined excused or unexcused by the SGA President depending on circumstances.
- B. After three unexcused absences from either a Senate or Committee meeting, the Senator may be asked to meet with the Dean of Students and the Executive Committee to review their position. All absences should be approved prior to the meeting by the SGA President, except in extraordinary circumstances, such as medical or family emergency, etc. Determination of whether the absence is excused or unexcused will be made by the SGA President.

3. Recognition of Organizations:

Any organization wishing to obtain official recognition as a club from Student Government must follow these guidelines:

- A. Have a mission consistent with Newman University.
- B. Have a constitution approved by the Executive Committee, and voted for approval by a majority vote of the Student Senate. Following recognition, any amendments made to a club's constitution must be approved by a majority vote of the Student Senate.
- C. Have regular meetings as provided for in the club Constitution.
- D. Have a faculty or staff Advisor who has been approved by the administration.
- E. Obtain an account in the Business Office.
- F. If a club or organization is determined by the SGA Student Senate to be inactive for a period of one year, it must resubmit a constitution for approval in order to be recognized again.

4. Rights and Privileges of Recognized Organizations

- A. Use of college facilities in accordance with campus policies.
- B. Solicitation of membership on campus.
- C. Use of campus bulletin boards.
- D. Opportunity to sponsor activities on campus.
- E. Listing of the organization in the Student Handbook, College Catalog, web site and other official Newman printed materials.
- F. Right to request student activity funding from appropriate sources.

5. Allocations of Funds

It shall be the policy of the Student Government to require that all classes, clubs, organizations or individuals requesting funds, either a loan or a direct allocation, must file their request with the SGA one meeting before the meeting which voting on the proposal will take place. Only recognized clubs and organizations will be allocated SGA funds.

6. Student Representation on College Committees

The Executive Committee shall make nominations for student representatives to the Senate for approval. Committees include:

- A. Three students in addition to the SGA President for the Student Affairs Committee, two students for the Food Services Committee, two students for the Parking Committee, and one student as a Faculty Meeting Representative.
- B. These positions cannot be held by Executive Committee members, but must be a Student Senate member.
- C. Upon request the Executive Committee may appoint representatives to other campus committees.

Nondiscrimination Disclosure Statement

Newman University admits students of any age, sex, race, creed, color, national and ethnic origin to all the rights and privileges, programs and activities generally accorded or made available to the school. It doesn't discriminate on the basis of age, sex, race, creed, color, national and ethnic origin or handicap in the administration of its education and admissions policies, scholarships, loan programs, athletics and other administered programs.