



Preamble

We, the students of Shippensburg University, in order to form a more representative, unifying, responsible student government; to develop and encourage positive relations between the students, the faculty, ~~and the administration~~ and staff; to promote favorable relationships between the University and the community; to maintain a high quality of student life which ensures every student's rights and privileges; to appropriate Student Association funds to student organizations in the best interest of all students, do hereby establish this constitution for the Student Government Association at Shippensburg University.

Article I – Name

The name of this organization shall be the Student Government Association (SGA) at Shippensburg University.

Article II – Mission

To serve as advocates for the student body and act as liaisons between them, the administration, faculty and staff; striving to ensure responsive, inclusive, participatory and representative decision-making.

Article III – Membership

- Section I** All undergraduate students matriculated and registered at Shippensburg University shall be members of the Student Association.
- Section II** The SGA shall be the governing body of the Student Association.
- Section III** The structure of the SGA shall be unicameral.

Section IV General membership of the SGA will include a total of ~~twenty-six~~ **twenty-four** senators and ~~six~~ **five** executive officer positions (President, Vice President of Internal Affairs, Vice President of External Affairs, Vice President of Finance, **and** Vice President of Student Groups ~~and an Ex Officio Student Trustee~~).

Section V The Student Trustee of Shippensburg University, at the request of the SU President, shall serve as a non-voting, ex-officio member of the Student Government and will be invited to all SGA and ELC related meeting and events. Serving as a non-general member the SGA cannot penalize the Student Trustee for absences from said meeting and events. While serving as Student Trustee, no student may be eligible to hold a position as a general member in Student Government.

Section V SGA membership will include:

1. Student Life Senators
 - ~~a. Residence Hall Association (2)~~
 - ~~b. Greek Life (3)~~
 - ~~c. Multicultural Student Affairs (2)~~
 - ~~d. Athletics (2)~~
 - ~~e. Nontraditional (1)~~
 - ~~f. International (1)~~
 - ~~g. Commuter (1)~~
 - ~~h. Transfer (1)~~
2. Student Life Senators
 - a. Athletics (2)
 - b. Commuter (1)
 - c. Greek Life (3)
 - d. International (1)
 - e. Multicultural Student Affairs (2)
 - f. Nontraditional (1)
 - g. Residence Hall Association (2)
 - h. Transfer (1)
3. Academic Senators
 - a. College of Arts and Sciences (1)
 - b. College of Business (1)
 - c. College of Education and Human Services (1)
 - d. ~~Honors College (1)~~ **Exploratory Studies (1)**
 - e. ~~Exploratory Studies (1)~~ **Honors College (1)**
4. Class Senators
 - ~~a. Freshman Class (2)~~ **First Year Students (2)**
 - b. Sophomore Class (2)
 - c. Junior Class (2)

d. Senior Class (2)

- Section VI** Qualifications for those running for or holding seats in the SGA:
1. Students seeking SGA seats as outlined in Article III, Section V shall be put forth from their respective areas.
 2. Will have received and understood the SGA Constitution and By-Laws.
 3. Must have a ~~2.0~~ 2.3 cumulative grade point average and shall minimally retain this average throughout their term of office.
 4. Must be able to serve the entirety of their year long term with the exception of unexpected circumstances.

Article IV – Elections

Section I The officers shall be elected to office by the members of the Student Association at the annual spring Executive Rules Leadership Committee Election (ELC), ~~except for the Student Trustee, whom is appointed by the Governor of Pennsylvania.~~ Elections are conducted in accordance with the SGA Election Rules and Regulations.

Section II The term of office for the SGA officers shall be from the spring transition meeting until the following transition meeting occurs the following April.

Section III The officers of the SGA shall be known respectively as President, ~~Vice President of External Affairs, Vice President of Internal Affairs,~~ Vice President of Internal Affairs, Vice President of External Affairs, Vice President of Finance, and Vice President of Student Groups ~~and an Ex Officio Student Trustee.~~

Section IV In the event of a vacancy in the Office of the President, the Vice President of Internal Affairs shall assume the President's duties until an election can occur.

Section V The SGA Executive Leadership Committee of the Student Association with the advice and counsel of the advisors may appoint officers that fill all requirements as outlined in Article V, Section III to fill vacancies, with the exception of the Office of the President.

1. Appointments should be fulfilled through an application and interview process involving an emergency ad-hoc search committee made up of two members of the ELC, and three senators (to be appointed to the committee by the President). This process shall last no longer than two public meetings. Appointments will then be confirmed by a two-thirds vote of the SGA.

Section VI All officers shall have voting privileges ~~except for the Student Trustee.~~

Section VII Any officer who has been impeached is ineligible to run for an officer or senator position the year following impeachment.

Article V – Officers

Section I The officers of the SGA shall be:

1. President
2. Vice President of Internal Affairs
3. Vice President of External Affairs
4. Vice President of Finance
5. Vice President of Student Groups
6. ~~Student Trustee (Ex Officio)~~

Section II The officers of the SGA shall be referred to as the ~~Executive Rules Committee (ERC)~~ Executive Leadership Committee (ELC).

Section III Each officer of the SGA shall have:

1. Attended on campus physical instruction at Shippensburg University for full-time credit for at least one full academic year by the time he or she takes office.
2. Completed an orientation program between the date of the election and transition meeting.
3. At least a cumulative ~~2.0~~ 2.3 grade point average and shall retain this average throughout their term in office.
4. An actively enrolled undergraduate status throughout both semesters in office.

Section IV In the event of an emergency, the voting members of the ~~ERC~~ ELC may decide on a motion by obtaining the signatures (or electronic signatures) of a majority of the voting ~~ERC~~ ELC members. ~~All motions of the voting members of the ERC ELC taken up as emergency are subject to the review of the SGA at its next regularly scheduled public meeting. All motions of the voting members of the ELC, since the last caucus meeting of the SGA must be shared to the SGA at the following caucus meeting. This weekly report must be presented by the President of the SGA or their designee and include a recorded vote count.~~

Section V A motion passed by the ELC must be stated on the agenda and reviewed by the SGA at their next public meeting. In regard to ELC adopted emergency motions, the SGA may choose to adopt a motion in support, adopt no motion at all, or pass a motion to issue a strike to all ELC members who did not vote in accordance to overall support for the motion under review. Both motions of support and motions to issue strikes would require a simple majority of the SGA.

Article VI – Senators

- Section I** Senators must have at least a ~~2.0~~ 2.3 cumulative grade point average and shall maintain this average throughout their term of office.
- Section II** The term of office for senators shall be from the spring transition meeting until the following transition meeting occurs the following April.
- Section III** A student may run for senator of their respective class, as defined by the number of credits in the University Undergraduate Catalog. Students must obtain the appropriate number of credits by the end of the first full semester of their term.
- Section IV** Senators shall be elected to office by members of the Student Association at the spring Senator Election with the exception of the ~~freshmen~~ first-year senators who will be elected during the fall election.
- Section V** ~~The SGA of the Student Association may appoint senators to fill vacancies by a two-thirds vote of the SGA.~~ The ELC of the Student Association may nominate senators to fill vacancies with a confirmation of a two-thirds vote of the full SGA at the next public meeting.
- Section VI** Senators shall have full voting privileges on the SGA floor.
- Section VII** Any senator who has been impeached is ineligible to run for an officer or senator position the year following impeachment.

Article VII – Executive Agency

- Section I** The SGA shall be the governing body of the Student Association.
- Section II** It shall be the duty and responsibility of the SGA to:
1. Advise the President of the University and other members of administration on student needs, preferences and opinions.
 2. Recommend and approve general plans for the organization and administration of all student organizations and other matters concerning the life of the University.
 3. Recommend to the University President the amount of the Student Activity Fee.
 4. Budget and control the expenditures of all income.
 5. Participate in determining policy and procedures relative to the operation of the University Bookstore, student-owned recreation facilities and all other student-owned operations and contracts which shall be administered by the Student Association Fiscal Officer.

6. The SGA shall not knowingly fund expenses of an academic nature unless specifically deemed appropriate and advised on the basis of the benefit of the majority of the Student Association.

- Section III** The committees of the SGA shall be:
1. Academic Affairs and Legislative Advocacy
 2. Budget and Finance
 3. Campus Safety and Facilities
 4. Ceddia Union Building
 5. Diversity and Inclusion
 6. Elections
 7. External Affairs
 8. Food Service
 9. Information Technology
 10. Internal Affairs
 11. Library
 12. Student Groups
 13. Sustainability
 14. Wellness

- Section IV** Ad hoc committees may be proposed by any member of the SGA and confirmed by a majority vote of the SGA. Suggested ad hoc committees may include:
1. Community Outreach
 2. Restructuring
 3. Scholarship
 4. Student Vision and Planning

- Section V** The Boards, which operate under the authority of the SGA, shall be:
1. Activities Program Board (APB)
 2. Campus Media Board

Section VI The SGA shall establish special committees, boards and coordinators as deemed necessary to carry out the program of the SGA and of the Student Association.

Section VII The advisors of the SGA shall be the Associate Vice President of Student Affairs, and the Student Association Fiscal Officer and the Assistant Director of Student Group Services and Leadership Development Executive Director of SUSSI or their designees as agreed upon by the SGA. They shall educate and advise the SGA on all matters concerning the Student Association.

Article VIII – Meeting

- Section I** The SGA shall hold a public meeting at least every two weeks from September through April unless in conflict with the University schedule or as deemed necessary by the **ERC ELC**.
- Section II** Special meetings of the SGA may be called by the President of the SGA, by **five-twenty percent (20%)** of members of the SGA **rounding up** or by petition of five percent of the Student Association.
- Section III** Quorum shall be two-thirds of the total voting members of the SGA.
- Section IV** The most recent edition of *Robert's Rules of Order* shall be the parliamentary authority of the SGA subject to special rules which may be adopted to modify *Robert's Rules of Order*.

Article IX – Recall of Decision

- Section I** Upon the petition of a minimum of ten percent of the members of the Student Association, members of the Student Association must be permitted to vote on the recall of any decision of the SGA. Written petitions must be filed within thirty days after the SGA's decision.
- Section II** A university-wide vote must take place within two weeks of the date the petition is submitted to the SGA President.
- Section III** A two-thirds majority vote of the members of the Student Association is required to recall any decision of the SGA.

Article X – Amendment

- Section I** The amendment process shall be:
1. Amendments may be presented to the SGA by the petition of ten percent of the members of the Student Association or by recommendation of the SGA.
 2. A majority vote of the SGA is required to recommend the amendment(s) to the Student Association.
 3. Following the SGA approval, the proposed changes must be emailed to all students at least one week prior to the time of being voted on by the Student Association.
 4. A majority of the Student Association members voting shall be necessary to approve amendments to this constitution.
 5. A majority of the SGA shall be necessary to approve amendments to the SGA Election Rules and Regulations.

Article XI – Ratification

Section I This constitution becomes effective immediately upon the ratification by the Shippensburg University Student Services, Incorporated (SUSI), Board of Directors and the University President.

Article XII – Impeachment and Removal from Office

Section I Any member of the SGA may initiate impeachment proceedings.

Section II Grounds for impeachment shall be defined as violating an SGA policy, neglect of office, incompetence, abuse of power, mismanagement of funds and/or conduct unbecoming of an officer or senator or detrimental to the Student Association.

Section III A two-thirds vote of the total voting members of the SGA shall approve impeachment proceedings.

Section IV One week after the beginning of the impeachment proceedings, there will be a mandatory ~~closed~~ public meeting of the SGA unless approved otherwise by the individual being impeached.

1. At this meeting, the member being considered for impeachment shall have the opportunity to present his or her case.
2. At the conclusion of this presentation, the SGA will deliberate in a closed meeting, followed by a formal vote.
3. Three-fourths of the total member of the SGA shall be required, excluding the member up for impeachment.
4. If the President is the member up for impeachment, the Vice President of Internal Affairs shall run the proceedings.

Article XIII – Student Government Association Advisors

Section I ~~Officers will be advised by the following:~~

- ~~1. The SGA President is advised by the Vice President of Student Affairs.~~
- ~~2. The SGA Vice President of Internal Affairs is advised by the Vice President of Student Affairs.~~
- ~~3. The SGA Vice President of External Affairs is advised by the Assistant Director for Student Group Services and Leadership Development.~~
- ~~4. The SGA Vice President of Finance is advised by the Student Association Fiscal Officer.~~
- ~~5. The SGA Vice President of Student Groups is advised by the Assistant Director for Student Group Services and Leadership Development.~~
- ~~6. The Student f is advised by the Chair of the Council of Trustees.~~

Officers of the SGA will be advised by the Associate Vice President of Student Affairs and the Executive Director of SUSSI, or their designees as agreed upon by the SGA. The Assistant Director for Leadership Development may be asked to assist the SGA Vice President of Student Groups when pertaining to Student Group Training.

Section II **Duties** **Expectations** of the advisers include:

1. Comply with the mandatory meeting schedule of the SGA officers outlined in the SGA Constitution Article VIII, Sections I – II.
2. Must attend weekly caucus meetings and biweekly formal SGA meetings. (Exceptions to attendance must be emailed to all officers with at least 24-hours' notice and approved by the SGA President.)
- ~~3. The advisors must meet once a month to discuss issues brought to them by the SGA officers.~~
4. The SGA officers and advisors must meet at least once a month to discuss matters between the officers and within SGA.

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Revised – March 28 1973
Revised – March 5 1974
Revised – March 6 1975
Revised – February 17 1976
Revised – March 14 1978
Revised – April 8 1986
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Revised – March 2014
Revised – April 2018
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Revised –

By-Laws

Article I – Duties of Officers

- Section I** The duties of the President shall be to:
1. Preside over all meetings of the SGA.
 2. Oversee the functions of the SGA.

3. Represent the SGA at public functions.
4. Develop and administer broad policies for the benefit of the SGA and the Student Association and responsibly delegate the provisions of policies as necessary.
5. Recommend measures as necessary to the SGA for consideration to carry the business of the SGA.
6. Excuse members from meetings in conjunction with the Vice President of Internal Affairs.
7. Appoint ad hoc committees [in conjunction with advice and recommendation of the SGA and advisors](#) as deemed necessary
8. Work with the ~~ERG~~ [ELC](#) to make recommendations to the SGA regarding committee chairs.
- ~~9. Serve as an Ex Officio member of all committees.~~
10. Organize and preside over weekly ~~ERG~~ [ELC](#) meetings.
11. Organize and attend a mandatory retreat at the beginning of the fall and spring semesters in conjunction with the Vice President of Internal Affairs.
12. Organize and attend a mandatory retreat of the ~~ERG~~ [ELC](#) before the end of the academic year in conjunction with the Vice President of Internal Affairs.
13. Represent the Student Association to the State System of Higher Education and Board of Student Government Presidents.
14. Work with the Board of Student Government Presidents toward an annual Advocacy Lobby.
- ~~15. Serve as Vice President~~ [a member](#) of the Sussi Board of Directors.
16. Meet with the Vice President of Student Affairs weekly.
17. Meet with the University President monthly.
18. Hold a minimum of five office hours per week.
- ~~19. Attend two External Affairs Committee sponsored events per semester.~~ [Attend two public Student Group events, and send an image of yourself in SGA attire at said events to the SGA VP of External Affairs per semester](#)
20. Prepare and present a plan of action for the semester to the ~~ERG~~ [ELC](#) by the second ~~ERG~~ [ELC](#) meeting of the fall and spring semesters.
21. Develop and maintain an annual SGA Report to be passed down to his/her successor.

Section II The duties of the Vice President of Internal Affairs shall be to:

1. Attend all SGA meetings.
2. Preside over meetings of the SGA and the ~~ERG~~ [ELC](#) in the absence of the President.
3. Serve as the chairperson of the Internal Affairs Committee.
4. Enforce attendance and the Three Strike Policy in conjunction with the President.
5. Serve as an Ex Officio member of all committees.
6. Appoint chairpersons of SGA committees.

7. Oversee all committees of the SGA and attend committee meetings periodically to track progress.
8. Keep a record of SGA committee meeting minutes and office hours.
9. Keep record of all motions made by the SGA, passed or failed in sequential order
10. Appoint representatives to administrative Hill Committees as deemed necessary.
11. Develop and administer weekly caucus agendas.
12. Record all ERC meeting minutes.
13. Keep record of all SGA internal events.
14. Recruit At-Large members for committees in conjunction with the Vice President of External Affairs.
15. Maintain a shared online archive of all senator and ERC ELC annual SGA Reports.
16. Organize and attend a mandatory retreat at the beginning of the fall and spring semesters in conjunction with the President.
17. Organize and attend a mandatory retreat of the ERC ELC before the end of the academic year in conjunction with the President.
18. Meet weekly with Assistant Director for Student Group Services and Leadership Development. Meet weekly with the Associate Vice President of Student Affairs
19. Hold a minimum of five office hours per week.
20. Attend regular ERC ELC meetings.
21. Attend two External Affairs Committee sponsored events per semester. Attend two public Student Group events, and send an image of yourself in SGA attire at said events to the SGA VP of External Affairs per semester
22. Prepare and present a plan of action for the semester to the ERC by the second ERC meeting of the fall and spring semesters.
23. Develop and maintain an annual SGA Report to be passed down to his/her successor.

Section III The duties of the Vice President of External Affairs shall be to:

1. Attend all SGA meetings.
2. Preside over meetings of the SGA and ERC-ELC in the absence of both the President and Vice President of Internal Affairs.
3. Serve as the chairperson of the External Affairs Committee.
4. Serve as an Ex Officio member of all committees.
5. Organize at least three marketing or public relations events per semester.
6. Track attendance at all marketing and public relations events and report to the Vice President of Internal Affairs.
7. Keep record of all SGA external events.
8. Submit and publicize formal meeting minutes by 8:00 a.m. on the Monday after formal meetings.
9. Responsible for producing all print and online marketing materials for the organization.

- ~~10. Responsible for creating a social media content calendar and overseeing all posts.~~
11. Order all marketing materials or promotional materials for the organization.
12. Develop and send press releases to student media groups and other outlets.
13. Act as the liaison between the SGA, the Student Association and Campus Media in all matters of SGA business for distribution.
14. Recruit At-Large members for committees in conjunction with the Vice President of Internal Affairs.
15. Attend all retreats.
16. Meet weekly with ~~Assistant Director for Student Group Services and Leadership Development~~ Associate Vice President of Student Affairs.
17. Hold a minimum of five office hours per week.
18. Attend regular ~~ERG~~ ELC meetings.
19. ~~Attend two External Affairs Committee sponsored events per semester.~~ Attend two public Student Group events, and send an image of yourself in SGA attire at said events to the SGA VP of External Affairs per semester
20. ~~Prepare and present a plan of action for the semester to the ERG by the second ERG meeting of the fall and spring semesters.~~
21. Develop and maintain and annual SGA Report to be passed down to his/her successor.

Section IV The duties of the Vice President of Finance shall be to:

1. Attend all SGA meetings.
2. Serve as the chairperson of the Budget and Finance Committee.
3. Act as a liaison between the SGA, the Student Association and the Fiscal Officer in all financial matters of the Student Association.
4. Report regularly to the SGA the financial status of the Student Association.
5. ~~Report the current SGA line item budget balances bi-weekly.~~
6. Prepare the SGA annual operating budget request in conjunction with the ~~ERG~~ ELC.
7. Hold budget training sessions in the spring for all SGA recognized groups seeking funding.
8. Be responsible for the oversight of funds allocated directly to the SGA.
9. Ensure all student groups are classified correctly regarding funding privileges in conjunction with the Vice President of Student Groups.
10. Hold a mandatory information session with representatives from all recognized student groups regarding Student Group and Budget and Finance guidelines and procedures in conjunction with the Vice President of Student Groups.
11. Attend a yearly meeting to review and approve the annual budget.
12. Create budget templates for the following fiscal year.

13. Serve as a member of the SUSSI Board of Directors.
- ~~14. Must be a voting member of the Student Groups Committee.~~
15. Attend all retreats.
16. Attend weekly meetings with the ~~Student Association Fiscal Officer~~ [SUSSI Executive Director](#).
17. Hold a minimum of five office hours per week.
18. Attend regular ~~ERC~~ [ELC](#) meetings.
- ~~19. Attend two External Affairs Committee sponsored events per semester.~~ Attend two public Student Group events, and send an image of yourself in SGA attire at said events to the SGA VP of External Affairs [per semester](#).
- ~~20. Prepare and present a plan of action for the semester to the ERC by the second ERC meeting of the fall and spring semesters.~~
21. Develop and maintain and annual SGA Report to be passed down to his/her successor.

Section V The duties of the Vice President of Student Groups shall be to:

1. Attend all SGA meetings.
2. Serve as the chairperson of the Student Groups Committee.
3. Review the SGA Constitution and By-Laws at least once per semester and update as deemed necessary by the SGA as a whole.
- ~~4. Act as liaison between the SGA, the Student Association and the Assistant Director for Student Group Services & Leadership Development in all student group matters of the Student Association.~~
5. Report regularly to the SGA the status of student groups in the Student Association.
6. Manage the business of all student groups through SHIP Link.
7. Responsible for collecting and coordinating information on all SGA funded student groups.
8. Uphold and communicate the Student Group Guidelines.
9. Hold a mandatory information session with representatives from all recognized student groups regarding Student Group and Budget and Finance guidelines and procedures in conjunction with the Vice President of Finance.
- ~~10. Must be a voting member on the Budget and Finance Committee.~~
11. Attend all retreats.
12. Attend weekly meetings with the ~~Assistant Director for Student Group Services and Leadership Development~~ [Associate Vice President of Student Affairs](#).
13. Hold a minimum of five office hours per week
14. Attend regular ~~ERC~~ [ELC](#) meetings.
- ~~15. Attend two External Affairs Committee sponsored events per semester.~~ Attend two public Student Group events, and send an image of yourself in SGA attire at said events to the SGA VP of External Affairs [per semester](#).

- ~~16. Prepare and present a plan of action for the semester to the ERC by the second ERC meeting of the fall and spring semesters.~~
- ~~17. Develop and maintain and annual SGA Report to be passed down to his/her successor.~~

Section VI ~~The duties of the Student Trustee shall be:~~

- ~~1. Attend all SGA meetings.~~
- ~~2. Serve as the authority of Robert's Rules of Order at all SGA meetings.~~
- ~~3. Serve as the chairperson of the Elections Committee, Serve as the liaison between the SGA and the Council of Trustees.~~
- ~~4. Attend all Shippensburg University Council of Trustees meetings.~~
- ~~5. Serve as an Ex Officio member of the SGA.~~
- ~~6. Attend regular ERC meetings.~~
- ~~7. Attend all retreats.~~
- ~~8. Hold a minimum of five office hours per week.~~
- ~~9. Attend two External Affairs Committee sponsored events per semester.~~
- ~~10. Prepare and present a plan of action for the semester to the ERC by the second ERC meeting of the fall and spring semesters.~~
- ~~11. Must update and maintain a transition binder in accordance with the Council of Trustees transition binder.~~

Article II – Duties of Senators

Section I Duties of the Student Life Senators shall be:

1. Athletic Senators shall:
 - a. Attend all SGA meetings.
 - b. Attend all retreats.
 - c. Serve as a liaison between the SGA and the Student Athlete Advisory Committee (SAAC).
 - d. Meet with the Director of Athletics monthly or as deemed necessary.
 - e. Fulfill organizational requirements for active membership for both the SGA and Athletics.
 - f. Hold a minimum of two office hours per week.
 - g. Attend two public Student Group events, and send an image of yourself in SGA attire at said events to the SGA VP of External Affairs per semester.
 - h. Develop and maintain and annual SGA Report to be passed down to his/her successor.
2. The Commuter Senator shall:
 - a. Attend all SGA meetings.
 - b. Attend all retreats.
 - c. Serve as a liaison between the SGA and commuter students.

- d. Meet with the Program Coordinator of the Commuter Support Services monthly or as deemed necessary.
 - e. Fulfill organizational requirements for active membership for both the SGA and in the capacity of being a commuter student.
 - f. Hold a minimum of two office hours per week.
 - g. Attend two public Student Group events, and send an image of yourself in SGA attire at said events to the SGA VP of External Affairs per semester.
 - h. Develop and maintain and annual SGA Report to be passed down to his/her successor.
3. Greek Life Senators shall:
- a. Attend all SGA meetings.
 - b. Attend all retreats.
 - c. Attend all Greek Life meetings respective to the position.
 - d. Serve as a liaison between the SGA and the Greek Councils
 - i. i. Interfraternity Council (IFC)
 - ii. ii. Panhellenic Council
 - iii. iii. National Pan-Hellenic Council (NPHC)
 - b. report to respective organizations President or their designee bi-weekly
 - e. Fulfill organizational requirements for active membership for both the SGA and Greek Life.
 - f. Hold a minimum of two office hours per week.
 - g. Attend two public Student Group events, and send an image of yourself in SGA attire at said events to the SGA VP of External Affairs
 - h. Develop and maintain and annual SGA Report to be passed down to his/her successor.
4. The International Senator shall:
- a. Attend all SGA meetings.
 - b. Attend all retreats.
 - c. Serve as a liaison between the SGA and international students.
 - d. Meet with the President or Advisor of the International Student Organization monthly ~~or as deemed necessary.~~
 - e. Fulfill organizational requirements for active membership for both the SGA and in the capacity of being an international student.
 - f. Hold a minimum of two office hours per week.
 - g. Attend two public Student Group events, and send an image of yourself in SGA attire at said events to the SGA VP of External Affairs per semester.
 - h. Develop and maintain and annual SGA Report to be passed down to his/her successor.
5. Multicultural Student Association Senators shall:
- a. Attend all SGA meetings.

- b. Attend all retreats.
 - c. Serve as a liaison between the SGA and the MSA.
 - d. Fulfill organizational requirements for active membership for both the SGA and the MSA.
 - e. Meet with the Director of Multicultural Student Affairs monthly ~~or as deemed necessary.~~
 - f. Hold a minimum of two office hours per week.
 - g. Attend two public Student Group events, and send an image of yourself in SGA attire at said events to the SGA VP of External Affairs per semester.
 - h. Develop and maintain an annual SGA Report to be passed down to his/her successor.
6. The Nontraditional Senator shall:
- a. Attend all SGA meetings.
 - b. Attend all retreats.
 - c. Serve as a liaison between the SGA and the Nontraditional students.
 - d. Meet with the President or Advisor of the Nontraditional Student Organization monthly ~~or as deemed necessary.~~
 - e. Fulfill organizational requirements for active membership for both the SGA and in the capacity of being a nontraditional student.
 - f. Hold a minimum of two office hours per week.
 - g. Attend two public Student Group events, and send an image of yourself in SGA attire at said events to the SGA VP of External Affairs per semester.
 - h. Develop and maintain an annual SGA Report to be passed down to his/her successor.
7. Residence Hall Association Senators shall:
- a. Attend all SGA meetings.
 - b. Attend all retreats.
 - c. Serve as a liaison between the SGA and the RHA.
 - d. Meet with the President and/or the Advisor of the RHA for information on organization issues of necessity.
 - e. Meet with the Director of Housing monthly ~~or as deemed necessary.~~
 - f. Fulfill organizational requirements for active membership for both the SGA and the RHA.
 - g. Hold a minimum of two office hours per week.
 - h. Attend two public Student Group events, and send an image of yourself in SGA attire at said events to the SGA VP of External Affairs per semester.
 - i. Develop and maintain an annual SGA Report to be passed down to his/her successor.
8. The Transfer Senator shall:
- a. Attend all SGA meetings.
 - b. Attend all retreats.

- c. Serve as a liaison between the SGA and transfer students.
- d. Meet with the President or Advisor of the Student Transfer Engagement Partnership and Support (STEPS) organization monthly ~~or as deemed necessary.~~
- e. Fulfill organizational requirements for active membership for both the SGA and in the capacity of being a transfer student.
- f. Hold a minimum of two office hours per week.
- g. Attend two public Student Group events, and send an image of yourself in SGA attire at said events to the SGA VP of External Affairs per semester.
- h. Develop and maintain and annual SGA Report to be passed down to his/her successor.

~~9. Residence Hall Association Senators shall:~~

- ~~a. Attend all SGA meetings.~~
- ~~b. Attend all retreats.~~
- ~~c. Serve as a liaison between the SGA and the RHA.~~
- ~~d. Meet with the President and/or the Advisor of the RHA for information on organization issues of necessity.~~
- ~~e. Meet with the Director of Housing monthly or as deemed necessary.~~
- ~~f. Fulfill organizational requirements for active membership for both the SGA and the RHA.~~
- ~~g. Hold a minimum of two office hours per week.~~
- ~~h. Attend two External Affairs Committee sponsored events per semester.~~
- ~~i. Develop and maintain and annual SGA Report to be passed down to his/her successor.~~

~~10. Greek Life Senators shall:~~

- ~~a. Attend all SGA meetings.~~
- ~~b. Attend all retreats.~~
- ~~c. Attend all Greek Life meetings respective to the position.~~
- ~~d. Serve as a liaison between the SGA and the Greek Councils

 - ~~i. i. Interfraternity Council (IFC)~~
 - ~~ii. ii. Panhellenic Council~~
 - ~~iii. iii. National Pan Hellenic Council (NPHC)~~~~
- ~~e. Fulfill organizational requirements for active membership for both the SGA and Greek Life.~~
- ~~f. Hold a minimum of two office hours per week.~~
- ~~g. Attend two External Affairs Committee sponsored events per semester.~~
- ~~h. Develop and maintain and annual SGA Report to be passed down to his/her successor.~~

~~11. Multicultural Student Association Senators shall:~~

- ~~a. Attend all SGA meetings.~~
- ~~b. Attend all retreats.~~

- ~~c. Serve as a liaison between the SGA and the MSA.~~
- ~~d. Fulfill organizational requirements for active membership for both the SGA and the MSA.~~
- ~~e. Meet with the Director of Multicultural Student Affairs monthly or as deemed necessary.~~
- ~~f. Hold a minimum of two office hours per week.~~
- ~~g. Attend two External Affairs Committee sponsored events per semester.~~
- ~~h. Develop and maintain an annual SGA Report to be passed down to his/her successor.~~

~~12. Athletic Senators shall:~~

- ~~a. Attend all SGA meetings.~~
- ~~b. Attend all retreats.~~
- ~~c. Serve as a liaison between the SGA and the Student Athlete Advisory Committee (SAAC).~~
- ~~d. Meet with the Director of Athletics monthly or as deemed necessary.~~
- ~~e. Fulfill organizational requirements for active membership for both the SGA and Athletics.~~
- ~~f. Hold a minimum of two office hours per week.~~
- ~~g. Attend two External Affairs Committee sponsored events per semester.~~
- ~~h. Develop and maintain an annual SGA Report to be passed down to his/her successor.~~

~~13. The Nontraditional Senator shall:~~

- ~~a. Attend all SGA meetings.~~
- ~~b. Attend all retreats.~~
- ~~c. Serve as a liaison between the SGA and the Nontraditional students.~~
- ~~d. Meet with the President or Advisor of the Nontraditional Student Organization monthly or as deemed necessary.~~
- ~~e. Fulfill organizational requirements for active membership for both the SGA and in the capacity of being a nontraditional student.~~
- ~~f. Hold a minimum of two office hours per week.~~
- ~~g. Attend two External Affairs Committee sponsored events per semester.~~
- ~~h. Develop and maintain an annual SGA Report to be passed down to his/her successor.~~

~~14. The Commuter Senator shall:~~

- ~~a. Attend all SGA meetings.~~
- ~~b. Attend all retreats.~~
- ~~c. Serve as a liaison between the SGA and commuter students.~~
- ~~d. Meet with the Program Coordinator of the Commuter Support Services monthly or as deemed necessary.~~

- e. ~~Fulfill organizational requirements for active membership for both the SGA and in the capacity of being a commuter student.~~
- f. ~~Hold a minimum of two office hours per week.~~
- g. ~~Attend two External Affairs Committee sponsored events per semester.~~
- h. ~~Develop and maintain and annual SGA Report to be passed down to his/her successor.~~

~~15. The International Senator shall:~~

- a. ~~Attend all SGA meetings.~~
- b. ~~Attend all retreats.~~
- c. ~~Serve as a liaison between the SGA and international students.~~
- d. ~~Meet with the President or Advisor of the International Student Organization monthly or as deemed necessary.~~
- e. ~~Fulfill organizational requirements for active membership for both the SGA and in the capacity of being an international student.~~
- f. ~~Hold a minimum of two office hours per week.~~
- g. ~~Attend two External Affairs Committee sponsored events per semester.~~
- h. ~~Develop and maintain and annual SGA Report to be passed down to his/her successor.~~

~~16. The Transfer Senator shall:~~

- a. ~~Attend all SGA meetings.~~
- b. ~~Attend all retreats.~~
- c. ~~Serve as a liaison between the SGA and transfer students.~~
- d. ~~Meet with the President or Advisor of the Student Transfer Engagement Partnership and Support (STEPS) organization monthly or as deemed necessary.~~
- e. ~~Fulfill organizational requirements for active membership for both the SGA and in the capacity of being a transfer student.~~
- f. ~~Hold a minimum of two office hours per week.~~
- g. ~~Attend two External Affairs Committee sponsored events per semester.~~
- h. ~~Develop and maintain and annual SGA Report to be passed down to his/her successor.~~

Section II Duties of the Academic Senators shall be:

1. College Senators shall:
 - a. Attend all SGA meetings.
 - b. Attend all retreats.
 - c. Serve as liaison between the SGA and each represented college.
 - d. Meet with the respective dean monthly or as deemed necessary.

- e. Work with all Academic Senators to plan an open forum at least once a semester.
- f. Fulfill organizational requirements for active membership for both the SGA and as a member of their respective college.
- g. Hold a minimum of two office hours per week.
- i. ~~Attend two External Affairs Committee sponsored events per semester.~~ Attend two public Student Group events, and send an image of yourself in SGA attire at said events to the SGA VP of External Affairs per semester.
- h. Develop and maintain and annual SGA Report to be passed down to his/her successor.

Section III Duties of the Class Senators shall be:

- 1. All Class Senators shall:
 - a. Attend all SGA meetings.
 - b. Attend all retreats.
 - c. Serve as a liaison between the SGA and each respective class.
 - d. Fulfill requirements for active membership on the SGA as well as satisfying their class status as noted in the undergraduate catalogue.
 - e. Hold a minimum of two office hours per week.
 - j. ~~Attend two External Affairs Committee sponsored events per semester.~~ Attend two public Student Group events, and send an image of yourself in SGA attire at said events to the SGA VP of External Affairs per semester.
 - f. Develop and maintain and annual SGA Report to be passed down to his/her successor.

Article III – Committees

Section I Committees of the SGA shall:

- 1. Have no less than three voting members.
- 2. Members of the Student Association appointed by the respective committee chairperson, with approval of the SGA, shall serve on the respective committee.
- 3. A voting member shall be defined as any member of the respective committee with the exception of the chair.
- 4. The chairperson of each committee, or his or her designee, shall serve as a liaison between the committee and the SGA.
- 5. ~~Chairpersons will determine the number of unexcused absences allowed at the beginning of the semester for their committee.~~
- 6. There shall be no less than three and no more than ten Members of the SGA appointed to each committee.
- 7. There shall be no more than ~~five~~ **ten** at-large members appointed to each committee.

8. Each Committee Chairperson must submit a formal report of committee meeting minutes to the Vice President of Internal Affairs within 48 hours of their meeting.

Section II Committees of the SGA shall be:

1. Academic Affairs and Legislative Advocacy
 - a. The function of this committee shall be to create a forum which will address concerns on all academic issues from the student body and to act as a liaison between the Division of Academic Affairs and the Student Association.
 - b. The committee chair shall meet monthly with the Provost or his/her designee.
 - c. The chair of this committee or his/her designee shall serve on the University Curriculum Committee.
 - d. This committee works in conjunction with the Student Success Center and other areas of campus to address academic issues.
 - e. This committee promotes student advocacy in implementing change through policy.
2. Budget and Finance
 - a. The function of this committee shall be to prepare a budget of all funds accruing to the Student Association and monitor any financial concern, then report to the SGA.
 - i. The annual inflationary increase in expenditures must be pre-approved by SUSSI with final approval from the President of the University.
 - ii. This committee shall hold hearings in the preparation of a preliminary budget.
 - iii. The operating budget shall be presented and voted upon by the SGA no later than the final meeting of the current SGA.
 - iv. Upon approval by the SGA, the budget shall be presented and voted upon by SUSSI with final approval from the President of the University.
 - b. The ~~Fiscal Officer~~ **SUSSI Executive Director** or his/her appointed representative shall be the advisor of the committee.
 - c. This committee operates within the guidelines set forth in the Budget and Finance Standing Rules.
3. Campus Safety and Facilities
 - a. The function of this committee shall be to develop programs and recommend policies to make the campus community physically safer and more secure.

- b. This committee conducts Campus Safety Walk-Arounds at least two times a year.
 - c. This committee meets monthly with the Director of Public Safety, Director of Facilities Management, and Director of Campus Safety.
 - d. This committee monitors and recommend changes for all transportation on campus, including but not limited to the Raider Regional Transit Bus System, Parking, and the ~~Escort Van~~. [Raider Ride](#)
 - e. This committee recommends changes in the maintenance and utilization of grounds, buildings, facilities and equipment.
4. Ceddia Union Building (CUB)
- a. The function of this committee shall be to recommend changes in the maintenance, utilization and aesthetics of the CUB to the SGA for approval.
 - b. This committee oversees the utilization of the annual allocation provided to the CUB from the student union fees.
 - c. This committee meets monthly with the Director of the University Union and Student Activities to review improvements and changes in the CUB.
5. Diversity and Inclusion
- a. The function of this committee shall be to improve the terms on which individuals and groups take part in society—improving the ability, opportunity, and dignity of those underrepresented on the basis of their identity.
 - b. This committee collaborates with organizations/student groups whose goal is to advocate for marginalized populations within the University community to host on campus events promoting diversity and inclusion.
 - c. This committee consists of senators and At-Large representatives from student groups, organizations, offices, departments, etc.
 - i. E.g. - MSA, the Women's Center, the Spiritual Center, the Pride Center, the Office of Accessibility Resources, etc.
 - d. This committee investigates non-academic-related issues and concerns brought to the SGA and report results.
6. Elections
- ~~a. The function of this committee shall be to oversee the election process and make any necessary changes to the Election Rules and Regulations.~~
 - ~~b. This committee acts as a liaison between students and elected officials.~~
 - c. [The chair of the elections committee must be a non-returning Shippensburg University undergraduate senior.](#)

- d. The elections committee will be a fully autonomous committee within the SGA and will be responsible for:
 - i. Overseeing the election process and make necessary changes to the Election Rules and Regulations
 - ii. Acting as a liaison between students and elected officials.
 - iii. Promoting awareness of current issues within the political process that affect student life at the university
 - iv. See that any concerns brought up during elections are handled in accordance to the Elections Rules and Regulations within a swift and appropriate amount of time.
- ~~e. This committee promotes awareness of current issues within the political process that affect student life at the university.~~

7. External Affairs

- a. The function of this committee shall be to promote student awareness of the SGA throughout the campus and the community through campus activities, promotions and advertising.
- b. This committee assists the Vice President of External Affairs in all matters concerning external communication, marketing and public relations.
- c. This committee maintains connections with the University and the Shippensburg community.
- d. This committee researches and develops ideas and programs for the campus community.

8. Food Service

- a. The function of this committee shall be to suggest improvements concerning food service on campus, including, but not limited to maintenance and utilization of food service areas, food selection, and programming
- b. This committee acts as a liaison between the student body and the food service company.
- c. A representative from each dining facility shall serve on the committee.
- d. The committee chairperson and Director of Campus Dining shall meet monthly or as deemed necessary to review the food service contract as well as the current state of campus dining services.

9. Information and Technology Committee

- a. The function of this committee shall be to encourage the use of technologies that benefit the Student Association ~~and the entire student body.~~

- b. This committee investigates and promotes available technologies that facilitate higher learning for the student body.
- c. This committee acts as a liaison between the SGA and the Information Technologies and Services Division of the University.
- d. The chair of this committee or his or her designee shall serve on the University Technology Council.

10. Internal Affairs

- a. The function of this committee shall be to assist in overseeing all internal functions of the SGA.
- b. This committee organizes at least 2 bonding events for all SGA members to attend.
- c. This committee organizes at least three fundraisers a semester to raise funds for SGA's restricted account.
- d. This committee organizes two community service projects a semester.
- e. This committee reviews appeals as stated in the Three Strike Policy.

11. Library

- a. The function of this committee shall be to suggest improvements to the library in order to best suit students' needs.
- b. This committee acts as a liaison between the student body and library administrators.
- c. The committee chairperson will attend the Internal Library Advisory Board meetings at least once a semester.
- d. The committee chairperson and Director of Library shall meet monthly to review concerns, improvements, and changes to the Library.

12. Student Groups

- a. The function of this committee shall be to establish and administer policies and regulations pertaining to the formation and operation of all campus student groups.
- b. This committee is responsible for constitutional applications and will recommend to the SGA constitutional charters for approval.
- c. This committee reviews the SGA constitution and By-Laws once per semester and suggests changes to the advisors and all members of SGA in conjunction with the Vice President of Student Groups.
- d. The Assistant Director for Student Group Services & Leadership Development or his/her appointed representative shall be the advisor of the committee.

- e. This committee operates within the guidelines set forth in the Student Group Guidelines.
- f. This committee assists the Vice President of Student Groups with SHIP Link management as deemed necessary.

13.Sustainability

- a. The function of this committee shall be to ensure Shippensburg University is keeping up with growing sustainability concerns as expressed by the Student Association.
- b. The committee will investigate and promote new ideas to support the sustainability of the campus
- c. Committee leaders will regularly meet with university and campus administration that will aid in the betterment of campus sustainability
- d. The committee will work with other SGA committees to ensure that the goals of the student body are achieved and promoted
- e. le External Affairs, Campus Safety, and Facilities, Food Service
- f. The committee will also work to collaborate with already existing campus groups dedicated to similar causes (I.e Green League, CLUS, and etc.)

14.Wellness

- a. The function of this committee shall be to promote a healthy lifestyle for students both physically and mentally.
- b. This committee recommends policies and procedure changes within the University to ensure a happy and healthy student life.
- c. This committee recommends changes in the maintenance, policies, programming and utilization of the fitness center, other recreation areas and health/wellness services.
- d. This committee meets with a professional staff member from the Recreation Center, Etter Health Center, the Counseling Center, the Office of Connection, etc.

Article IV – Boards

- Section I** A board is an autonomous governing body acting under the supervision of the SGA.
- Section II** The boards under the supervision of the SGA shall be the Activities Program Board (APB) and the Campus Media Board.

Section III A two-thirds majority vote of the SGA present shall be necessary to approve the By-Laws of the boards.

Article V – General Elections

Section I Refer to the Election Rules and Regulations for more information regarding the election process.

Article VI – Ratification

Section I These By-Laws shall be recommended to the SSSI Board of Directors for ratification following approval by a two-thirds majority of the SGA present.

Revised – October 5, 2006

Revised – April 26 2012

Revised – May 4, 2013

Revised – March 2014

Revised – February 2018

Revised – April 2018

Revised – February 14, 2019

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