



**STUDENT GOVERNMENT ASSOCIATION**

Constitution  
2022-2023

## Student Government Association Mission Statement

The Cabrini University Student Government Association strives to achieve the University's mission of academic excellence, leadership development, and a commitment to social justice by serving as the official voice of the undergraduate student body.

## ARTICLE I: Name and Purpose

Section 1: The organization shall henceforth be designated as the Student Government Association (SGA) of Cabrini University. SGA will observe and support Cabrini University's Core Values, ensure the rights and privileges of all constituents, and adhere to all student and organizational regulations.

Section 2: Through democratic process, SGA shall be the official voice of the undergraduate student body and the student body's needs.

Section 3: SGA will operate in full compliance with all governing documents that are related to student organizations at Cabrini University.

## ARTICLE II: Membership and Composition

Section 1: All full-time, undergraduate students enrolled at Cabrini University shall be General Members of SGA. General Members do not hold voting powers on SGA.

Section 2: The elected members of the organization hold voting powers and shall be comprised as follows.

2.1 Executive Board: 6 members.

*2.1.1 Executive Board members roles and responsibilities listed in Article V.*

*President*

*Vice President*

*Treasurer*

*Public Relations Chair*

*Parliamentarian*

*Secretary*

*2.1.2: In the event that an Executive Board member is not present or temporarily unable to fulfill their duties, the officer directly below them is responsible for the role.*

## 2.2 Student Senate: 16 members

*2.2.1 First Year class: consisting of a minimum of 4 Senators and a maximum of 6 Senators and At-Large members.*

*2.2.2 Sophomore, Junior, Senior classes: consisting of a minimum of 2 Senators from each class year and a maximum of 6 Senators and At-Large members.*

2.3 At-Large Members: 6 members Elected based on a percentage vote within their class year.

Section 3: All elected members must maintain certain Grade Point Average (GPA) to serve in their role.

3.1 President and Vice President SGPA requirement: 3.5

3.2 Remaining Executive Board and Senator GPA requirement: 2.7

3.3 At the turn of the semester, Officer GPAs will be evaluated. In the case that a member's GPA falls more than 0.5 below their position's requirement within a semester, the student must meet with the advisor. In meeting with the advisor, the student and advisor may discuss a plan of action, including removal or impeachment (See Article VII)

Section 4: Hereinafter, the elected students will be collectively referred to as Officers.

## Article III: Roberts Rules of Order

Section 1: The judicial authority of SGA shall be vested in the Parliamentarian or their designated body.

Section 2: Unless otherwise noted, meetings and affairs will be conducted in accordance to Roberts Rules of Order. In the case when a member, no matter their standing, suspects that procedures are not being followed, they are to direct their concerns to the President. If further action is thought to be necessary, an appeal is to be made to SGA Advisor (Director, Center for Student Engagement and Leadership), or the Dean of Students, whose decision will be final.

Section 3: All SGA Members are permitted to attend Senate Meetings and vote in elections for Class Senators of their respective class year. Only those members who are designated as officers in Article II: Section 2, are permitted to vote on all other affairs, including Executive Board elections.

## ARTICLE IV: Resolutions of Official Student Position(s)

Section 1: The primary function of SGA is to pass resolutions on the official position(s) of the Student Body on specific issues.

Section 2: Any member or committee may propose a resolution to be voted upon by all officers in attendance.

Section 3.1: Members may consult with Parliamentarian on developing a resolution

Section 4: The resolution must list the purpose, authors, research conducted and recommendations (whenever necessary and/or available) to remedy a concern.

Section 5: All resolutions must be proposed, reviewed and discussed, then tabled for one week before voting can occur.

Section 6: A quorum must exist for votes to be conducted. Quorum is established at 2/3 of the elected Officials. A majority of votes is required to officially pass a resolution.

Section 7: Once a resolution has been passed by a majority of Senators in attendance, it will be brought to the appropriate officials on campus to seek a remedy or receive a response.

Section 8: All resolutions will be signed and stored in the official records of SGA for future reference.

## ARTICLE V: Roles and Duties of Officers

Section 1: The Officers of SGA shall be the President, Vice President, Treasurer, Public Relations Chair, Parliamentarian, Secretary, and all elected Senators and appointed Representatives.

### Section 2: The President shall:

1. Chair the Executive Board of SGA.
2. Direct the activities of SGA.
3. Represent SGA to external constituencies.
4. Serve as SGA liaison to the University President, Vice Presidents, and Deans.
5. Serve on University committees by right and by request.
6. Be an ex officio member of all SGA committees.
7. Make, on behalf of SGA, nominations or appointments to any other University committee seeking or requiring student representation.

2.1: Have the right to exercise such authorities in extraordinary circumstances as may be deemed necessary and proper for the performance of his or her duties. During any University recess, the Student Body President shall retain all authorities of SGA in any decision that affects the needs or concerns of the undergraduate student body; and he or she shall render an account of any such recess action at the next meeting of SGA.

### Section 3: The Vice President shall:

1. Perform all duties of the Student Body President in their absence.
2. Be an ex officio member of all SGA Committees.
3. Perform any duties the Student Body President may delegate or deems necessary and proper.
4. Organize one SGA retreat per semester.
5. Serve as chairperson of the Election Committee.

### Section 4: The Treasurer shall:

1. Perform all financial transactions of SGA.
2. Serve as chairperson of the Student Organization Funding Committee (SOFC) and represent the SOFC in the proceedings of the full SGA.
3. Report regularly to the Executive Board on the status of SGA budget and progress of the formulation of the annual budgets for student organizations.
4. Report periodically to the full SGA on the status of its budget.
5. In concert with SGA Advisor, evaluate the budget processes for the organizational areas and make a determination as to suitability of proposals.

### Section 5: The Public Relations Officer shall:

1. Update and maintain the Student Government webpage.
2. Be responsible for all SGA social media accounts and update as necessary.
3. Maintain the SGA email account and be responsible for all correspondence.
4. Facilitate the invitation of any guest(s) to SGA meetings.
5. Review and approve any advertisement and public release from SGA.
6. Receive minutes from the Secretary and be responsible for publishing the minutes within 24 hours of receiving them.
7. Serve as the chairperson of the Public Relations Committee.
8. Distribute reports to Cabrini University containing the accomplishments of the committees, especially issues that pertain to discussions at semester forums.

### Section 6: The Parliamentarian shall:

1. Ensure that Student Senate Meetings are conducted professionally and in accordance with Robert's Rules of Order and the policies and procedures of SGA.
2. Ensure that all other members of the Executive Board become knowledgeable in parliamentary procedure prior to the beginning of fall semester.
3. Advise the Senate on parliamentary procedure during Senate meetings.
4. Keep track of actions taken by the Senate during SGA meetings to ensure all business is done correctly and to accurately answer inquiries from the Officers.
5. Understand the format and the process of writing resolutions.
6. Establish and maintain consistency in formatting of resolutions of SGA.
7. Analyze all proposed resolutions and amendments, address revisions in content and formatting as needed, and approve all resolutions to form prior to presentation to the Senate.
8. Provide assistance to senators who desire help with writing resolutions. This includes the willingness to meet with those wishing to write resolutions. The Student Parliamentarian shall advise the senator in the process of researching and writing resolutions.
9. Collaborate with Vice President, organize and oversee the Senate training session for parliamentary procedure during SGA Retreat.

### Section 7: The Secretary shall:

1. Keep detailed records of attendance at Student Senate and Executive Board Meetings, to include lateness and early dismissals, as well as attendance at committee meetings and designated Student Government events.
2. Record the minutes of all meetings and provide all members with copies of the minutes before the next scheduled meeting for review prior to approval.
3. Prepare the agenda of all meetings and provide copies of the agenda to all members before each meeting.
4. Submit the approved minutes of each meeting of SGA to the Public Relations Officer for publishing within 24 hours of meeting conclusion.
5. Record all resolutions and maintain all records.

### Section 8: The Student Senators shall:

1. Represent the voices of students in their respective class year.
2. Organize at least one forum per semester with their respective class.
3. Research the issues facing students, collect evidence of student opinions and needs and bring them to the attention of SGA.
4. Serve on at least one committee to address specific issues and areas of concern.
5. Report bi-weekly to SGA on the progress being made within their committees. In the case that there are no new developments, the committee report can say “no new business”.
6. Attend all meetings and SGA functions.

### Section 10: Leadership Training and Networking

1. SGA Officers must participate in Recognized Student Organization training as required by the Center for Student Engagement and Leadership
2. SGA Officers must participate in a training and planning retreat each semester, planned by the Vice President, President, and SGA Advisor.
3. SGA Officers are required to participate in at least one student leadership event per semester. Examples include Student Leader Mixer, Meals with the President, Student Diversity Council event.

## ARTICLE VI: Elections and Appointments

### Section 1: All Executive Board Positions are to be elected by current Student Government Officers.

- 1.1 Executive Board members must have served at least one full semester in another Officer position (Senator or Executive Board) before becoming eligible to run for election to the Executive Board.
- 1.2 Executive Board members can only serve in one position per term.

### Section 2: Student Senate positions for Sophomore, Junior, and Senior classes will be open for nominations from the student body no later than the first of April.



2.1 Elections will occur through secret ballot no later than the end of spring semester classes following the nominations. Results are to be published no later than two business days following the close of elections.

Section 3: Student Senators for the first year class will be open for nominations from the first year student body starting the second Monday of the fall semester and ending the following Friday.

3.1 Elections will occur through secret ballot at a time designated by SGA (not to be held later than the end of September). Results are to be published no later than two business days following the close of elections.

Section 4: All positions are effective 24 hours after the University's last designated final day and last for one academic year.

2.1 In the event that a vacancy arises, the President is required to accept nominations and hold a special election for the position within 2 weeks of vacancy for the rest of the officer term. Current officers on Student Government will vote on nominees to fill the vacated position.

## Article VII: Attendance

Section 1: Officers and Representatives are expected to attend all SGA meetings and events. All SGA Officers and Representatives will be held to the same standards of attendance at senate meetings and other designated Student Government events.

Section 2: Absences must be communicated 48 hours in advance.

2.1 Senate members must contact the Secretary 48-hours in advance for an absence to count as excused. Failure to contact the Secretary in this timeframe will result in an unexcused absence unless deemed a medical or familial emergency.

2.2 After a senate member has accumulated one unexcused absence they will be notified via email of their absences and referred to the Constitution's Attendance Policy (Section VII).

2.3 After two or more unexcused absences are accumulated by a senate member they will be asked to step down from SGA.

Section 3: Committees will establish separate meeting times and attendance policies at the beginning of each year.

## Article VIII: Impeachment and Removal

Section 1: Any member who does not fulfill their duties is eligible to be brought up for impeachment by any officer.

1.1 The Executive Board will have discretion in determining disciplinary action and official representation in extenuating circumstances.

Section 2: A formal proposal for impeachment must be presented in writing to the Executive Board. The Executive Board will then decide to impeach or not to impeach the accused.

Section 3: If the Executive Board decides that a member should be impeached, the proposal shall be brought to Student Senate as an agenda item at the next meeting. The general assembly will then listen to the accusing and the accused sides separately while the opposing party is not present.

Section 4: A quorum must exist for votes to be conducted. Quorum is established at 2/3 of the elected Officials. A majority of votes is required to officially pass a resolution.

Section 5: If the accused is found not guilty the impeachment letter and accusation will be dismissed.

Section 6: If the Senate votes for impeachment, removal from office must be done in order of due process and in conjunction with Cabrini University Community Standards, SEaL Policies, and SGA policies and procedures

## ARTICLE IX: Committees

Section 1: Student Government Association is comprised of three types of Committees: Internal Standing Committees, Internal Select Committees, and External Committees. Descriptions of all committees can be found in By-Laws.

Section 2: Committee heads are assigned or elected dependent upon the committee. Executive Board members are able to chair at maximum one committee per year.

Section 3: Internal Standing Committees include Election Committee, Student Organization Funding Committee (SOFC), and Public Relations Committee. Internal Standing Committees may only be comprised of elected SGA Officers. Heads of these committees are assigned according to Executive Board role (See Article V).

Section 4: Internal Select Committees are formed as a result of pressing campus concerns or needs. Committees can be proposed whenever necessary and approved or appointed by the Executive Board. Heads of these committees can be any elected Officer.

Section 4: External Committees are comprised of both Student Government Officers as well as members of the student body (as recognized in Article II, Section 1). External committee assignments or delegations will be made as necessary, and General Members will be delegated to external committees by the Executive board.

Section 4: When necessary, Heads of Committees, both internal and external are required to give periodic updates to Student Government regarding the progress of the topics being addressed.

## ARTICLE X: Amendments

Section 1: All proposed amendments must be brought to the Parliamentarian and reviewed by the executive board before being proposed to the Student Senate by the suggesting officer or committee.

Section 2: All amendments must be presented and tabled for one week before voting occurs.

Section 3: A quorum must exist for votes to be conducted. Quorum is established at 2/3 of the elected Officials. A majority of votes is required to officially pass a resolution.

