



Constitution of the Student Government Association at Shippensburg University

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 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.

Constitution Table of Contents

Name, Mission, & Membership..... 3-4
Legislative and Executive Branch..... 4-5
Agency Responsibility and Structure..... 5-6
Elections, Vacancies, Appointments..... 7-8
Advisors..... 8
Meetings..... 8-9
Impeachment..... 9
Recall of Decision, Amendment, Ratification..... 9-10

By-Laws Table of Contents

Duties of Officers..... 11-15
 President..... 11-12
 Vice President of Internal Affairs..... 12-13
 Vice President of External Affairs..... 13-14
 Vice President of Finance..... 14
 Vice President of Student Groups..... 15
Duties of Senators..... 15-19
 Student Life Senators..... 15
 Commuter Student Senators..... 16
 Greek Life Senators..... 16
 International Student Senator..... 16-17
 Multicultural Student Affairs Senators..... 17
 Nontraditional Student Senator..... 17
 Residence Hall Association Senators..... 17-18
 Transfer Student Senator..... 18
 Academic Senators..... 18
 Class Senators..... 18-19
Committees..... 19-23
 Academic Affairs..... 20
 Budget and Finance..... 20
 Campus Safety and Facilities..... 20-21
 Diversity and Inclusion..... 21
 Elections..... 21
 External Affairs..... 21-22
 Food Service..... 22
 Information Technology..... 22
 Internal Affairs..... 21
 Student Groups..... 22-23
 Student Life..... 23
 Boards..... 23-24
Ratification..... 24

Article I – Name

The name of this organization shall be the Student Government Association, (henceforth referred to as (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 bicameral and made up by two branches: the legislative branch (termed the Senate) and the executive branch (termed the executive leadership committee).
- Section IV General Membership of the SGA senate shall include a total of twenty-four senators. Membership of the executive leadership committee shall include 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).
- 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 shall 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.
- Section VI Qualifications for those running for or holding a senator position in the SGA:
Clause 1: Students seeking SGA seats, as outlined in the ByLaws and Election Rules and Regulations, shall be put forth from their respective areas.
Clause 2: Shall have received and understood the SGA Constitution and ByLaws.

Clause 3: Must have a 2.3 cumulative grade point average and shall minimally retain this average throughout their term of office.

Clause 4: Must be able to serve the entirety of their year long term with the exception of unexpected circumstances (including and not limited to appointment).

Section VII Qualifications for those running for or holding an executive officer position in the SGA:

Clause 1: Attended on campus physical instruction at Shippensburg University for full-time credit for at least one full academic year by the time they take office.

Clause 2: Completed an orientation program between the date of the election and transition meeting.

Clause 3: At least a cumulative 2.5 grade point average and shall retain this average throughout their term in office.

Clause 4: Actively enrolled undergraduate status throughout both semesters in office.

Clause 5: Persons seeking the role of President must have at least one full semester experience within the organization as a Senator or Executive Leadership Committee Member in order to be eligible to run for the position.

Section VIII The full SGA shall conduct an annual internal evaluation for each ELC member and each senator.

Clause 1: The annual evaluation shall not be published to the Student Association and shall be used internally to provide constructive feedback to all members.

Clause 2: The specifics of this evaluation not explicitly stated in this document shall be set by the Internal Affairs committee and approved by the full Senate.

Clause 3: The annual evaluation shall be conducted and completed before the end of the fall semester each year.

Article IV – Legislative Branch (The Senate)

Section I The membership of the legislative branch shall consist of twenty-six senators from areas of the student association whose duties are outlined in Article II of the bylaws. They are as follows:

Student Life

- Male Athletics Senator
- Female Athletics Senator

Academic

- College of Arts and Science Senator
- College of Business Senator

Inter-Fraternity Council Senator	College of Education and Human Services Senator
Panhellenic Senator	Exploratory Studies Senator
National Pan-Hellenic Council Senator	Honors College Senator
International Student Senator	
Multicultural Student Affairs Senator (2)	<u>Class</u>
Non-Traditional Student Senator	First Year Senator (2)
Residence Hall Association (2)	Sophomore Class Senator (2)
Commuter Student Senator	Junior Class Senator (2)
Transfer Student Senator	Senior Class Senator (2)

Article V – The Executive Branch (Officers)

Section I The officers of the SGA shall be (in the line of succession):
 President
 Vice President of Internal Affairs
 Vice President of Finance
 Vice President of External Affairs
 Vice President of Student Groups

Section II The collective name of the officers within the executive branch of SGA shall be “the executive leadership committee” henceforth referred to as the “ELC.”

Section III In the event of an emergency, the voting members of the ELC may decide on a motion by obtaining the signatures (or electronic signatures) of a majority of the voting ELC members. All motions of the voting members of the ELC, since the last caucus meeting of the SGA must be shared to the senate at the following caucus meeting. This weekly report must be presented by the President of the SGA or their designee. In regards 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 – Agency Responsibility and Structure

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:

Clause 1: Advise the President of the University and other members of administration on student needs, preferences, and opinions.

Clause 2: Recommend and approve general plans for the organization and administration of all student organizations and other matters concerning the life of the University.

Clause 3: Recommend to the University President the amount of the Student Activity Fee.

Clause 4: Budget and control the expenditures of all income.

Clause 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.

Clause 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:

Academic Affairs	Food Service
Budget and Finance	Information Technology
Campus Safety and Facilities	Internal Affairs
Diversity and Inclusion	Student Groups
Elections	Student Life
External Affairs	Sustainability

Section IV Ad hoc committees may be proposed by any member of the SGA and confirmed by a majority vote of the SGA. Ad hoc committees shall last until the end of the academic year unless renewed by majority vote.

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

Section VI The governing documents of the SGA shall include the Budget and Finance Standing Rules, Student Groups Handbook, Election Rules and Guidelines, the Three Strike Policy and the Confidentiality Statement. Changes to these documents shall be proposed and approved in the appropriate committee and the senate.

Section VII The SGA shall keep an annual record of all official business that includes but is not limited to motions of policy and resolutions. Each annual record will begin

when the new SGA takes over in late April of each year and commences the following April at the end of the term. The SGA Administrative Assistant will keep these records for each year's SGA to reference.

Article VII – Elections, Vacancies, and Appointments

- Section I The officers shall be elected to office by the members of the Student Association at the annual spring Executive Leadership Committee Election (ELC). Elections shall be conducted in accordance with the SGA Election Rules and Regulations.
- Section II The senators shall be elected to office the members of the Student Association during the annual spring senate elections, happening after the executive leadership committee elections. The exception is the first year senator elections which shall take place at the beginning of the fall semester. The Election Rules and Guidelines shall be the guideline document for election procedure.
- Section III The term of office for the SGA officers and senators shall be from the spring transition meeting until the following transition meeting occurs the following April.
- Section IV The transition meeting is the second public meeting in April. The new officers and senators shall take their oath of office then and begin their term at the closing of that meeting.
- Section V 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 VI Should a vacancy occur on the ELC, the President shall immediately appoint an Acting Vice President (a senator within the organization) to fill the role until a candidate can be nominated and confirmed by 2/3 vote of the senate. In the event that the President is the vacant seat in question, the chain of succession shall be implemented until a nominated candidate can be confirmed.
- Section VII The 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 III Section VII to fill vacancies, with the exception of the Office of the President.

- Section VIII 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 shall then be confirmed by a two-thirds vote of the SGA.
- Section IX The ELC shall nominate students to fill vacant senator positions with a confirmation of a two-thirds majority vote of the full SGA at the next public meeting.
- Section X All officers shall have voting privileges except for the Student Trustee.
- Section XI Any officer who has been impeached is ineligible to run for an officer or senator position the year following impeachment.

Article VIII – Advisors

- Section I The advisors of the SGA shall be the Associate Vice President of Student Affairs, and the 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.
- Section II Expectations of the advisors include:
Clause 1: Comply with the mandatory meeting schedule of the SGA officers outlined in the SGA Constitution.
Clause 2: Must attend weekly caucus meetings and biweekly public SGA meetings. (Exceptions to attendance must be emailed to all officers with at least 24-hours' notice and approved by the SGA President.)
Clause 3: The SGA officers and advisors must meet at least once a month to discuss matters between the officers and within SGA.

Article IX – 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 ELC.

- Section II The SGA shall hold a caucus meeting weekly from September through April. A caucus meeting is defined as an informal meeting that includes (but not limited to) reports, updates, policy discussion and concerns.
- Section III Special meetings of the SGA may be called by the President of the SGA, by twenty percent (20%) of members of the SGA or by petition of five percent of the Student Association.
- Section IV Quorum shall be two-thirds of the total voting members of the SGA.
- Section V 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 X – Impeachment and Removal from Office

- Section I Any member of the SGA may initiate impeachment proceedings at any meeting of the SGA.
- 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 shall be a mandatory public meeting of the SGA unless approved otherwise by the individual being impeached.
- Clause 1:** At this meeting, the member being considered for impeachment shall have the opportunity to present their case.
- Clause 2:** If the President is the member up for impeachment, the Vice President of Internal Affairs shall run the proceedings.
- Clause 3:** The Vice President of Internal Affairs or their designee shall bring forth and explain the evidence that justifies the ground of impeachment.
- Clause 4:** At the conclusion of this presentation, the SGA shall deliberate in a closed meeting, followed by a formal vote to convict or acquit.
- Clause 5:** Three-fourths of the total member of the SGA shall be required, excluding the member up for impeachment.

Article XI – 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 XII – Amendment

- Section I The amendment process shall be:
- Clause 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.
- Clause 2:** A majority vote of the SGA is required to recommend the amendment(s) to the Student Association.
- Clause 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.
- Clause 4:** A majority of the Student Association members voting shall be necessary to approve amendments to this constitution.

Article XIII – Ratification

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

Adopted – February 21 1962

Revised – March 28 1973

Revised – March 5 1974

Revised – March 6 1975

Revised – February 17 1976

Revised – March 14 1978

Revised – April 8 1986

Revised – April 14 1988

Revised – March 5 1992
Revised – March 13 1995
Revised – March 24 2006
Revised – March 26 2009
Revised – April 22 2011
Revised – April 26 2012

Revised – May 4, 2013
Revised – March 2014
Revised – April 2018
Revised – February 14, 2019
Revised – March 25, 2020
Revised – April 8, 2021

By-Laws of the Student Government Association at Shippensburg University

Article I – Duties of Officers

Section I The duties of the President shall be to:

Clause 1: Preside over all meetings of the SGA.

Clause 2: Oversee the functions of the SGA.

Clause 3: Represent the SGA at public functions.

Clause 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.

Clause 5: Recommend measures as necessary to the SGA for consideration to carry the business of the SGA.

Clause 6: Excuse members from meetings in conjunction with the Vice President of Internal Affairs.

Clause 7: Appoint ad hoc committees as deemed necessary

Clause 8: Work with the ELC to make recommendations to the SGA regarding committee chairpersons.

- Clause 9:** Organize and preside over weekly ELC meetings.
- Clause 10:** Organize and attend a mandatory retreat at the beginning of the fall and spring semesters in conjunction with the Vice President of Internal Affairs.
- Clause 11:** Organize and attend a mandatory retreat of the ELC before the end of the academic year in conjunction with the Vice President of Internal Affairs.
- Clause 12:** Represent the Student Association to the State System of Higher Education and Board of Student Government Presidents.
- Clause 13:** Work with the Board of Student Government Presidents toward an annual Advocacy Lobby.
- Clause 14:** Meet with the Associate Vice President of Student Affairs weekly.
- Clause 15:** Meet with the University President monthly.
- Clause 16:** Hold a minimum of five office hours per week.
- Clause 17:** Attend two public Student Group events per semester.
- Clause 18:** Prepare and present a plan of action for the semester to the ELC by the second ELC meeting of the fall and spring semesters.
- Clause 19:** Develop and maintain an annual SGA Report to be passed down to their successor.

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

- Clause 1:** Attend all SGA meetings.
- Clause 2:** Preside over meetings of the SGA and the ELC in the absence of the President.
- Clause 3:** Serve as the chairperson of the Internal Affairs Committee.
- Clause 4:** Enforce attendance and the Three Strike Policy in conjunction with the President.
- Clause 5:** Serve as an Ex Officio member of all committees.
- Clause 6:** Appoint chairpersons of SGA committees.
- Clause 7:** Oversee all committees of the SGA and attend committee meetings periodically to track progress.
- Clause 8:** Keep a record of all SGA related meeting minutes and office hours.
- Clause 9:** Keep record of all motions made by the SGA, passed or failed, in sequential order.
- Clause 10:** Appoint representatives to administrative Hill Committees as deemed necessary.
- Clause 11:** Develop and administer weekly caucus agendas.
- Clause 12:** Keep record of all SGA internal events.

Clause 13: Maintain a shared online archive of all senator and ELC annual SGA Reports.

Clause 14: Organize and attend a mandatory retreat at the beginning of the fall and spring semesters in conjunction with the President.

Clause 15: Organize and attend a mandatory retreat of the ELC before the end of the academic year in conjunction with the President.

Clause 16: Oversee and administer the review of the Constitution and bylaws.

Clause 17: Hold a minimum of five office hours per week.

Clause 18: Attend regular ELC meetings.

Clause 19: Meet biweekly with Associate Vice President of Student Affairs.

Clause 19: Attend two public Student Group events per semester.

Clause 20: Develop and maintain an annual SGA Report to be passed down to their successor.

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

Clause 1: Attend all SGA meetings.

Clause 2: Preside over meetings of the SGA and ELC in the absence of both the President and Vice President of Internal Affairs.

Clause 3: Serve as the chairperson of the External Affairs Committee.

Clause 4: Serve as an Ex Officio member of all committees.

Clause 5: Organize at least three marketing or public relations events per semester.

Clause 6: Track attendance at all marketing and public relations events and report to the Vice President of Internal Affairs.

Clause 7: Keep record of all SGA external events.

Clause 8: Compile, submit and publicize public meeting minutes by 8:00 a.m. on the Monday after public meetings.

Clause 9: Responsible for producing all print and online marketing materials for the organization.

Clause 10: Order all marketing materials or promotional materials for the organization.

Clause 11: Develop and send press releases to student media groups and other outlets after each public meeting.

Clause 12: Act as the liaison between the SGA, the Student Association and Campus Media in all matters of SGA business for distribution.

Clause 13: Recruit At-Large members for committees in conjunction with the Vice President of Internal Affairs.

Clause 14: Attend all retreats.

Clause 15: Meet biweekly with Associate Vice President of Student Affairs.

Clause 16: Hold a minimum of five office hours per week.

Clause 17: Attend regular ELC meetings.

Clause 18: Attend two public Student Group events per semester.

Clause 19: Develop and maintain and annual SGA Report to be passed down to their successor.

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

Clause 1: Attend all SGA meetings.

Clause 2: Serve as the chairperson of the Budget and Finance Committee.

Clause 3: Act as a liaison between the SGA, the Student Association and the Fiscal Officer in all financial matters of the Student Association.

Clause 4: Report regularly to the SGA the financial status of the Student Association.

Clause 5: Prepare the SGA annual operating budget request in conjunction with the ELC.

Clause 6: Hold budget training sessions for all SGA recognized groups seeking funding.

Clause 7: Be responsible for the oversight of funds allocated directly to the SGA.

Clause 8: Ensure all student groups are classified correctly regarding funding privileges in conjunction with the Vice President of Student Groups.

Clause 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 Student Groups.

Clause 10: Attend a yearly meeting to review and approve the annual budget.

Clause 11: Create budget templates for the following fiscal year.

Clause 12: Serve as a member of the SUSSI Board of Directors.

Clause 13: Attend all retreats.

Clause 14: Attend weekly meetings with the SUSSI Executive Director.

Clause 15: Hold a minimum of five office hours per week.

Clause 16: Attend regular ELC meetings.

Clause 17: Attend two public Student Group events per semester.

Clause 18: Develop and maintain and annual SGA Report to be passed down to their successor.

Section V

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

Clause 1: Attend all SGA meetings.

Clause 2: Serve as the chairperson of the Student Groups Committee.

Clause 3: Report regularly to the SGA the status of student groups in the Student Association.

Clause 4: Manage the business of all student groups through SHIP Link.

Clause 5: Responsible for collecting and coordinating information on all SGA recognized student groups.

Clause 6: Uphold and communicate policies and procedures in the Student Group Handbook.

Clause 7: Hold a mandatory information session with representatives from all recognized student groups regarding Budget and Finance guidelines and procedures in conjunction with the Vice President of Finance.

Clause 8: Attend all retreats.

Clause 9: Attend weekly meetings with the Assistant Director of Leadership & Engagement.

Clause 10: Hold a minimum of five office hours per week.

Clause 11: Attend regular ELC meetings.

Clause 12: Review the active status and eligibility of each student group according to the Student Group Handbook and Budget and Finance Standing Rules to receive Student Association funds annually. The eligible list shall be shared with the Vice President of Finance before the beginning of the annual budget training.

Clause 13: Attend two public Student Group events per semester.

Clause 14: Develop and maintain an annual SGA Report to be passed down to their successor.

Article II – Duties of Senators

Section I

Duties of the Student Life Senators shall be:

Athletic Senators shall:

Clause 1: Attend all SGA meetings.

Clause 2: Attend all retreats.

Clause 3: Serve as a liaison between the SGA and the Student Athlete Advisory Committee (SAAC).

Clause 4: Meet with the Director of Athletics monthly or as deemed necessary.

Clause 5: Fulfill organizational requirements for active membership for both the SGA and Athletics.

Clause 6: Hold a minimum of two office hours per week.

Clause 7: Attend two public Student Group events per semester.

Clause 8: Develop and maintain and annual SGA Report to be passed down to their successor.

The Commuter Senator shall:

Clause 9: Attend all SGA meetings.

Clause 10: Attend all retreats.

Clause 11: Serve as a liaison between the SGA and commuter students.

Clause 12: Meet with the Program Coordinator of the Commuter Support Services monthly or as deemed necessary.

Clause 13: Fulfill organizational requirements for active membership for both the SGA and in the capacity of being a commuter student.

Clause 14: Hold a minimum of two office hours per week.

Clause 15: Attend two public Student Group events per semester.

Clause 16: Develop and maintain and annual SGA Report to be passed down to their successor.

Greek Life Senators shall:

Clause 17: Attend all SGA meetings.

Clause 18: Attend all retreats.

Clause 19: Attend all Greek Life meetings respective to the position.

Clause 20: Serve as a liaison between the SGA and the Greek Councils

- i. Interfraternity Council (IFC)
- ii. Panhellenic Council
- iii. National Pan-Hellenic Council (NPHC)

Clause 21: Report to respective organizations President or their designee bi-weekly.

Clause 22: Fulfill organizational requirements for active membership for both the SGA and Greek Life.

Clause 23: Hold a minimum of two office hours per week.

Clause 24: Attend two public Student Group events per semester.

Clause 25: Develop and maintain and annual SGA Report to be passed down to their successor.

The International Senator shall:

Clause 26: Attend all SGA meetings.

Clause 27: Attend all retreats.

Clause 28: Serve as a liaison between the SGA and international students.

Clause 29: Meet with the President or Advisor of the International Student Organization monthly.

Clause 30: Fulfill organizational requirements for active membership for both the SGA and in the capacity of being an international student.

Clause 31: Hold a minimum of two office hours per week.

Clause 32: Attend two public Student Group events per semester.

Clause 33: Develop and maintain an annual SGA Report to be passed down to their successor.

Multicultural Student Association Senators shall:

Clause 34: Attend all SGA meetings.

Clause 35: Attend all retreats.

Clause 36: Serve as a liaison between the SGA and the MSA.

Clause 37: Fulfill organizational requirements for active membership for both the SGA and the MSA.

Clause 38: Meet with the Director of Multicultural Student Affairs monthly.

Clause 39: Hold a minimum of two office hours per week.

Clause 40: Attend two public Student Group events per semester.

Clause 41: Develop and maintain an annual SGA Report to be passed down to their successor.

The Nontraditional Senator shall:

Clause 42: Attend all SGA meetings.

Clause 43: Attend all retreats.

Clause 44: Serve as a liaison between the SGA and the Nontraditional students.

Clause 45: Meet with the President or Advisor of the Nontraditional Student Organization monthly.

Clause 46: Fulfill organizational requirements for active membership for both the SGA and in the capacity of being a nontraditional student.

Clause 47: Hold a minimum of two office hours per week.

Clause 48: Attend two public Student Group events per semester.

Clause 49: Develop and maintain an annual SGA Report to be passed down to their successor.

Residence Hall Association Senators shall:

Clause 50: Attend all SGA meetings.

Clause 51: Attend all retreats.

Clause 52: Serve as a liaison between the SGA and the RHA.

Clause 53: Meet with the President and/or the Advisor of the RHA for information on organization issues of necessity.

Clause 54: Meet with the Director of Housing monthly.

Clause 55: Fulfill organizational requirements for active membership for both the SGA and the RHA.

Clause 56: Hold a minimum of two office hours per week.

Clause 57: Attend two public Student Group events per semester.

Clause 58: Develop and maintain and annual SGA Report to be passed down to their successor.

The Transfer Senator shall:

Clause 59: Attend all SGA meetings.

Clause 60: Attend all retreats.

Clause 61: Serve as a liaison between the SGA and transfer students.

Clause 62: Meet with the President or Advisor of the Student Transfer Engagement Partnership and Support (STEPS) organization monthly.

Clause 63: Fulfill organizational requirements for active membership for both the SGA and in the capacity of being a transfer student.

Clause 64: Hold a minimum of two office hours per week.

Clause 65: Attend two public Student Group events per semester.

Clause 66: Develop and maintain and annual SGA Report to be passed down to their successor.

Section II Duties of the Academic Senators shall be:

College Senators shall:

Clause 1: Attend all SGA meetings.

Clause 2: Attend all retreats.

Clause 3: Serve as liaison between the SGA and each represented college.

Clause 4: Meet with the respective dean monthly.

Clause 5: Work with all Academic Senators to plan an open forum at least once a semester.

Clause 6: Fulfill organizational requirements for active membership for both the SGA and as a member of their respective college.

Clause 7: Hold a minimum of two office hours per week.

Clause 8: Attend two public Student Group events per semester.

Clause 9: Develop and maintain and annual SGA Report to be passed down to their successor.

Section III Duties of the Class Senators shall be:

Clause 1: Attend all SGA meetings.

Clause 2: Attend all retreats.

Clause 3: Serve as a liaison between the SGA and each respective class.

Clause 4: Fulfill requirements for active membership on the SGA as well as satisfying their class status as noted in the undergraduate catalogue.

Clause 5: Hold a minimum of two office hours per week.

Clause 6: Attend two public Student Group events per semester.

Clause 7: Develop and maintain and annual SGA Report to be passed down to their successor.

Article III – Committees

Section I Committees of the SGA shall:

Clause 1: Streamline topics of advocacy that the SGA or Student Association finds important.

Clause 2: Have no less than three voting members.

Clause 3: Members of the Student Association appointed by the respective committee chairperson, with approval of the SGA, shall serve on the respective committee.

Clause 4: A voting member shall be defined as any member of the respective committee approved by the SGA with the exception of the chairperson unless granted by an SGA statute or in the instance of breaking a tie vote.

Clause 5: The chairperson(s) of each committee, or their designee, shall serve as a liaison between the committee and the SGA.

Clause 6: There shall be no less than three and no more than ten members of the SGA to each committee.

Clause 7: There shall be no more than ten at-large members appointed to each committee.

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

Section II Committees of the SGA shall be:

Academic Affairs

Clause 1: The function of this committee shall be to create a forum which shall 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.

Clause 2: The committee chairperson shall meet monthly with the Provost or their designee.

Clause 3: The chairperson of this committee or their designee shall serve on the University Curriculum Committee.

Clause 4: This committee works in conjunction with the Student Success Center and other areas of campus to address academic issues.

Clause 5: This committee promotes student advocacy in implementing change through policy.

Budget and Finance

Clause 6: 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.

Clause 7: 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.

Clause 8: The operating budget shall be presented and voted upon by the SGA no later than the final meeting of the current SGA.

Clause 9: Upon approval by the SGA, the budget shall be presented and voted upon by SUSSI with final approval from the President of the University.

Clause 10: The SUSSI Executive Director or their appointed representative shall be the advisor of the committee.

Clause 11: This committee operates within the guidelines set forth in the Budget and Finance Standing Rules, including the advisors for this committee.

Campus Safety and Facilities

Clause 12: The function of this committee shall be to develop programs and recommend policies to make the campus community physically safer and more secure.

Clause 13: This committee conducts Campus Safety Walk-Arounds at least two times a year.

Clause 14: This committee meets monthly with the Director of Public Safety, Director of Facilities Management, and Director of Campus Safety.

Clause 15: 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 Raider Ride.

Clause 16: This committee recommends changes in the maintenance and utilization of grounds, buildings, facilities and equipment.

Diversity and Inclusion

Clause 17: 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.

Clause 18: 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.

Clause 19: This committee consists of senators and At-Large representatives from student groups, organizations, offices, departments, etc. (I.e. MSA, the Women's Center, the Spiritual Center, the Pride Center, the Office of Accessibility Resources, etc.)

Clause 20: This committee investigates non-academic-related issues and concerns brought to the SGA and report results.

Elections

Clause 21: The chairperson of the elections committee must be a non-returning Shippensburg University undergraduate senior.

Clause 22: The elections committee shall be a fully autonomous committee within the SGA and shall be responsible for:

- (1) Overseeing the election process and making necessary changes to the Election Rules and Regulations.
- (2) See that any concerns brought up during elections are handled in accordance with the Elections Rules and Regulations within a swift and appropriate amount of time.

External Affairs

Clause 23: 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.

Clause 24: This committee assists the Vice President of External Affairs in all matters concerning external communication, marketing and public relations.

Clause 25: This committee maintains connections with the University and the Shippensburg community.

Clause 26: This committee researches and develops ideas and programs for the campus community.

Food Service

Clause 27: 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

Clause 28: This committee acts as a liaison between the student body and the food service company.

Clause 29: A representative from each dining facility shall serve on the committee.

Clause 30: 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.

Information and Technology Committee

Clause 31: The function of this committee shall be to encourage the use of technologies that benefit the Student Association.

Clause 32: This committee investigates and promotes available technologies that facilitate higher learning for the student body.

Clause 33: This committee acts as a liaison between the SGA and the Information Technologies and Services Division of the University.

Clause 34: The chairperson of this committee or their designee shall serve on the University Technology Council.

Internal Affairs

Clause 35: The function of this committee shall be to assist in overseeing all internal functions of the SGA.

Clause 36: This committee organizes at least 2 bonding events for all SGA members to attend.

Clause 37: This committee organizes at least three fundraisers a semester to raise funds for SGA's restricted account.

Clause 38: This committee organizes two community service projects a semester.

Clause 39: This committee reviews appeals as stated in the Three Strike Policy.

Clause 40: This committee reviews the SGA constitution and Bylaws once per semester and suggests changes to the advisors and all members of SGA in conjunction with the Vice President of Internal Affairs.

Clause 41: This committee shall establish a process for the selection of committee chairpersons on an annual basis in conjunction with the Vice President of Internal Affairs and the SGA President.

Student Groups

Clause 42: 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.

Clause 43: This committee is responsible for constitutional applications and shall recommend to the SGA constitutional charters for approval.

Clause 44: The Assistant Director for Student Group Services & Leadership Development or their appointed representative shall be the advisor of the committee.

Clause 45: This committee operates within the guidelines set forth in the Student Group Handbook.

Clause 46: This committee assists the Vice President of Student Groups with SHIP Link management as deemed necessary.

Student Life

Clause 47: This committee shall advocate for a holistic student experience across all student life areas.

Clause 48: This committee shall analyze key areas of student life including (but not limited to) functions of the Ceddia Union Building, health and counseling centers, the library, and wellness.

Clause 49: This committee oversees the utilization of the annual allocation provided to the CUB from the student union fees and shall be able to recommend changes in the maintenance, utilization and aesthetics of the CUB to the SGA for approval.

Clause 50: The committee shall suggest improvements to the library in order to best suit students' needs and act as a liaison between the student body and library administrators.

Clause 51: The committee chairperson shall attend the Internal Library Advisory Board meetings at least once a semester.

Clause 52: This committee recommends changes in the maintenance, policies, programming and utilization of the fitness center, other recreation areas and health/wellness services.

Sustainability

Clause 53: The function of this committee shall be to ensure Shippensburg University is keeping up with growing sustainability concerns as expressed by the Student Association.

Clause 54: The committee will investigate and promote new ideas to support the sustainability of the campus

Clause 55: Committee leaders will regularly meet with university and campus administration that will aid in the betterment of campus sustainability

Clause 56: The committee will work with other SGA committees to ensure that the goals of the student body are achieved and promoted. (I.e External Affairs, Campus Safety, and Facilities, Food Service)

Clause 57: The committee will also work to collaborate with already existing campus groups dedicated to similar causes (I.e Green League, CLUS, and etc.)

Article IV – Boards

Section I A board is a semi-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 VI – Ratification

Section I These By-Laws shall be recommended to the SUSSI 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

Revised – March 25, 2020

Revised – April 8, 2021