

**Student Government Association  
Constitution**

**Passed By Senate on February 9, 2012**

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## CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION

### **PREAMBLE**

*We, the full-time undergraduate students of Hofstra University do hereby form a responsible, democratic, and independently selected government dedicated to the principles upon which Hofstra University stands. The Student Government Association shall recommend policies and procedures, which serve to support and broaden the intellectual, social, cultural, and political needs of its constituents.*

### ARTICLE I.

Section One. The Student Government Association shall be responsible to the students of Hofstra University through the Division of Student Affairs. The Student Government Association shall be responsible for submitting a budget for the ensuing academic year.

Section Two. The Student Government Association shall have the power to set fees, regulations, or restrictions upon any undergraduate club operating under the policies authority of the aforementioned, and shall further have the power to recognize any group of undergraduate students who petition to become an organization in collaboration with the Registration Committee.

Section Three. The Student Government Association shall provide for the common welfare and general well-being of the University community through such policies and laws deemed appropriate.

Section Four. No student judicial official shall serve in a legislative or executive capacity on the Student Government Association.

ARTICLE II. ALL LEGISLATIVE POWERS GRANTED HEREIN shall be vested in a Student Senate, which shall be referred to as the Senate.

Section One. All constituents and members of the Student Government Association, elected or appointed, shall be full-time undergraduate students.

A. The Senate shall consist of members elected by the constituencies of the Student Government Association.

B. Fall elections shall occur within the first week of October in each academic year, unless otherwise ordered.

B. C. Spring elections shall occur on the third Wednesday and Thursday in April in each academic year, unless otherwise ordered.

Section Two. The Elections Commission shall be the sole judge of the elections, returns and qualifications of its members. All members and policies of said commission are subject to the approval of the Senate.

Section Three. The Senate shall assemble at least once every week while classes are in full session, except by the express vote of the Senate to the contrary. The terms of office for all Senators and officers shall commence with the first Senate meeting following his or her election into the Student Government Association, and will terminate-with the Senate turnover meeting of the Spring semester.

Section Four. The Vice President of the Student Government Association shall be the Presiding Officer of the Senate, but the Senate shall choose its Comptroller and all Committee Chairs. The President shall, at the assembling of the Senate immediately following the annual election, announce the appointment of Secretary and Parliamentarian, The Secretary and Parliamentarian shall not be voting members of the Student Government Association.–

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Section Five. The Senate shall have the power to approve minutes, monetary appropriations, resolutions, amendments, and other such documents requiring its consideration, The President may announce his or her veto thereof, or parts thereof, within twenty-four (24) hours following the end of the Senate meeting during which the matter in question was passed. The President shall return the same with his written objections included thereon at the next Senate meeting. If the Senate motions to vote by a two-thirds majority to overturn said objections of the President, the matter in question shall stand approved, the objections of the President notwithstanding, but not otherwise.

Section Six. Executive veto shall not be used to counteract a vote of the Senate which received the “yea” vote of two-thirds (2/3) of the members of the full Senate. If a record of the vote was not taken then the vote may be vetoed. Executive veto power shall never extend to matters approved on the ballot by the students.

Section Seven. No person who has not been elected to the Senate by the students, or by the Senate, shall vote in any Senate meeting, but all delegates may be authorized voting rights in standing legislative committees.

Section Eight. The Senate shall have the sole power to impeach its officers and elected officials, and remove the same, by such methods as the Student Government Association may by law provide.

Section Nine. The Senate shall reapportion itself once per academic year during the fall academic term to be effective for the subsequent spring, summer, and fall terms. The Senate shall provide for one at-large senator for every one hundred and fifty (150) full-time undergraduate students provided by the University’s headcount.

### ARTICLE III.

Section One. The President, Vice President, Comptroller, Parliamentarian, Secretary, and all Chairs of legislative boards and committees, shall constitute the Executive Cabinet of the Student Government Association. The President shall preside over the Executive Cabinet.

Section Two. The Executive Cabinet shall assemble no less than once every week while classes are in full session. The Executive Cabinet shall set the agenda for Senate meetings. The Executive Cabinet shall coordinate the work of all legislative committees, refer to them such matter as may be introduced to the Cabinet, and shall have the power to make interim decisions on matters of expediency. All decisions made are subject to the approval of the Senate.

ARTICLE IV. THE EXECUTIVE POWERS OF THE STUDENT GOVERNMENT ASSOCIATION shall be vested in an Executive Board, consisting of President, Vice President, Comptroller, Secretary, and Parliamentarian.

Section One. No two (2) officers of any Student Government Association ~~SGA~~ recognized club or organization may serve on the Executive Board.

Section Two. The President and Vice President of the Student Government Association shall represent the Student Government Association on the University Senate and the University Board of Trustees. Elected members of the Senate may, by appointment of the President, serve as a temporary delegate to the University Senate.

Section Three. In the case of removal of the President from office, or in the event of his or her resignation or inability to perform enumerated duties, the Vice President, shall assume duties thereof. Other vacancies may be filled as the Student Government Association may by law provide.

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ARTICLE V.

Section One. This Constitution shall take effect upon the commencement of the Senate meeting following its approval, and shall henceforth supersede and render void all previous constitutions and amendments

Section Two. Amendments to this Constitution become effective if approved by two-thirds (2/3) of the members of the Senate, or by a two-thirds (2/3) vote in a referendum, in accordance with laws as the Student Government Association shall provide. Constituent rights include the rights to enact or rescind any legislation, by referendum, as well as to recall any elected official.

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## **CHAPTER 1: THE EXECUTIVE BRANCH**

### **101. OFFICE OF THE PRESIDENT**

101.1 POWERS AS CHIEF EXECUTIVE: The President shall serve as the Chief Executive of the Student Government Association.

A. Public Relations: The President shall coordinate the public relations of the Student Government Association.

B. Appointments: The President shall appoint all officers of the Student Government Association not otherwise elected or appointed.

C. Delegation of Authority: The President may carry out or delegate all duties not vested in any specific office or group.

101.2 COMMITTEE PARTICIPATION: The President shall serve as a member ex-officio on all committees, but shall not vote. In the event where a Committee Chair is not in attendance, and the Vice President is unable to fulfill his or her roles as a Chair pro tempore, the President shall preside over said committee.

101.3 STUDENT GOVERNMENT ASSOCIATION FINANCIAL MATTERS:

The President shall be ultimately responsible for the maintenance of the financial assets of the Student Government Association and shall be responsible for relations with the University on all financial matters. The President shall have the power to take necessary action to fulfill said responsibilities. The Senate shall have the right of full oversight and have the right to place sanction on the Presidential Budget.

101.4 MID SEMESTER REPORT: The President shall serve the Student Government Association by providing a written mid-semester report on all Executive matters of the Student Government Association and shall make all Executive information available when one-third (1/3) of the Senate requests. Mid-semester reports will be due on a date to be decided on by a majority cabinet vote.

101.5 STUDENT SCHOOL ADDRESS: The President shall address the student body within a two (2) week period following the mid-semester reports.

101.6 SENATE ATTENDANCE: The President of the Student Government must attend Senate meetings.

**102. OFFICE OF THE VICE PRESIDENT**

102.1 COMMITTEE ASSIGNMENTS: The Vice President shall make appointments to all Legislative Committees, subject to the ratification of the Cabinet.

102.2 SENATE AGENDA: The Vice President must submit the Agenda for the Student Government Association Senate meetings to the Cabinet at a meeting prior to the Senate meeting. Said Agenda shall contain a list of all matters to be discussed by the Senate.

102.3 COMMITTEE PARTICIPATION: The Vice President shall serve as a member ex-officio on all Committees, but shall not vote. In the event where a Committee Chair has not appointed a Chair pro tempore, the Vice President shall preside over the Committee.

102.4 VOTING POWER: The Vice President shall preside over Senate meetings with no voting power save for the case of a tie. In the event of a tie the Vice President will have the final vote.

102.5 SENATE ATTENDANCE: The Vice President of the Student Government must attend Senate meetings.

**103. OFFICE OF THE COMPTROLLER**

103.1 FINANCIAL RECORDS: The Comptroller shall be responsible to the Student Government Association for the maintenance of all financial transactions of the Student Government Association and clubs or organizations funded by the Student Government Association

A. Purchase Orders or Check Requisitions: The Comptroller must sign all check requests before they are processed. None of the document shall go through without the Comptroller's signature.

B. Signing Powers of the President: The President shall have the authority to sign any document of the Comptroller if he or she is unable to fulfill the assigned duties.

103.2 MID-SEMESTER REPORTS: The Comptroller shall serve the Student Government Association by providing a written mid-semester report on the financial

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status of the Student Government Association and shall make all financial information available when one-third (1/3) of the Senate requests. Mid-semester reports will be due on a date decided among a majority cabinet vote.

**103.3 INTERNAL REVIEW AND CONTROL BOARD:** The Comptroller shall establish and serve as the Chair of the Internal Review and Control Board (IRC Board). The Comptroller shall determine the membership of the IRC Board, subject to the ratification of the Senate. The IRC Board process shall start as early as the annual Senate meeting following the elections.

**A. Membership:**

- i. No more than two (2) members of the Rules Committee shall serve on the IRC Board.
- ii. The IRC Board shall consist of exactly ten (10) members, including the Comptroller.
- iii. No more than five (5) members shall be members of the Student Government Association, including members of the Rules Committee.
- iv. Non-Student Government Association members of the IRC Board must take the oath of office as stated in 201.34 and are subject to impeachment as if they were senators.
- v. Members of IRC Board must adhere to the Student Government Association attendance policy as if it was a standing Committee.

**B. Club and/or Organization Oversight:** All IRC Board members shall be assigned clubs and organizations by the Comptroller, which they must monitor. Members shall be required to meet with the treasurers of the clubs they are assigned to twice per semester. The IRC Board shall review all financial transactions to ensure that fiscal policy is being followed.

**C. Powers to Audit:** The IRC Board shall have the authority to conduct such audits of assigned clubs as said member may deem necessary. Twenty percent (20%) of all active clubs shall be audited every semester.

**103.4 AUTHORITY TO LEVY FINES:** The Comptroller shall have the authority to levy fines as appropriate under Student Government Association policy. The Senate may overturn the Comptroller's fines by a two-thirds (2/3) vote.

**103.5 AUTHORITY TO FREEZE BUDGETS:** The Comptroller shall reserve the right to freeze a club and/or organization's budget when directed by the President, Appropriations Committee Chair, Club Relations Committee Chair, or the Rules Committee Chair. This decision is subject to the a two-thirds (2/3) vote of the Senate.

**103.6 SENATE ATTENDANCE:** The Comptroller of the Student Government must attend Senate meetings.

### **104. OFFICE OF SECRETARY**

**104.1 GENERAL DUTIES:** The Secretary shall record the minutes of the Student Government Association Senate and Cabinet, but shall not have a vote in either body.

**104.2 OFFICE MANAGER:** The Secretary shall serve as the Office Manager and shall order all needed supplies for said office.

**104.3 CORRESPONDENCE:** The Secretary shall be responsible for all correspondence.

**104.4 SENATE ATTENDANCE:** The Secretary of the Student Government must attend Senate meetings.

### **105. OFFICE OF COMMITTEE CHAIR**

105.1 AGENDA OF THE COMMITTEE: Committee Chairs shall set the agenda for all Committee meetings. Matters come before the Committee at the discretion of the Chair. Chairs shall only vote in case of a tie.

105.2 BOARD AND COMMITTEE REPORTS: Committee Chairs shall submit minutes of all meetings and report to the Senate at each Senate meeting on the actions of the Committee.

105.3 MID-SEMESTER REPORTS: Committee Chairs shall be responsible for submitting a mid-semester, typed report to the Vice President detailing operations of the Committee by a date decided by a majority cabinet vote.

105.4 MID-YEAR REPORTS: Committee Chairs shall be responsible for submitting a mid-year report to the Senate by the first Senate meeting of the spring semester.

105.5 ATTENDANCE OF NON-MEMBERS: Committee Chairs shall, at their discretion, have the right to admit or excuse Senators who are not members of the Committee. Voting rights may be delegated to other ~~Chairs~~ Senators only if they have attended three (3) or more meetings, in current semester, of said Committee.

## **106. OFFICE OF PARLIAMENTARIAN**

106.1 GENERAL DUTIES: The Parliamentarian shall be familiar with the Student Government Association governing documents and shall advise the presiding officer of proper parliamentary procedure at formal meetings. The Parliamentarian shall also advise any Senator on proper parliamentary procedure when requested.

A. The Parliamentarian shall serve as a member of the Constitutional Convention Committee.

B. The Parliamentarian shall give the oath to incoming senators. In the event that the parliamentarian is unavailable to administer the oath, the Vice President shall stand in.

106.2 COMMITTEE PARTICIPATION: The Parliamentarian shall serve as a member of the Rules Committee. As provided for in Section 201.3D of these by-laws, but may also serve on another Committee in the capacity of Senator.

106.3 SENATE ATTENDANCE: The Parliamentarian of the Student Government must attend Senate meetings.

107. **RETREAT**: The members of the Student Government Cabinet shall be responsible for the coordination of an organization retreat in collaboration with the Student Government Advisor and the Office of Student Leadership and Activities. This retreat shall occur after the Fall elections, within the Fall semester. The President and Advisor of the Student Government Association will determine who is excused and unexcused for the retreat if they are not in attendance.

## **CHAPTER 2: THE LEGISLATIVE BRANCH**

### **201. OFFICERS**

201.1 SEATS ON THE SENATE: The Senate shall be constituted by at-large senators to be elected by the general Student Government Association constituency at an election established under Section 215 of these By-laws. Representatives for all intents and purposes are Senators and as such, must fulfill all requirements of Senators including, but not limited to: office hours, Committee meetings, and full Senate meetings.

201.2 DELEGATES: Delegates shall serve as non-voting members of the Senate. Delegates are required to serve on a Committee. They shall receive voting rights within their respected Committees pending their compliance with the absence policy.

201.3 ELECTION OF OFFICERS: The first order of business at the first Senate meeting following the annual election, following the qualification of the President, Vice President and Senators, shall be the election of the following officers of the Student Government Association.

- A. The Secretary: The Secretary shall be appointed by the President, provided that the President shall not appoint a member of the Senate to said position.
- B. The Comptroller: The Comptroller shall be chosen from among the Senators-at-Large.
- C. Committee Chairs: The Chairs of all legislative boards and Committees established under Section 202.1 of these By-laws shall be chosen from the Senators-at-Large.

D. Parliamentarian: The Parliamentarian shall be appointed by the President, provided that the President shall not appoint a member of Senate to said position.

201.4 OATH OF OFFICE (SENATORS): The Oath of Office for all Senators shall be as follows, "I (name), hereby pledge to uphold the Constitution, By-laws, and Policy Series of the Student Government Association, fulfill all obligations as outlined, and act in the best interests of the Student Government Association and all of its members."

201.5 OATH OF OFFICE (EXECUTIVE BOARD): The Oath of Office for the President, Vice President, Comptroller, and Secretary shall be as follows: "I, (name), hereby pledge to faithfully execute the duties of the office of (office) for the Student Government Association of Hofstra University; and to defend and uphold the Constitution, By-laws and Policy Series of the Student Government Association and to act in the best interests of all the students."

## **202. BOARDS AND COMMITTEES**

202.1 STANDING BOARDS AND COMMITTEES: There are hereby established eight (8) standing Boards and Committees of the Student Government Association, to be titled and apportioned as follows:

- A. Academic Affairs Committee: To consist of at least three (3) Senators, including a Committee Chair.
- B. Appropriations Committee: To consist of at least three (3) Senators, including a Committee Chair.
- C. Club Relations Committee: To consist of at least three (3) Senators, including a Committee Chair.
- D. Spirit Committee: To consist of at least three (3) Senators, including the Committee Chair.
- E. Programming Board: To consist of at least fourteen (14) members, including the Committee chair.
- F. Public Relations Committee: To consist of at least three (3) Senators, including the committee Chair.
- G. Rules Committee: To consist of at least three (3) Senators, including a Committee Chair, and the Parliamentarian, who shall serve as a voting member ex-officio.
- H. Student Services Committee: To consist of at least five (5) Senators, including a Committee Chair, the Inter-Fraternity Sorority Council Representative, the Organization of Commuter Students Representative, and the Resident Student Association Representative who shall serve as voting members ex-officio.

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202.2 BOARD AND COMMITTEE SOLVENCY: In the event that a Board or Committee's population drops below three, the Vice President will alert them of a two week grace period during which they must raise their attendance. Failure to do so will result in a suspension of activities until membership is raised. Once membership is raised, the Vice President will be required to lift the suspension.

202.3 WEEKLY MEETINGS: There shall be a weekly meeting of every standing legislative board and Committee established under this Section. A "week" is defined as a period from Monday to Friday when classes are in session every day. Any two standing or special Committees may sit jointly to consider matters or to contemplate legislation.

A. In the event that a Committee Chairperson is ill, the Committee Chairperson has personal family matters to attend to, or another legitimate reason deemed excused by the Ethics and Conduct Chairperson, a Committee Chairperson may appoint a Chair pro tempore to run their Committee meeting without penalty.

B. In the event that a Committee meeting falls on a holiday which does not result in a cancellation of classes, a Committee Chairperson may cancel their meeting without penalty.

202.4 SENATE OVERSIGHT: No decision of any Committee is effective until it passes the Student Government Association Senate.

202.5 AD-HOC COMMITTEES: The Senate may create ad-hoc ~~or special~~ Committees. Ad-hoc Committees are created by a one-third (1/3) vote of senators present and voting.

202.6 DISMISSAL OF BOARD AND COMMITTEES: Standing Committees may be dismissed by two-thirds (2/3) the members of the Senate. Ad-hoc Committees may be dismissed by a majority of senators present and voting.

202.7 STUDENT GOVERNMENT ASSOCIATION BOARD AND COMMITTEE BUDGET: Any standing Board or Committee may be distributed funds from the Student Government Association Budget, in accordance with the regulations outlined in Section X.E of the Student Government Association Policy Series. All monetary donations are to be used in fulfilling its duties as outlined in the Student Government Association By Laws and Policy Series. The Academic Affairs Committee, the Club Relations Committee, the Programming Board, the Public Relations Committee, the Rules Committee, the Spirit Committee, and the Student Services Committee may receive specific donations to assist them in fulfilling their duties, as outlined in Section III-B, 18 and 33 of the Student Government Association Policy Series. Any budget allocated to a Board or Committee must be used for external use.

### **203. ACADEMIC AFFAIRS COMMITTEE**

203.1 REVIEW OF ACADEMIC CONCERNS: The Academic Affairs Committee shall review and seek solutions about academic issues at Hofstra University, and shall consult with University offices and agencies as appropriate.

203.2 PROVOST SCHOLAR RECEPTION: The Academic Affairs Committee shall work collaboratively with the Provost office and Hofstra University's Bookstore to recognize Provost Scholar students earning a 4.0 GPA per semester.

~~203.4~~ 203.3 SUBCOMMITTEES: The Academic Affairs Committee Chair shall establish and appoint such Committees as he or she may deem necessary.

### **204. APPROPRIATIONS COMMITTEE**

204.1 BI-ANNUAL BUDGET: The Appropriations Committee shall report a bi-annual budget of the Student Government Association to the Senate at a date before the last

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meeting of the fall semester and the turnover meeting. The Committee shall collect budget proposals from clubs by a date to be specified by the Chair, and shall publish guidelines as appropriate in the Student Government Association Policy Series.

A. Clubs can only request money for the upcoming academic semester.

B. All money allocated for that semester; if not used, is reallocated back to the Student Government Association budget.

C. Exceptions may be made at the discretion of the Comptroller for clubs that require the budget a year in advance.

204.2 ADDITIONAL ALLOCATIONS: The Appropriations Committee shall review requests for additional allocations throughout the academic year, and shall make decisions thereon, with such money as may be made available.

204.3 SUBCOMMITTEES: The Appropriations Committee Chair shall establish and appoint such subcommittees as he or she may deem necessary.

204.4 STUDENT GOVERNMENT CLUB OR ORGANIZATION BUDGET: The Appropriations Committee shall have jurisdiction over all monetary contributions donated to the Student Government Association club or organization budget, a subdivision of the Student Government Association budget, and shall be allowed to allocate these monies to club or organizations at its discretion. In cases where donations are made to a specific Student Government Association club or organization, these monies must be transferred to said club or organization's budget and designated as income money. In addition, the Appropriations Committee may refer individual clubs and organizations that still require further assistance to the Club Relations Committee.

### **205. CLUB RELATIONS COMMITTEE**

205.1 GENERAL DUTIES PERTAINING TO CLUBS: The Club Relations Committee shall work with the clubs and organizations to create and maintain an active programming agenda, and shall assist in coordinating the activities as necessary.

205.2 OFFICE SPACE: The Committee shall allocate club office space in the Student Center with an application process annually in accordance with provisions made in the Student Government Association Policy Series.

205.3 CLUB CONGRESS MEETINGS: The General Club meetings shall be held at least twice a semester, with the first meeting within the first two weeks of the academic semester. Additional meetings may be scheduled by the Club Relations Committee Chair with a minimum one-week notice to clubs.

A. Club Representatives: Clubs shall elect a member as a representative to attend each Club Congress. No member of any club may represent more than two (2) clubs at any one meeting.

205.4 SUBCOMMITTEES: The Club Relations Committee Chair shall establish and appoint such subcommittees as he or she may deem necessary.

A. Office Space Chair: The Office Space Chair shall be responsible for maintaining a record of office space occupants and for enforcing Student Government Association office space policies. Audits should be conducted a minimum of once per semester for all clubs utilizing Student Government Association office space. If an Office Space Chair is not appointed, the Committee Chair shall assume these duties.

## **206. RULES COMMITTEE**

**206.1 AMENDMENTS TO GOVERNING DOCUMENTS:** The Rules Committee shall make recommendations to the Student Government Association on rules and regulations for its effective operation.

**206.2 DRAFTING OF LEGISLATION AND PAPERS:** The Rules Committee may draft legislation, referendum petitions, or other papers at the request of Student Government Association members or the members of the general Student Government Association constituency.

**206.3 TECHNICAL CORRECTIONS TO LEGISLATION:** All resolutions, amendments, polls, and other policy proposals introduced shall be first referred to the Rules Committee for its approval, which shall make and report any necessary technical corrections on the same prior to its report to the Vice President and Cabinet.

**206.4 STUDENT GOVERNMENT ASSOCIATION RECOGNIZED CLUBS:**

Organizations that wish to become a recognized organization shall first be approved by the University Registration Committee, and then present to the Rules Committee for activation. Procedures are outlined in the Policy Series of the Student Government Association. No club or organization shall be recognized whose governing documents do not conform to the following general standards.

A. Club and/or organization documents shall be constitutional an accordance with Student Government Association governing documents.

B. No club may foster a discriminatory attitude with regards to membership.

C. The primary purpose of a club may not conflict directly with any existing club under Student Government Association.

D. Free exercise of rights as defined by Hofstra University and Student Government Association documents shall not ever be restricted.

**206.5 CLUB OR ORGANIZATION DOCUMENTS:** Clubs or organizations who vote changes to their governing documents at their regular meetings shall submit said changes to the Rules Committee, who must approve them before the changes become effective. Changes to clubs or organizations' documents must be constitutionally sound with governing documents of higher authority.

**206.6 CLUB OR ORGANIZATION OPERATIONS:** All clubs or organizations who hold elections or impeachment proceedings must have said proceedings witnessed and validated by a representative of the Rules Committee.

**206.7 REACTIVATION HEARINGS:** The Rules Committee shall have the authority to reactivate any inactive club subject to the approval of the University Registration Committee and full Senate.

**206.8 ETHICS AND CONDUCT CHAIR:** The Rules Committee Chair shall appoint an Ethics and Conduct Chair, who shall refer to the Rules Committee matters concerning the integrity and ethics of Student Government Association members. The Ethics and Conduct Chair shall maintain a record of absences of all members. The Rules Committee shall have the power to investigate members for alleged violations, and may recommend impeachment and removal from office.

A. Process of Appeal: The Rules Committee must hear appeals from the decisions of the Ethics and Conduct Chair, on written request of the person aggrieved. This appeal must be heard at the next Rules Committee meeting. The Rules Committee decision will be upheld if passed by a majority vote of the Senate.

**206.9 STUDENT GOVERNMENT ASSOCIATION CLUB INFORMATION CHAIR:**

The Rules Committee Chair shall appoint a Club Information Chair, who shall be responsible for ensuring that club contact information, names of club officers, and the constitution of each club recognized by the Student Government Association is accurate and accessible through Collegiate Link. The Club Information Chair will be responsible for making an accessible list of all active clubs recognized by the Student Government Association, and all inactive clubs that have been recognized by the Student Government Association in the past.

**206.10 STUDENT GOVERNMENT ASSOCIATION ARCHIVIST:** The Rules Committee Chair shall appoint an Archivist who shall update both the constitution and policy series. All legislation passed by Senate will go to the Archivist through the Rules Committee Chair, in its final form by the end of the semester. The Archivist will maintain and update the Student Government Association Archive.

**206.11 POLICY SERIES:** The Rules Committee shall codify and maintain the Policy Series of the Student Government Association.

**206.12 SUBCOMMITTEES:** The Rules Committee Chair shall establish and appoint such subcommittees as he or she may deem necessary.

**206.13 ELECTIONS COMMISSION:** The Rules Committee shall be required to serve as the Fall Elections Commission.

**207. STUDENT SERVICES COMMITTEE**

**207.1 GENERAL DUTIES AND RESPONSIBILITIES:-**The Student Services Committee shall investigate non-academic concerns, complaints, and suggestions made by any member of the University community and shall work with appropriate Hofstra University agencies and offices as it may see appropriate.

**207.2 RESIDENT STUDENT ASSOCIATION:** The Student Services Committee shall be responsible for cooperating with the Resident Student Association (RSA) and the Office of Residential Buildings. The Resident Student Association representative shall serve as a liaison between the two bodies. The Student Services Committee Chair shall be tasked with appointing the RSA representative. This appointment shall be ratified by the Senate.

**207.3 COMMUTER SERVICE REPRESENTATIVE:** The Student Service Committee shall be responsible for cooperating with the Organization of Commuting Students (OCS) and the Office of Off Campus Living and Commuting Services. The Commuter Service Representative shall serve as a liaison between the two bodies. If OCS does not appoint a representative, the Student Services shall be tasked with appointing the OCS representative. This appointment shall be ratified by Senate.

**207. 3 SUBCOMMITTEES:** The Student Services Committee Chair shall establish and appoint such subcommittees as he or she may deem necessary.

**207. 4 COMMUNITY SERVICE DIRECTOR:** The Student Services Committee Chair may appoint a Community Service Director who shall coordinate community service events for the Student Government Association to participate in during the academic year.

A. The Community Service Director shall serve on the Student Services Committee.

B. The Community Service Director shall coordinate at least two (2) community service events during each semester.

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C. The Community Service Director shall plan at least one (1) item drive each semester; the items collected will be donated to a local charity.

207.5 The IFSC shall elect a Representative to serve as a voting Senator on the Student Government Association. The Organization of Commuter Students and the Resident Students Association shall each elect a Representative to serve as a voting Senator on the Student Government Association; If they choose not to, the Student Services Chair shall appoint one for them.

**208. SPIRIT COMMITTEE**

208.1 GENERAL DUTIES AND RESPONSIBILITIES: The Spirit Committee shall work with the Athletics Department and Student Government Association ~~SGA~~ Clubs and Organizations to help promote and increase attendance at all campus wide events.

208.2 ATHLETICS DEPARTMENT DUTIES: The Spirit Committee Chair shall be responsible for maintaining contact with the head of marketing and promotions of the Athletics Department on a bi-weekly basis. The Spirit Committee shall be responsible for designing and participating in three (3) events per semester as follows:

A. Fall Semester

- i. Fall Festival
- ii. Hofstra Celebrates the Holidays
- iii. Pride Unleashed Week

B. Spring Semester

- i. The Colonial Athletic Association Basketball Tournament
- ii. Musicfest
- iii. One event to be chosen by the committee

208.3 FALL FESTIVAL DUTIES: The Spirit Committee shall be in charge of all matters pertaining to the Student Government Association Float, and shall encourage all clubs and organizations either to build floats of their own or to combine with another club or organization to create a float.

208.4 SUBCOMMITTEES: The Spirit Chair shall establish and appoint such subcommittees as he or she may deem necessary.

**209. PROGRAMMING BOARD**

209.1 GENERAL DUTIES AND RESPONSIBILITIES: The Programming Board shall be responsible for coordinating a series of campus-wide events throughout the academic year. The members of this board shall be made up of students both internal and external. The Programming Board process shall start as early as the annual Senate meeting following their appointments.

209.2 APPLICATIONS: The Programming Chair shall select members of the Programming Board based on application; these members would be subject to the ratification of the Senate.

209.3 MEMBERSHIP: The Programming Board shall consist of a minimum of fourteen (14) students, with no more than twenty-six (26), including the Chair.

A. The Chair of the Programming Board shall be an elected member of the Senate.

B. Senators and non-senators shall fill the positions as follows:

- i. Two (2) to four (4) Athletic Coordinators
- ii. Two (2) to four (4) Class Coordinators
- iii. Two (2) to four (4) Novelty Event Coordinators

- iv. Two (2) to four (4) Multicultural Coordinators
- v. Two (2) to four (4) Promotions Coordinators
- vi. Two (2) to four (4) Speakers Coordinators
- vii. One (1) Treasurer

C. Each member shall be responsible for one (1) office hour per week.

D. Each member of the Programming Board shall be subject to the Student Government Association's attendance policy.

E. Non-Student Government Association members of the Programming-Board must take the oath of office as stated in 201.4 and are subject to impeachment as if they were senators.

209.4 UNITS: The Programming Chair shall appoint such members under the units defined in the policy series and if necessary create ad-hoc units.

### **210. PUBLIC RELATIONS COMMITTEE**

210.1 GENERAL DUTIES AND RESPONSIBILITIES: The Public Relations Committee shall be responsible for Student Government communications, media relations, marketing and advertisement of Student Government events functions, management of social media and online operations, and the planning of Intra-Student Government Association social events.

210.2 PRESS RELEASES: The Public Relations Committee shall be responsible for providing the campus with press releases at least once a month. The Public Relations Chair should also act as the primary representative of the Student Government Association in the event that the Student Government Association must deal with any on-campus or off-campus media.

210.3 STUDENT GOVERNMENT ASSOCIATION WEBPAGE: The Public Relations Committee shall be expected to update the Student Government Association's webpage on the Hofstra University website as deemed appropriate. It must also create a separate social media forum for all of Senate and the student body.

210.4 PUBLICITY: The Public Relations Committee may assist any clubs or organizations in the promotion of their purpose and programming, time permitting. The Public Relations Committee may be called upon by Cabinet to help publicity needed by clubs.

210.5 SPOKESPERSON: As the Student Government Association's primary spokesperson and spokes people, at no point may the Public Relations Chair or Committee interject their individual opinions when fulfilling their responsibilities as the Public Relations Committee.

210.6 STUDENT GOVERNMENT ASSOCIATION MEDIA RELATIONS: The Public Relations Committee will work with the Hofstra Chronicle and other media outlets to help keep the student body informed of the Student Government Association operations.

### **210.7 INTRA-STUDENT GOVERNMENT ASSOCIATION AFFAIRS**

A. Social Chair: The Public Relations Chair shall appoint a Social Chair who shall plan intra-Student Government Association events for the Student Government Association including but not limited to dinners, trips, and bonding activities to further internal relationships within the Student Government Association.

- i. The Social Chair shall coordinate an end of the year recognition function for the Student Government Association.

ii. The Social Chair shall be responsible for the facilitation of fundraising for events.

B. Oversight: The Public Relations Chair shall be responsible for overseeing the implementation of the duties of the Social Chair.

210.8 SUBCOMMITTEES: The Public Relations Chair shall establish and appoint such subcommittees as he or she may deem necessary.

### **211. ORDER OF BUSINESS**

211.1 SENATE AGENDA: Senators who wish to make additions or changes to the agenda submitted by the Vice President may do so by making a motion to suspend the rules and place the item in a specific place in the agenda.

211.2 APPROVAL OF SENATE AND CABINET MINUTES: The first question at each meeting of the Senate and Cabinet shall be the approval of its own minutes from the previous sitting, followed by the minutes of the previous Cabinet meeting.

211.3 SPECIAL, UNFINISHED, AND, NEW BUSINESS: At each meeting, there shall be time allocated for the consideration of business by the Senate.

A. Special Business: All business not covered under either Unfinished or New Business shall be placed under Special Business. Elections shall be placed under Special Business, unless the election is to fill a vacancy in the Office of President, the election of which is of the highest privilege, and supersedes all other business.

B. Unfinished Business: Shall consist of matters previously considered by the Senate, and shall also include special reports of a Committee.

C. New Business: Shall consist of the consideration of new Student Government Association clubs, followed by matters introduced by members of the Senate.

211.4 EXECUTIVE BOARD REPORTS: The President, Vice President, Comptroller, Secretary, and Parliamentarian may give a weekly report to the Senate.

211.5 SENATE APPROVAL OF COMMITTEE MINUTES: Senate approval of the Committee minutes shall take place after the approval of the Senate minutes of the last sitting, and the reports of the Executive Board, unless otherwise noted.

211.6 OBJECTIONS TO MINUTES: If at any time a Senator raises a point of order against a meeting of a Student Government Association body by raising the question that the meeting has been held in violation of procedure, the Vice President shall rule as to whether or not the minutes shall be voided, subject to appeal by a majority of the Senate.

211.7 OVERRULING DECISIONS OF COMMITTEES: Senators may move to overrule a specific decision of any legislative Committee by making a motion to disapprove the decision. A motion to disapprove is debatable, and the Senate shall have the right to debate and pass alternative decisions, on motion.

211.8 SPECIAL MEETINGS OF STUDENT GOVERNMENT ASSOCIATION BODIES: Special meetings of the Senate may be called by the President, the Cabinet, or the written petition of one-third (1/3) the members of the Senate. Special meetings of the Cabinet may be called by the President, Vice President, or one-third (1/3) the Cabinet members. Special meetings of Committees may be called by the Chair.

### **212. LEGISLATIVE PROPOSALS AND RESOLUTIONS**

212.1 PRESENTATION OF LEGISLATION: Any Senator may file a poll, proposal, or resolution with the Rules Committee, pursuant to Section 206.2 of these by-laws, and henceforth to such legislative Committees as the Vice President and Cabinet may direct.

212.2 NUMBERING AND FILING OF LEGISLATION: All proposals, resolutions, and

other documents considered shall be assigned a number for legislation to the Rules Committee pursuant to Section 206.2 of these by-laws.

212.3 FORM OF LEGISLATION: All legislation filed shall conform to the template to be published in the Student Government Association Policy Series.

### **213. MINUTES**

213.1 RECORDING OF MINUTES: The Secretary shall take detailed minutes of each Senate and Cabinet meeting, and shall publish the same to all members of the Senate at a reasonable time before the next meeting of each respective body. Committee meeting minutes shall be taken by a member designated by the Chair. Approval of minutes shall proceed as detailed under Section 214.4 of these by-laws.

213.2 CONTENT OF MINUTES: The Secretary shall enter upon the minutes each motion considered, the result thereof, and any and all votes pertaining thereto.

### **214. PARLIAMENTARY PROCEDURE**

214.1 QUORUM: In all meetings of Student Government Association organized bodies, except for full Senate, a quorum and/or majority shall be constituted by attendance of half plus one of the full membership. No business shall be entertained unless in the presence of quorum. If any Senator doubts the presence of a quorum, he or she may order the presence of a quorum, in which case the presence of a quorum shall be ascertained by the calling of the roll. If a quorum is not demonstrated at any given time, the only motions that are in order are to recess temporarily, to call for absent members, or to adjourn.

214.2 SENATE DEBATE: The presiding officer reserves the right in all cases to set regulations for debate and voting, but members of the Senate may, through an appeal from the decision of the Chair, make motions concerning debate and voting which shall supersede such regulation.

214.3 MOTIONS: Senators who make a motion are entitled to the floor to speak on their motion and receive the floor by virtue of their making the motion. If the presiding officer declines to recognize a motion, a Senator who did not originally make or second the motion may raise a point of order that the motion be recognized. If one-third (1/3) the members present second said point of order, the presiding officer shall then put the question to the Senate.

A. Consideration of Motions: in the absence of objection, motions proposed and entertained shall stand approved.

B. Objections to Motions: Motions where a contest obviously exists through objection must be put to a vote. The presiding officer may also, at his discretion, put a question to a formal vote even where there is no apparent objection.

214.4 VOTING: The method of voting shall be by voice vote, except in the following cases:

A. *Secret Ballots*: Any two members may order a secret ballot be taken. The President shall announce the tally of votes at the end of voting. Voting on all matters of election shall be taken by secret ballot, with no exception. The Secretary and the President shall count all ballots.

B. Roll-call Votes: One-third (1/3) the members present may order that an open roll-call vote be taken. The Secretary shall call the roll, and Senators, when their name is called, shall clearly answer "Yes," "No," or "Abstain," as the case may be. The record of names and individual votes along with the tally shall be printed in the minutes.

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C. Ordering of Roll-call Votes: The presiding officer may order that a vote be taken by an open roll-call on any question.

214.5 POINTS OF ORDER OR POINTS OF INFORMATION: Points of order and points of information which raise a question of procedural violations or of privilege supersede all other business and must be heard.

214.6 DECORUM: To express order within the Senate.

214.7 SUSPENSION OF THE RULES: To expedite the business of the Senate, the Senate may, by a two-thirds (2/3) vote, temporarily suspend those rules which interfere with the consideration of a matter by the Senate insofar as relates to said matter. The Senate may also proceed as if under suspension of the rules, with no motion to that effect, but upon objection on that ground, a

vote shall be taken on suspension of the rules.

214.8 GENERAL PARLIAMENTARY PROCEDURE: In all cases not expressly provided for in these By-laws or other order of the Student Government Association, all meetings of the Student Government Association and its standing Committees shall be conducted according to Robert's Rules of Order, Newly Revised (10th Ed., 2000) where applicable, and further, to common parliamentary practice.

### **215. ELECTIONS**

215.1 ELIGIBILITY: No student who is either graduating immediately following the election or not returning for the fall semester following the Spring election shall be a candidate for election. Any other student eligible to vote in the Student Government Association elections is eligible to run for a position in the Student Government Association, except as provided for under this Section.

215.2 ELECTIONS COMMISSION: The Student Government Association shall, by the last Senate meeting of November form an Elections Commission for the Spring semester. The membership of the Commission is to be determined by the Rules Committee Chair and President, subject to the ratification by a majority vote in the Senate. No person serving on the Elections Commission shall compete for any Student Government Association election in the season that said person shall serve. Regarding the Fall election, the Rules Committee shall serve as the Elections Commission.

A. Validation of Elections: The Elections Commission shall uphold the validity and integrity of the election, and shall make sufficient provision for notification and promotion of the election.

B. Qualifications of Candidates: The Elections Commission shall ensure that all candidates have met the requirements set forth under Section 215.1, 215.3, and 215.4 of these by-Laws

C. Election Returns: All elections petitions must be delivered to the Elections Commission by the date specified by the Commission. The Advisor must remain in the Student Government Association office from four o'clock to five o'clock on the evening that petitions are due.

D. The Elections Commission shall be responsible for planning and hosting The Presidential Election Bash, to be held the final night of Spring elections, where the winning ticket will be announced. This event will be open to the student body at large.

215.3 REQUIREMENTS FOR THE OFFICE OF PRESIDENT AND VICE

PRESIDENT: No person shall be a candidate for the Office of the President or Vice President who has not first met the following criteria:

- A. Candidacy Requirements: Candidates must attend an informational meeting to be put on by the Election Commission. The meeting will outline the proper procedures as to their candidacy. Candidates must be active members of the Student Government Association from the time of the information meeting until the elections. Those whom do not comply will be unable to run for election.
- B. GPA Requirements for the Office of President and Vice President: Candidates for the Office of President and Vice President must maintain a 2.5 GPA in order to be elected to the Office of President and Vice President. The GPA status of the candidates shall be verified by the Office of Student Leadership and Activities.–
- C. Petition Requirements: The candidate's ticket shall submit a petition to the elections commission with the student identification numbers of no less than ten (10) percent of the Student Government constituency.
- D. The President-elect and/or Vice President-elect shall make a speech at The Election Bash. The competing candidates shall have the option of making a concession speech.

215.4 REQUIREMENTS FOR THE OFFICE OF COMMITTEE CHAIR AND

COMPTROLLER: No person shall be a candidate for the Office of Committee Chair who has not first met the following criteria:

- A. Requirement for Candidacy: The candidate shall first be elected Senator-At-Large, as provided under these By-Laws.
- B. Election: Election of Committee Chairs and Comptroller shall occur at the annual Senate meeting. Election of Committee Chairs and Comptroller shall be determined by the vote of the Senate and shall be constituted by receiving the greatest number of ballots cast.
  - i. If a Senator cannot attend this meeting and would like to run for a position, they must submit a note to the Vice President twenty-four (24) hours prior to the meeting stating that if they are nominated for a specific position they choose to accept or decline the nomination. Additionally, they may submit a statement to be read by the Vice President during the time allotted for the candidates for the said position.
- C. GPA Requirement for the Office of Committee Chair and Comptroller: Any Senator-At-Large who wishes to fulfill the Office of a Board or Committee Chair must maintain a 2.50 GPA. Any Senator-At-Large who wishes to fulfill the Office of Comptroller must maintain a 2.50 GPA. The GPA status of any Senator-At-Large who wishes to fill said offices shall be verified by the Office of Student Leadership and Activities.

215.5 REQUIREMENTS FOR THE OFFICE OF SENATOR: No person shall be a candidate for the Office of Senator who has not first met the following criteria:

- A. Requirements for Candidacy:
  - i. The candidate must be registered as a full-time undergraduate student at Hofstra University.

- ii. Prior to the Spring and Fall elections, applicants shall be required to attend a Student Government Association seminar to be run by the Elections Commission, and serve as a delegate or be a standing Senator.
- iii. Candidates that run and are not elected to Senate in the Spring may not run again in the Fall.

B. GPA Requirement for the Office of Senator: Candidates for the Office of Senator must maintain a 2.00 GPA in order to be elected to the Office of Senator.

C. IFSC, OCS, and RSA Representatives: The Inter-Fraternity Sorority Council Representative, the Organization of Commuter Student Representative, and the Resident Student Association Representative shall serve in the capacity of Senator, but shall be elected as per the club's constitution. They shall be held responsible to the same Code of Ethics and Conduct as Senators, as outlined in Section 302. If removed from Senate for violation of said Code, they shall permanently lose the ability to be a representative.

D. Petition Requirements: The candidate's ticket shall submit a petition to the elections commission with the signatures and student identification numbers of no less than one (1) percent of the Student Government constituency.

## **216. REFERENDA**

216.1 PETITIONERS: Any member of the Student Government Association constituency may introduce a referendum, which must be referred to the Rules Committee no less than one (1) month prior to the scheduled date of elections

216.2 SENATE ACTIONS ON REFERENDA: A majority of the Senate must approve the referendum for it to appear on the ballot.

216.3 ALTERNATE METHOD OF PRESENTING A REFERENDUM: If the student so desires, or if the referendum fails to attain a majority of votes in the Senate, the student may circulate a petition to have the referendum placed upon the ballot. The petition must be legibly signed by ten (10) percent of the Student Government Association constituency, with the last four digits of the student identification number clearly visible. The signatures shall be validated and the referendum shall be placed on the ballot.

## **CHAPTER 3: STUDENT GOVERNMENT ASSOCIATION**

### **MEMBERSHIP**

#### **301. MEMBERS**

301.1 VACANCIES: If at any time a vacancy exists in any position on the Student Government Association, the following procedure exists for the prompt filling of said vacancies:

A. President: In the event of a vacancy in the Office of the President, the Vice President shall become the President. If the Vice President declines to take the position of President, there will be an election within the Senate to choose a new President. The Rules Committee Chair shall serve as the President pro tempore until the election of a new President is effected.

- i. In the event that the Vice President declines to take the position of President, an election must take place within four (4) weeks of the Presidential vacancy to fill the position. The Rules Chair will serve as President until a replacement is elected.
- ii. The Chair of the meeting cannot be nominated for the position of President.

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- iii. To run for the position of President one must be nominated and seconded by members of the Senate. Any undergraduate who fulfills all necessary requirements is eligible.
- iv. All nominees are entitled to time to speak on their own behalf. After each nominee has spoken, the candidates must leave the room while deliberations occur.
- v. To be elected President, a nominee must secure the vote of fifty one percent (51%) of Senators present.
- vi. If no nominee secures the total outlines in the above, a run-off election shall be held between the nominees with the three highest vote totals.
- vii. If no nominee secures the totals outlined above in the second round of voting, a second run-off election shall be held between the nominees with the two highest vote totals.

B. Vice President: In the event of a vacancy in the Office of the Vice President, the Rules Committee Chair shall serve as the Vice President pro tempore until the election of a new Vice President is effected.

- i. Within four (4) weeks of the Vice Presidential vacancy an election must take place to fill the position.
- ii. The Rules Committee Chair is to preside over the proceedings. If the Rules Committee Chair cannot or shall not preside the Student Services Chair shall preside. If neither Chair wishes to or cannot preside over the election of the Vice President, the Cabinet shall decide who shall Chair the proceedings.
- iii. The Chair of the meeting cannot be nominated for the position of Vice President.
- iv. The election shall take place within the Senate.
- v. The procedure of election of Vice President will be the same as the election of President stated in subsection 301.1A.

B. Simultaneous Vacancy in the Offices of the President and Vice President: In the event of simultaneous vacancies in the Offices of the President and Vice President, the Rules Committee shall serve as the President pro tempore and the Student Services Committee Chair shall serve as the Vice President pro tempore until the election of a new President and Vice President is effected.

C. Secretary: In the event of a vacancy in the Office of the Secretary, the President shall appoint a new Secretary.

D. Comptroller: In the event of a vacancy in the Office of the Comptroller, the President shall perform the duties thereof until the election of a new Comptroller is affected.

E. Committee Chair: In the event of a vacancy in the Office of a Committee Chair, the Vice President shall preside over the Committee until the election of a new Chair can be effected.

F. Senator: In the event of a vacancy in the general membership of the Senate, the Senate may choose to fill the vacancy by the election of an appointed delegate to the Office of Senator.

301.2 DELEGATES: Delegates may serve on a legislative Committee of the Student Government Association as provided in this Section:

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A. Interested parties shall submit a petition for membership to the Rules Committee. Prior to delegation interested parties must obtain one percent (1%) of the members of the Student Government constituency signatures and last four digits of the student identification numbers from the Student Government Association SGA constituency.

B. The candidate shall attend the next regular meeting of the Student Government Association SGA Senate, at which time he or she shall be appointed a delegate and assigned to a standing legislative Committee by the Vice President and Cabinet.

C. The delegate shall be responsible for attending all Committee meetings, and ~~but~~ shall only have a vote in his or her Committee.

D. Election of delegates to the Senate: No delegate shall be elected to the Senate without having first attended three (3) regular Committee meetings following appointment.

i. Each delegate shall have time to address the Senate on his or her behalf. Following Senate debate, if the Vice President will place before the Senate the question of electing the delegate to a Senate seat. A secret ballot must be taken.

ii. Election of delegates shall be constituted by a majority of Senators casting an affirmative vote.

iii. When there are more delegates running than available seats in the Senate, delegates will be elected by plurality.

### 301.3 RESIGNATION OF STUDENT GOVERNMENT ASSOCIATION

MEMBERS: Resignation of members of the Student Government Association shall be effected by completing and submitting a resignation form or letter to the Vice President. The resignation of the Vice President, or of the President and Vice President simultaneously, shall be effected by submitting resignation form or letter to the Rules Committee Chair.

### 302. CODE OF ETHICS AND CONDUCT

302.1 DISCUSSION: Each member of the Student Government Association must conform to an accepted standard of official conduct which surpasses the standard applicable to members of the constituency in general. Members shall adhere to the guidelines provided under this Section. Complaints filed under this Section shall be addressed to the Ethics and Conduct Chair, or the Rules Committee Chair, as appropriate.

302.2 ATTENDANCE REQUIREMENTS: Members are responsible for attending all Senate meetings, as well as any Committee to which they may be assigned. Cabinet members are required to attend each meeting of the Cabinet. Members are expected to arrive before the start of each meeting and stay for its entirety. All members who must leave early are expected to sign out with the Ethics & Conduct Chair.

A. Cabinet powers regarding attendance:-The Cabinet may, by majority vote, require attendance at any Student Government Association function, but may do so no more than five (5) times per semester.

B. Senators may be subject to an appropriate attire policy decided upon by the Ethics and Conduct Chair, via the Rules Committee.

C. Members of the Programming Board and IRC Board who are non-Senators are not required to attend Senate Meetings.

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302.3 OFFICE HOUR REQUIREMENTS: All Senators, Delegates, Board Members, and Judicial Panel members are responsible for serving at least one (1) hour per week. An office hour is defined as sixty (60) consecutive minutes where a Senator is available in the Student Government Association office. Office hours are posted and recorded by the Ethics and Conduct Chair. Cabinet members shall serve two (2) office hours, as defined in this Section.

- A. Senators may do office hours Monday through Friday between the hours of 9:00 AM and 9:00 PM.
- B. A Cabinet member may opt to do his or her office hours as follows:
  - i. At least one (1) office hour must be done in the office
    - ii. The second office hour may be done in the form of being in the office, meeting with administrators, or any other task as approved by the Student Government Association President.
    - iii. If an office hour is performed outside the office, the Ethics and Conduct Chair must be notified via email within 24 hours of completing the office hour.

## 302.4 EXCUSED ABSENCE POLICY:

- A. Members who contact their Committee Chair at least twenty-four (24) hours in advance of the meeting to be missed will be considered excused, in accordance with the attendance policy.
- B. Senators who contact the Ethics and Conduct Chair at least twenty-four (24) hours in advance of the Senate meeting to be missed with a reason deemed excusable by the Ethics and Conduct Chair, will be considered excused.
  - i. Senators who contact the Ethics and Conduct Chair less than twenty-four (24) hours in advance of the Senate meeting to be missed with a legitimate reason deemed to be excused by the Ethics and Conduct Chair shall receive a one-half (1/2) absence. In the event a reason is deemed inexcusable by the Ethics and Conduct Chair, one (1) absence shall be issued.
  - ii. In the event of an emergency (such as illness, family emergency, or personal injury) members of the Senate who contact the Ethics and Conduct Chair within twenty-four (24) hours before or after the Senate meeting shall not receive an absence, excused or unexcused. If the event is not deemed an emergency, Section 302.4.A shall apply
  - iii. All absences given to senator may be appealed to the Rules Committee Chair as stipulated in Section 206.8.A of this Constitution.
  - iv. The subsections of 302.6.B shall also apply to Cabinet and Committee meetings. In which case, the Senator is responsible for notifying the Chair of the meeting they cannot attend.
- C. Members will be allotted a maximum of three (3) excused absences per semester.

302.5 REMOVAL OF UNEXCUSED ABSENCES: The Ethics and Conduct Chair may remove one (1) absence from a member of the Senate's record at his or her discretion if said member of the Senate attends an event that the Student Government Association is cosponsoring or tables for an event.

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A. Members of the Senate must inform the Ethics and Conduct Chairperson they are attending said event twenty-four (24) hours prior to the date of the event for this policy to apply.

B. Members of the Senate will be limited to two (2) events, equivalent to one-half (1/2) absence each, at the discretion of the Chairperson.

i. If members of the Senate do not have any accumulated absences, this policy will not apply to them.

ii. Any event deemed mandatory by Cabinet shall not apply.

iii. These will be the only activities that shall apply toward the removal of an absence.

302.6 ABSENCE POLICY: Members who acquire an unexcused absence shall receive penalties weighted according to the meeting missed (absences expire at the end of the each semester):

A. Senate:-one (1) absence

B. Cabinet:-one (1) absence

C. Committee meeting:-one (1) absence

D. Office hour:-one-half (1/2) absence

E. Fall and Spring retreats: one (1) absence

F. Attendance where required by Cabinet:-one-half (1/2) absence

G. Failure to submit the Agenda of the Senate to the Cabinet (Vice President):-one (1) absence

H. Failure to submit a mid-year or monthly report (Committee Chairs):-one (1) absence.

I. Late arrivals (arriving fifteen (15) minutes after the start of a Senate meeting without first notifying the Ethics and Conduct Chairperson):- one-half (1/2) absence.

J. Leaving early (leaving prior to adjournment from a Senate meeting):-one-half (1/2) absence.

K. Failure to submit a mid-year or mid-semester report(Committee Chairs): one (1) absence.

L. Failure to join the Hofstra Student Government Association Collegiate Link group within two (2) weeks of being sworn into the Student Government Association: one (1) absence

302.7 REPORTING OF UNEXCUSED ABSENCES: Committee Chairs must notify the Ethics and Conduct Chair of all unexcused absences within twenty-four (24) hours following the meeting, or the Chair who failed to report said absence shall receive one-half (1/2) absence.

302.8 REMOVAL OF SENATORS: Any Senator who accumulates two (2) unexcused absences in any given semester will be considered to have resigned his or her seat. The Ethics & Conduct Chair must notify the Senator within forty-eight (48) hours of him or her reaching this number, so that they may have the opportunity to appeal at the next available Rules Committee meeting. The Senator shall not be removed until said Senator has had an opportunity to appeal.

302.9 Appeal of Absences: When a Senator accumulates an absence, they have the right to appeal to the Rules Committee if they feel it was unfairly assigned. In the event that an absence is accumulated after the final Rules Committee meeting of the fall semester, the

appeal of said absence can be heard during the first Rules Committee meeting of the spring, and if upheld, will be counted in the Senator's record for the previous fall. All parties involved in the absences being appealed (eg: Committee Chair for absence(s) from a Committee, Senator who accumulated the absence(s), Ethics & Conduct Chair) have the right to attend the appeal hearing. If all parties cannot attend at the time of a regular Rules Committee meeting, the Rules Committee will hold a special meeting to hear the appeal

302.10 RE-INSTATEMENT OF APPOINTED DELEGATES: Any appointed delegate who misses two (2) Committee meetings shall be removed from the Committee, and may only be re-instated by the Chair of that Committee.

A. Limits on Re-instatement: Appointed delegates may be re-instated once per academic year. Accumulation of two (2) additional absences will result in removal of the delegate from Student Government Association for that academic year.

### **303. IMPEACHMENT AND REMOVAL**

#### **303.1 IMPEACHMENT AND REMOVAL OF STUDENT GOVERNMENT**

ASSOCIATION MEMBERS: Impeachment proceedings may be brought against any Senator, Executive board member, or appointed official (except as provided in Section 303.3) of the Student Government Association for failure to fulfill their oath of office as administered.

A. Impeachment: Impeachment shall be constituted by the presentation of a resolution in the Senate (notwithstanding the provisions of Section 206.3), signed by at least one-third (1/3) the members of the Senate, specifying charges against the member.

i. Notification: The Rules Chairperson shall deliver the approved impeachment resolution to the President (or Vice President, if the member in question is the President) immediately upon the adjournment of the Rules Committee. The President (or Vice President, if the member in question is the President) has twenty-four (24) hours to deliver a copy of the resolution to the impeached party. Notification shall be delivered forty-eight (48) hours before its introduction to the Senate.

ii. Consideration of the Resolution: Consideration of the impeachment resolution shall be postponed until the regular meeting of the Senate next following its introduction, provided that at least one (1) Cabinet meeting shall convene.

iii. Cabinet Powers of Impeachment: The Cabinet may, at its discretion, refer the resolution to the Rules Committee for further review prior to consideration by the Senate. In the event of an unfavorable report of the Committee on the resolution, a majority (fifty percent plus one) vote of the Senate to accept the report of the Committee shall terminate further consideration of the resolution.

B. Senate Consideration of the Resolution: The Rules Committee shall meet as soon as feasible to debate and report special rules to govern the proceedings to consider the impeachment. At least two (2) of the sponsors of the impeachment must present verbal arguments on behalf of the resolution at the Senate meeting. The accused member shall also have an equal time to defend him or herself. In the

event of the impeachment of the Vice President, the Parliamentarian of the Student Government Association shall preside over the Senate during the introduction and debate of the resolution.

C. Appeal of the Impeachment: The impeached party may seek to appeal Senate's decision if he or she feels the process was unconstitutional. This appeal shall be given to the Rules Chair who shall then pass it to the Judicial Panel. The Judicial Panel shall deem whether the impeachment process was constitutional or not, and this decision shall be final.

303.2 REMOVAL OF IMPEACHED MEMBERS: Removal of impeached members shall be constituted by a two-thirds (2/3) vote of the Senate. Removal shall be effective upon the vote of the Senate.

303.3 REMOVAL OF DELEGATES: The Vice President, with the two-thirds (2/3) consent of the Cabinet, may remove a delegate upon the request of a majority of the Senate.

## **CHAPTER 4: AMENDMENTS**

### **401. AMENDMENTS**

401.1 PRESENTATION OF AMENDMENTS: Amendments to these By-laws shall be referred to the Rules Committee, as detailed under Section 206.1 and 206.3 of these By-laws. Amendments shall be introduced at the next meeting of the Senate.

401.2 APPROVAL OF AMENDMENTS: Amendments to these By-laws become effective upon the vote of two-thirds (2/3) the members of the Senate.

### **402. CONSTITUTIONAL CONVENTION**

402.1 FREQUENCY AND DURATION: Every four (4) years, the Rules Committee Chair shall inform the Student Government Association that a Constitutional Convention shall be held and a Committee shall be established to conduct a Constitutional Convention. The Constitutional Convention shall be used to amend and revise the governing documents of the Student Government Association, which includes the Constitution of the Student Government Association, the Student Government Association Judicial Panel Constitution, and the Policy Series of the Student Government Association. This review of the aforementioned documents will be conducted from the time of the establishment of the Constitutional Convention Committee to the first day of classes of Hofstra University's Spring Semester. The Student Government Association administrative advisor shall guide the Committee.

#### **402.2 ESTABLISHMENT OF THE CONSTITUTIONAL CONVENTION**

COMMITTEE: The Constitutional Convention Committee shall be established no later than the third meeting of the Senate during the Fall Semester. It shall consist of a representative of each Standing Committee appointed by the Chairs the respective Committees, one Justice appointed by the Chief Justice from the Judicial Panel, and one representative from the Cabinet appointed by the President. The membership of the Constitutional Convention Committee must be ratified by the Senate by the approval of a majority vote of those present and voting. Members of the Committee will be held to the Code of Ethics and Conduct in Section 302 of the Constitution of the Student Government Association.

#### **402.3 RESPONSIBILITIES OF THE CONSTITUTIONAL CONVENTION**

COMMITTEE: The Committee shall meet at least once weekly to discuss revisions to the Student Government Association's documents. Upon the first meeting, the

membership of the Committee will elect a Chair and a Secretary from the standing members of the Committee. The Chair shall oversee all operations of the Committee and Chair the meetings according to Robert's Rules of Order. The Secretary will record minutes to be presented weekly in the Committee's report. Before the adjournment of each weekly meeting the Committee must be in agreement of the revisions made to the governing documents by a majority vote of the entire Committee. Only the membership of the Committee is entitled to vote. The Chairperson will only be able to vote when an official vote of the Committee results in a tie. Meetings of the Committee will cease on the first day of classes of the Spring semester, at which point the Committee will have drafted a proposal to amend all governing documents of the Student Government Association.

#### 402.4 REPORTS OF THE CONSTITUTIONAL CONVENTION

COMMITTEE: Reports of the Committee shall consist of accurate minutes taken by the Committee's Secretary. Reports shall also include updates on the Committee's progress. Reports shall be made available to all members of Student Government and presented weekly to the Senate.

402.5 PRESENTATION OF THE PROPOSAL: The proposal to amend the governing documents shall be made available to all members of the Student Government Association by the first day of classes of the Spring Semester. The proposal will be presented to Rules Committee and the Senate as defined by Section 401.1 of the Constitution of the Student Government Association. The Rules Committee must review the proposal during their second meeting of the Spring Semester as an amendment to the governing documents of the Student Government Association.

402.6 IMPLEMENTATION OF AMENDED GOVERNING DOCUMENTS AS A RESULT OF THE CONSTITUTIONAL CONVENTION COMMITTEE: Upon approval by the Senate, the newly revised and amended governing documents, as proposed by the Constitutional Convention Committee will be implemented immediately. The bill cannot be divided and can only be passed by a favorable two-thirds vote of the entire Senate. Within two weeks of approval the Archivist must make hard copies and electronic copies of the newly revised governing documents available.

402.7 OTHER SCHEDULED REVISIONS OF GOVERNING DOCUMENTS: All other required and scheduled revisions of governing documents occurring more frequently than every four years will be included within the Constitutional Convention in the year the Constitutional Convention is required.

## **The Student Government Association Judicial Panel Constitution**

### ARTICLE I.

Section One. This Judicial Panel shall be the highest Student Government Association judicial body at Hofstra University. This Judicial Panel shall be known in all official documents as the "Student Government Association Judicial Panel."

Section Two. This Judicial Panel shall have original jurisdiction with issues between:

- A. Student Government Association and its consistory
- B. Two or more Student Government Association Clubs
- C. Student Government Association and a Student Government Association Club
- D. A Student Government Association Club and a student of Hofstra University

Section Three. This Judicial Panel shall have appellate jurisdiction with issues between:

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A. Inter-Fraternity or Sorority Council (IFSC) and Inter-Fraternity Council (IFC), African-Latino Fraternal Sororal Alliance (ALFSA), or the Panhellenic Association

B. Inter-Fraternity or Sorority Council (IFSC) and any Fraternity or any Sorority

### ARTICLE II.

Section One. This body shall consist of six (6) full time undergraduate students. Five (5) of these shall be known as Justices with voting power. The sixth shall be a Legal Aide, appointed by the Justices. The terms of these members shall expire upon the next full Senate election.

Section Two. The Chief Justice shall be the presiding officer over the Judicial Panel. He or She will be elected by his or her fellow justices. He or She shall swear all elected and appointed Student Government Association officials into office. In the event that the Chief Justice is unavailable, the duty of swearing in newly elected officials will fall to the Parliamentarian. If the Parliamentarian is unavailable, the duty will fall to the Vice President.

Section Three. Justices and the Legal Aide shall take the following oath of office, to be administered by the outgoing Parliamentarian: "I, (name), hereby solemnly swear to faithfully execute the duties of the office of (Justice, Legal Aide) for the Student Government Association of Hofstra University; to obey and enforce the Student Government Association Constitution and By-Laws and such policies, rules, and procedures made pursuant thereof and to fairly and faithfully discharge the duties of the office."

A. In the event that the outgoing Parliamentarian is unavailable to administer the oath of office, the outgoing Vice President shall administer it.

Section Four. The Justices of the Hofstra Student Government Association, in respect of the separation of powers, will never bring legislation before the Senate.

Section Five. In the case of a vacancy of the position of Justice, the Student Government Association President shall nominate, and by and with the advice and consent of the Senate, appoint justices. The Student Government Association President shall have power to fill up all vacancies that may happen during his or her term, by granting commissions which shall expire at the end of their next session.

Section Six. No Hofstra University Judicial Board member shall be a member of the Student Government Association Judicial Panel.

Section Seven. All Justices shall be required to do one (1) office hour, as mandated by the Chief Justice in accordance with the Student Government Association attendance policy, to be submitted to the Ethics and Conduct Chair.

### ARTICLE III.

Section One. The Judicial Panel shall have the power to handle disputes between any of the bodies which are stated in Article I, Section Two and Three. This panel shall have an obligation to uphold all constitutional Student Government Association SGA procedures and policies, but may declare procedures, policies, and other rules by Student Government Association executive and legislative branch unconstitutional.

Section Two. The Judicial Panel shall never have jurisdiction over any Student Government Association election disputes. This court is also subject to the same limitation as the Student Government Association.

Section Three. The Judicial Panel shall hear any case or appeal referring to impeachment,

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reinstatement, removal of any Student Government Association official, or subject thereof.

Section Four. The Panel must make all rulings public. The Chief Justice must issue an opinion. If there is an opinion opposed to the Chief Justice's, an opposite opinion must be issued. The opinion with the majority votes shall be known as the Majority Opinion. The opinion which failed to receive the majority votes shall be known as the Dissenting Opinion.

### ARTICLE IV.

Section One. The Justices must call a meeting to order at least one (1) day a month during the fall and spring semesters, as designated by a majority of the Justices.

Section Two. The Judicial Panel shall have a set of procedures. These procedures shall be created and amended by a majority of the Justices whenever they deem it to be necessary. These procedures shall be made available to the public. There shall be no ex post facto procedure created.

Section Three. The Judicial Panel shall be subject to all generally accepted rules of Common Law unless otherwise stated.

Section Four. When a case arises in the Judicial Panel where either party thinks that one or more justices have a conflict of interest, they may request that that justice recuse him or herself.

Section Five. No person shall be compelled to be a witness against him or herself; nor shall any person be subject to double jeopardy.

### ARTICLE V.

Section One. This Judicial Constitution shall take effect upon the commencement of the approval of two-thirds (2/3) the members of the Senate, and shall henceforth supersede and render void all previous Judicial Constitutions and amendments thereto.

Section Two. Amendments to this Constitution become effective if approved by two thirds (2/3) the members of the Senate, or by a two-thirds vote in a referendum, in accordance with laws as the Student Government Association shall provide. Constituent rights include the rights to enact or rescind any legislation, by referendum, as well as to recall any elected official.

### ARTICLE VI.

Section One. The Judicial Panel shall have full power as outlined in their constitution, but must report to the Senate every ruling.

Section Two. If a Judicial Panel ruling is deemed unacceptable by two-thirds (2/3) of the Senate, then they may overturn and re-rule on the matter.