



CONSTITUTION

BYLAWS

ELECTION CODE

OF THE SALVE REGINA UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION



SALVE REGINA UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION

CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION

PREAMBLE

In order to more fully participate in the education process of Salve Regina University, to encourage wider and more effective communication among the various segments of the campus community, and to help foster an environment of student concern and achievement, we, the undergraduate students of Salve Regina University do hereby adopt the following Constitution.

Article I – NAME

The official name of this body shall be the “Salve Regina University Student Government Association,” hereafter referred to as “SGA.”

Article II – PURPOSE AND POWER

Section 1. Mission Statement

The Student Government Association at Salve Regina University strives to serve the Salve community, especially its students. Acting as a liaison between the students and the university as a whole, we strive to improve the student experience in all capacities. As a functioning and governing body at Salve Regina, we work parallel with the university’s mission in effort to establish a world which is harmonious, just, and merciful.

Section 2. Power

SGA shall have the power to establish, recognize, and promote educational, social, and cultural activities for the enhancement of the student body at Salve Regina University. SGA shall oversee each student club and organization recognized under the Office of Student Activities. SGA shall oversee the budgets of each student club and organization recognized under the Office of Student Activities, including the power to grant or deny funding. SGA shall have the power to ensure student representation and participation in all university affairs.

Article III – MEMBERSHIP

Section 1. Structure

SGA shall be divided into the Executive Board and the Senate. Neither body shall exercise powers herein granted to the other.

The Executive Board may also be referred to as the Executive. The Executive shall consist of six (6) members: the President, the Vice President, the Treasurer, the Secretary, the Public Relations Coordinator, and the Chief Justice.

The Senate shall consist of one (1) Senator per one-hundred (100) undergraduate students enrolled at Salve Regina University; with a minimum limit of eighteen (18) Senators. It is the responsibility of the Executive Board to ensure that the Senate is appropriately populated at the commencement of each academic year.

Section 2. Eligibility

All full-time undergraduate students at Salve Regina University who are not on academic or disciplinary probation or in violation of any other criterion enumerated in this constitution are eligible members of SGA. An undergraduate student who is in their graduation year at the university and has transitioned from a full-time undergraduate student to a part-time undergraduate student shall also be eligible to be a member of SGA.

Article IV – EXECUTIVE BOARD

Section 1. All executive powers shall be vested in the Executive Board which shall consist of:

- A. President
- B. Vice-President
- C. Treasurer
- D. Secretary
- E. Public Relations Coordinator
- F. Chief Justice

Section 2. Executive Board Elections and Vacancies

- A. All members of the Executive Board shall be elected in accordance with the SGA Election Code. In the event that any office, other than that of President, becomes vacant, the President will nominate a candidate; the Senate must, by a two-thirds (2/3) majority vote, ratify the appointment. If the office of the President becomes vacant, the Vice-President will assume that role for the remainder of the term, and normal procedures will continue for the vacant Vice-President position. All Executive Board officers are eligible for re-elections.
- B. Upon the resignation, removal from office, or during the absence of the President, the Vice President will be the direct successor, aforementioned. If the Vice President is absent or vacant, the Treasurer will be third in the line of succession followed by the Secretary, the Public Relations Coordinator, and then the Chief Justice.
- C. Each member of the Executive Board begins their respective terms as of July 1 following the election. The Executive Board will be inaugurated to their positions during the Convocation ceremony. Their respective terms end at the end of the academic year on June 30.

Section 3. The Executive Board shall:

- A. Hold the minimum requirements of the Senate, in addition to their Executive Board duties.

- B. Serve at least two regularly scheduled office hours weekly in the SGA office.
- C. Meet bi-weekly with the SGA Advisor(s).
- D. Plan all training sessions, conferences, and retreats.
- E. When issues surface which warrant immediate attention, and the full Senate cannot be assembled, the Executive Board shall be empowered to act on behalf of the full Senate. The Executive Board shall not act on any matters related to constitutional amendments.
 - 1. A simple majority of the Executive Board members shall constitute a quorum to do business. When necessary, the Executive Board may conduct business remotely. The Student Government Advisor must be made aware of any pending motions before a decision is made.
- F. The Executive Board shall set the agenda for all regular and special Senate meetings.
- G. Perform additional duties as may be required.

Section 4. The President shall:

- A. Chair the executive board.
- B. Call to order, preside over, and adjourn all Senate meetings.
- C. Create and disseminate agenda for aforementioned meetings.
- D. Be a non-voting member of SGA, except to break a tie.
- E. Appoint members to University committees, as appropriate, with the advice of the Executive Board.
- F. Appoint Senators to Chair or be members of SGA standing and select committees.
- G. Chair the Constitution Review Committee.
- H. Serve as the student representative to the Board of Trustees.
- I. Act as the spokesperson of the Student Government Association and student body.
- J. Fill, with ratification of the Senate, any vacancies occurring within the Senate due to dismissal or removal using voting procedures outlined in the SGA Election Code.
- K. Create the Mid-Year and End of the Year Reports to be voted on by Senate.
- L. Assist with the indoctrination of the President-elect. This includes the making of revisions and passing-down of the President's Transition Manual.
- M. Perform any additional duties as may be required.

Section 5. The Vice President shall:

- A. Assume the duties of the President in his/her absence.
- B. Be a voting and speaking member of the Senate.
- C. Chair the Student Organization Recognition Committee.
- D. Assist the President in his/her duties.
- E. Report to the President.
- F. Assist with the indoctrination of the Vice-President-elect. This includes the making of revisions and passing-down of the Vice- President's Transition Manual.
- G. Perform any additional duties as may be required.

Section 6. The Treasurer shall:

- A. Be a voting and speaking member of the Senate.

- B. Be responsible for all financial transactions collected in the Student Government Association Budget.
- C. Be prepared to report on the financial condition of the Student Government and Activities Funding Board as requested by the Executive Board or the Senate.
- D. Chair the Activities Funding Board.
- E. Review the financial conditions of all student organizations requesting and using funds from the Activities Funding Board.
- F. Assume the duties of President in the absence of the President and the Vice President.
- G. Assist with the indoctrination of the Treasurer-elect. This includes the making of revisions and passing-down of the Treasurer's Transition Manual.
- N. Report to the President.
- O. Perform any additional duties as may be required.

Section 7. The Secretary shall:

- A. Be a voting and speaking member of the Senate.
- B. Keep and record all minutes of the Senate meetings and Executive Board meetings.
- C. Make available to members of the Senate a copy of the prior meeting's minutes at least forty-eight (48) hours prior to the next Senate meeting.
- D. Make minutes available to the university community upon approval of the Senate.
- E. Be responsible for writing any correspondence whose author is not individually specified by the Senate.
- F. Chair the Co-Sponsorship Committee.
- G. Assume the duties of President in the absence of the President, the Vice President, and the Treasurer.
- H. Assist with the indoctrination of the Secretary-elect. This includes the making of revisions and passing-down of the Secretary's Transition Manual.
- I. Report to the President.
- J. Perform any additional duties as may be required.

Section 8. The Public Relations Coordinator shall:

- A. Be a voting and speaking member of the Senate.
- B. Be responsible for notifying the campus community and promoting of all SGA activities through the use of campus media, flyers, posters, social media etc.
- C. Be responsible for promoting SGA as an organization.
- D. Chair the Public Relations Committee.
- E. Assume the duties of President in the absence of the President, the Vice President, the Treasurer, and the Secretary.
- F. Assist with the indoctrination of the PRC-elect. This includes the making of revisions and handing-down of the Public Relations Coordinator Transition Manual.
- G. Report to the President.
- H. Perform any additional duties as may be required.

Section 9. The Chief Justice shall:

- A. Be a voting and speaking member of the Senate.

- B. Chair the Student Conduct Hearing Board in conjunction with the Dean of Students office.
- C. Ensure all members of the Executive Board and the Senate are upholding this constitution.
- D. Keep a revised copy of this constitution, reflecting all amendments. Said copy shall be brought to all Executive Board and Senate meetings.
- E. Oversee all SGA impeachment proceedings and all other areas of conduct.
- F. Maintain attendance records for all senate meetings.
- G. Aid in the application, selection, and training process for members of the Student Conduct Hearing Board in conjunction with the office of the Dean of Students
- H. Assume the duties of President in the absence of the President, the Vice President, the Treasurer, the Secretary, and the Public Relations Coordinator.
- I. Assist with the indoctrination of the Chief Justice-elect. This includes the making of revisions and handing-down of the Chief Justice Transition Manual.
- J. Report to the President.
- K. Perform any additional duties as may be required.

Article V – SENATE

Section 1. All Senate powers shall be vested in the Senate of the Student Government Association. The Senate shall consist of one (1) Senator per one-hundred (100) undergraduate students enrolled at Salve Regina University; with a minimum limit of eighteen (18) Senators.

Section 2. Senate Elections and Vacancies

- A. All members of the Senate shall be elected in accordance with the SGA Election Code.
- B. All representatives shall be eligible for re-election, unless impeached. Senate elections shall be run in accordance with the SGA Election Code.
- C. All spring representatives shall begin their respective terms effective immediately after commencement and end their respective terms at the end of the following commencement ceremony. All fall representatives shall begin their respective terms effective the day after their election and end their respective terms at the end of the following commencement ceremony.
- D. Upon the resignation or impeachment of a Senator, the President will appoint a qualifying member to the position. The Senate must, by a two-thirds (2/3) majority vote, ratify the appointment.
- E. Each member of the Senate elected in the spring election will begin their respective term as of July 1. The Senate will be inaugurated to their positions during the first Senate meeting following the fall senate election. Their respective terms end at the end of the academic year on June 30.

Section 3. Senators shall have the power:

- A. To investigate and act upon all policies and procedures which affect the student body.
- B. To introduce and act upon new business deemed to be within the power of the Senate.
- C. To ratify all appointments made by the President, according to voting procedure.

- D. To call for the creation of select committees to investigate issues pertinent to the student body.

Section 4. Duties of Senator shall be:

- A. To have a working knowledge of this Constitution and the proper procedures of the Senate.
- B. To attend all regular and special meetings of the Senate.
- C. To serve at least two (2) regularly scheduled office hours weekly in the SGA office.
- D. To send out a minimum of one (1) e-mail bi-weekly to constituents.
- E. To attend minimum of two SGA sponsored events per semester.
- F. To serve on University, standing, and select committees as appointed and report committee business back to the full Senate.
- G. Perform any additional duties as may be required by the Executive Board.

Article VI – ADVISOR

Section 1. The Vice President for Student Affairs shall appoint the Director of Student Activities to serve a full term as the advisor of SGA. If he or she cannot fulfill the responsibility one Faculty or Staff member will be appointed to serve a full term.

Section 2. The Director of Student Activities may appoint a Co-Advisor to SGA if he/she sees fit.

Section 3. Duties of the Student Government Association Advisor shall be:

- A. To attend all regular meetings of the Senate and Executive Board.
- B. To act as a non-voting member of the Senate.
- C. To attend designated SGA-sponsored events.
- D. To provide support and productive feedback to the SGA.
- E. To act as a resource.
- F. To conduct a “campaigning” meeting prior to Senate elections.
- G. To conduct and moderate the Executive Board and Senate elections.

Section 4. Removal of the Advisor

If the Executive Board feels as though the advisor is not fulfilling his or her duties, the Executive Board may introduce a vote of no confidence to the Senate for approval which will then be submitted to the Vice-President for Student Affairs. The Executive Board shall follow-up this submission with a discussion and plan of action.

Article VII – MEETINGS

Section 1. The Senate must meet at least bi-weekly during the academic year. These meetings are open to all members of the university community.

Section 2. All Senate standing and select committees shall be open to the University community unless otherwise specified in the committee description.

Section 3. Standing Committees must meet at least twice a month for each calendar month in a semester, with the exception of May, January, and December where only one meeting is recommended.

Section 4. Special meetings may only be called at the direction of the President. The time, place and business to be taken up at the special meeting shall be made public at least twenty-four (24) hours prior to the meeting.

Section 5. All of the above assemblies require a quorum of two-thirds of the voting members before business can be transacted.

Section 6. All Senate meetings shall be conducted according to Parliamentary Procedure, unless otherwise voted in the majority by the Senate.

Section 7. New business may be proposed from the floor at any regularly scheduled SGA Senate meeting. New business submitted to the Executive Board for inclusion in the agenda shall be heard before New Business introduced from the floor.

Section 8. For all Senate votes, a majority vote shall be binding unless otherwise provided for.

Section 9. A Senator must be present at the beginning of a particular discussion to vote on that topic.

Section 10. Absentee Policy

- A. Executive Board members and Senators may not have more than four (4) combined excused and unexcused absences per year. Two (2) tardies at the meetings will constitute as one (1) absence. The Chief Justice is responsible for confirming absences and validating excuses for Senate meetings and office hours. Executive Board member and Senators found to be in non-compliance with this policy may be suspended or removed from office at the discretion of the Chief Justice in accordance with the President.
- B. All notification of absences and excuses is to be done in writing or via e-mail to the Chief Justice at least twelve (12) hours in advance of the absence.

Article VIII – COMMITTEES

Committees and their descriptions shall be enumerated in the SGA By-Laws.

Article IX – IMPEACHMENT

Section 1. Vacancies

- A. Appointment of a Representative
 - 1. If any Senate seat is vacated after the fall election, the President shall nominate a replacement that must then be approved by a two-thirds (2/3) vote of the Senate.

B. Appointment of an Executive Board member

1. If an Executive office is vacated, other than that of the President, the President shall nominate a replacement who must then be approved by a two-thirds (2/3) vote of the Senate. If the office of the President is vacated, the Vice-President will assume all presidential duties and appoint a new Vice-President who must be approved by a two-thirds (2/3) of the Senate. If the office of the Chief Justice is vacated, the President shall nominate a replacement for ratification in consultation with the office of the Dean of Students.

C. Suspension of Eligibility Requirements

1. The President may, with a two-thirds (2/3) majority vote of the Senate, temporarily suspend the eligibility requirements for any position in order to fill a vacancy.

Section 2. Warrant of a New Election

A. Invalidation of Election due to Inconsistency

1. The SGA Advisor shall have the power to invalidate an election if there is a five percent (5%) or greater inconsistency between the number of ballots cast and the number of people voting.

B. Request for a New Election

1. Only a losing candidate may request a new election. He/she may only do so for the election in which he/she was a candidate. This request for a new election must be made in writing within five (5) academic days of the election, and will be handled by the Student Government Advisor, only due to a violation of the Election Code.

C. Invalidation of Election due to Fraud

1. Given reasonable suspicion of fraud the SGA Advisor may invalidate an election.

Section 3. Impeachment

A. Warning Process

1. Failure to perform the duties expected of the member's position, and/or failure to comply with any regulations stated in the signed commitment letter will result in a warning letter based on the judgment of the Executive Board. The warning letter will be issued by the Chief Justice no sooner than six weeks after the first Senate meeting.

B. Impeachment Process

1. Internal: Continuous failure to perform the duties expected of the member's position, and/or failure to comply with any regulations stated in the signed commitment letter after a warning letter has been issued will result in the initiation of impeachment procedures. An impeachment notice will then be issued by the Chief Justice. In the case of the Chief Justice being the possible person being impeached the SGA President would provide the letter of warning.
2. External: The Student Body holds the ability to initiate the impeachment process at any given time, given that the following requirements are fulfilled:

- i. Failure to perform the duties expected of a member's position, and/or failure to comply with any regulations stated in the signed commitment letter are causal grounds for the student body to motion for impeachment.
 - ii. The student body must attain signed petition from ten percent (10%) of the student body motioning the removal of a sitting Executive Board and/or Senate member. The student body must also formulate a resolution stating the grounds in which they find the removal of an officer necessary. The petition and resolution are to be submitted to any of the following members:
 - a. The Chief Justice
 - b. The Advisor
 - iii. From this motion, the Chief Justice will issue an impeachment notice to the officer in question. In the case the Chief Justice is the officer in question, the SGA President would provide the letter of warning.
- C. Hearing Procedure
 - 1. A Hearing shall be administered after the next SGA meeting once the impeachment notice has been given.
- D. The Hearing
 - 1. The member shall either represent himself/herself or choose a fellow SGA representative for their defense. The Chief Justice may choose the prosecutor; however, in the case of the Chief Justice being impeached the President would choose the prosecutor.
 - 2. The jury will consist of the remaining SGA representatives.
 - 3. A two-thirds (2/3) vote to impeach must occur after the hearing has finished. The judge will be the Chief Justice or whoever is chosen as most qualified as possessing the best working knowledge of the Constitution by a majority vote of the Senate.
- E. Appeals Process
 - 1. Appeals may be submitted in writing to the Vice-President of Student Affairs or his/her designee.
 - 2. Appeals will be heard on the grounds that:
 - i. New information has emerged since the result of the impeachment hearing.
 - ii. Impeachment procedures were not followed as outlined in the SGA Constitution. The decision of the appeals officer is final.

Article X – REFERENDUM

Any act or resolution passed by the Senate is subject to review by the Student body within a thirty (30) day period from passage of said act or resolution. Ten percent (10%) of the student body must petition the Senate for a written ballot in order to vote on said act or resolution. Said act or resolution will be suspended pending the outcome of the written ballot. The ballot shall take place within ten (10) academic days of the receipt of the petition by the Senate Executive Board. The senate may send any act or resolution to a referendum by a two-thirds (2/3) vote.

ARTICLE XI – BYLAWS AND ELECTION CODE

Section 1. The Student Government shall adopt Bylaws and an Election Code which will supplement this constitution. The purpose is to expand on this constitution and to provide operational rules or policies.

Section 2. The Bylaws and/or Election Code may be amended at any time, provided that Senators receive no less than one week's notice of the proposed change. The proposed amendment must receive a majority vote of those present and voting at the meeting.

Section 3: This Constitution shall in all cases take superiority over the Bylaws and/or Election Code.

Article XII – CONSTITUTIONAL AMENDMENTS

The Constitution Review Committee shall review all amendments to the SGA Constitution within two (2) weeks of receipt of the proposed amendment by the committee. All proposed amendments shall require two (2) Senate hearings before adoption. The proposed amendment shall require a two-thirds (2/3) vote of the Senate in order to be brought before the Senate a second time. A majority vote of the Senate during the second hearing shall be necessary for the amendment's adoption.

BYLAWS OF THE STUDENT GOVERNMENT ASSOCIATION

Article I – INTERNAL STANDING COMMITTEES

The following committees are considered an integral part of the Student Government Association. These committees must operate to ensure the Student Government Association and/or all other clubs/organizations function effectively.

Section 1. Committee Descriptions

A. Activities Funding Board

The Activities Funding Board (AFB), a committee of ten (10), comprised of the Treasurer, Director of Student Activities, two (2) staff/faculty members, and six (6) Senators, is responsible for allocating designated funds collected through the Student Activity Fee. The Activities Funding Board reviews funding requests submitted by officially recognized student organizations at Salve Regina University. The Activities Funding Board shall maintain its own policies and procedures with the *Activities Funding Board Manual*.

B. Co-Sponsorship Committee

The Co-Sponsorship Committee is responsible for fostering connections with other recognized clubs, organizations, and departments through assistance and/or support. The committee also plans and organizes all events that are run and/or sponsored by SGA. This includes organizing and holding internal SGA developments and trainings.

C. Constitution Review Committee

The Constitution Review Committee (CRC) is primarily concerned with constitutional issues and amendments that may arise throughout the course of the academic school year.

D. Public Relations Committee

The Public Relations Committee (PRC) is responsible for publicizing the Student Government Association. The Public Relations Committee publicizes all activities and meetings of the Student Government Association through various means of communication.

E. Student Organization Recognition Committee

The Student Organization Recognition Committee (SORC), a committee of eight (8), comprised of the Vice President, three (3) staff/faculty members, and four (4) Senators, will work to keep the club application process updated and easily accessible for all students. The committee will receive and review all club and organization proposals put forth by University students. The committee is also responsible for keeping records of active and inactive student organizations and enforcing policies for student organizations. The Student Organization Recognition Committee shall maintain its own policies and procedures with the *Student Organization Recognition Manual*.

Section 2. Eligibility, Appointment, and Duties of Committee Chairperson

- A. A committee Chairperson is an Executive Board member as specified in Article IV, Section 1 of the Student Government Association Constitution.
- B. A committee Chairperson is appointed to their position by the President, unless they are vested to the position by the Student Government Constitution.
- C. At the start of each academic year, each committee Chairperson shall be responsible for setting goals of the committee for that year.
- D. At the end of the first semester, each committee Chairperson shall be responsible for submitting a *Mid-Year Report* to the President. This report shall review goals, committee accomplishments and failures, etc.
- E. At the end of the academic year, each committee Chairperson shall be responsible for submitting an *End of the Year Report* to the President. This report shall review goals, committee accomplishments and failures, etc.
- F. Each committee Chairperson shall be responsible for setting an agenda for committee meetings.
- G. A copy of attendance for all committee meetings must be submitted to the Chief Justice before the next full Senate meeting.
- H. Appoint a Vice-Chairperson for the committee. The Vice-Chairperson is will assume the duties of Chairperson in the absence of Chairperson.

Article II – EXTERNAL STANDING COMMITTEES

The following committees are considered an integral part of the Student Government Association. The committees will be used to investigate issues of concern to the students and to render recommendations to the appropriate university departments and offices. All committee work must be brought before the full Senate for ratification prior to action.

Section 1. Committee Descriptions

A. Academic Affairs Committee

The Academic Affairs Committee will meet academic affairs representatives and faculty members to encourage conversation between students and faculty along with addressing questions and concerns regarding all offices under the Office of Academic Affairs.

B. Admissions and Traditions Committee

The Admissions and Traditions Committee will meet representatives from the Admissions office to encourage conversation between students and Admissions along with addressing questions and concerns regarding enrollment. The committee will also work towards enhancing and maintaining school spirit and traditions on campus.

C. Dining Services Committee

The Dining Services Committee meets with Sodexo representatives to address questions and concerns regarding dining services.

D. Diversity Committee

This committee will lead initiatives that aim at create a welcoming, inclusive, and diverse community. It will work closely with the Office of Multicultural Programing and other offices/committees that this it sees beneficial to build on this initiative.

E. Environmental Committee

This committee will lead the SGA Environmental Campaign, which will focus on SGA led projects along with ensuring collaboration with SRU clubs and offices. This committee understands the importance education, as this will be a large emphasis of the committee.

F. Parking Appeals Board

The Parking Appeals Board (PAB) reviews petitions for Parking ticket appeals and addresses parking concerns. Senators sit as presiding members in these hearings on behalf of the Office of Dean of Students. Senators are to be directed by the Chief Justice regarding participation in hearings.

I. Residence Life Committee

The Residence Life Committee will meet with Residence Life representatives to address questions and concerns regarding student living experiences. This committee will also sit on the Residents Advisory Council (RAC).

J. Safety and Security Committee

The Safety and Security Committee recommends initiatives to advance campus security and safety initiatives. This committee will also meet with Safety and Security representatives to address questions and concerns regarding the safety and security of the student body.

Section 2. Eligibility, Appointment, and Duties of Committee Chairperson

- A. A committee Chairperson must be a member of the Senate for the current academic year.
- B. At the start of each academic year, each committee chairperson will be appointed to a specific committee by the President.
- C. At the start of each academic year, each committee Chairperson shall be responsible for setting goals of the committee for that year. These goals must be submitted to the full Student Government at the first meeting.

- D. At the end of the first semester, each committee Chairperson shall be responsible for submitting a *Mid-Year Report* to the President. This report shall review goals, committee accomplishments and failures, etc.
- E. At the end of the academic year, each committee Chairperson shall be responsible for submitting an *End of the Year Report* to the President. This report shall review goals, committee accomplishments and failures, etc.
- F. A copy of attendance for all committee meetings must be submitted to the Chief Justice before the next full Senate meeting.
- G. If a specific committee sees it necessary to create a letter of support or resolution, this duty falls upon the committee Chairperson to then forward to the President. The President will review the bill before presenting it at the following full Senate meeting.
- H. Any Chairperson found not in compliance with the said duties shall be subject to removal from the Chairperson position.
- I. Each standing committee Chairperson is responsible for adding to and passing down the *Chairperson Manual* for their specified position to the following chairperson.
- J. Appoint a Vice-Chairperson for the committee. The Vice-Chairperson is will assume the duties of Chairperson in the absence of Chairperson.

Article III – AD-HOC COMMITTEES

Section 1. Purpose

Ad-hoc committees may be established by the President. Their purpose is to investigate issues of concern or to accomplish a specific task. These committees are temporary, and they must follow the same duties and policies as a standing committee. Senators will be appointed to an Ad-hoc Committee by the President. All Ad-hoc committee work must be brought before the full Senate for ratification prior to action.

Section 2. Eligibility, Appointment, and Duties of Committee Chairperson

- A. A Chairperson must be a member of the Senate for the current academic year.
- B. A Chairperson will be appointed to an ad-hoc committee by the President.
- C. Upon the deactivation of the Ad-hoc Committee, the Chairperson shall be responsible for submitting a report to the President. This report shall review goals, committee accomplishments and failures, etc.
- D. A copy of attendance for all committee meetings must be submitted to the Chief Justice before the next full Senate meeting.
- E. If a specific committee sees it necessary to create a letter of support or resolution, this duty falls upon the committee Chairperson to then forward to the President. The President will review the bill before presenting it at the following full Senate meeting.
- F. Any Chairperson found not in compliance with the said duties shall be subject to removal from the Chairperson position.
- G. Appoint a Vice-Chairperson for the committee. The Vice-Chairperson is will assume the duties of Chairperson in the absence of Chairperson.

Article IV – COMMUNITY LIASONS

The following positions are considered an integral part of the Student Government Association. The liaisons will be used as points of contact between the various university offices and the Student Government as to regulate information between the student body and university administration. All committee work must be brought before the full Senate for ratification prior to action.

Section 1. Liaison Descriptions

- A. The Pell Center
The liaison for the Pell Center will keep in contact with administration from this office as to answer and communicate questions and concerns on the student experience.
- B. The Office of Community Service
The liaison for the Office of Community Service will keep in contact with administration from this office as to answer and communicate questions and concerns on the student experience.
- C. The Mercy Center
The liaison for the Mercy Center will keep in contact with administration from this office as to answer and communicate questions and concerns on the student experience.
- D. Health and Counseling Services
The liaison for the Offices of Health and Counseling Services will keep in contact with administration from this office as to answer and communicate questions and concerns on the student experience.
- E. Athletics
The liaison for the Athletics Department will keep in contact with administration from this office as to answer and communicate questions and concerns on the student experience. This position will also serve as a direct connection between the Student Government and the Student-Athlete Advisory Committee (SAAC)
- F. Information and Technology
The liaison for the Offices of Information and Technology will keep contact with administration from this office as to answer and communicate questions and concerns on the student experience.

Section 2. Establishment and Abolishment of Community Liaison Positions and Ad-Hoc Liaisons.

- A. A liaison can be appointed or removed by constitutional amendment.
- B. A temporary or pilot liaison can be established by the President. This liaison shall be called an Ad-Hoc Liaison. Ad-Hoc Liaisons must follow the same duties and policies as a standing community liaison. Senators will be appointed to become an Ad-Hoc Liaison by the President.

Section 3. Eligibility, Appointment and Duties of Community Liaison

- A. A Community Liaison must be a member of the Senate for the current academic year.

- B. At the start of each academic year, each community liaison position will be appointed to a specific Senator by the President.
- C. The Liaison is responsible for contacting their corresponding offices as needed and reporting all question, concerns, and details to the President
- D. If the Community Liaison sees it necessary to create a letter of support or resolution for an effective cause, this duty falls upon the Community Liaison to then forward to the President. The President will review the bill before presenting it at the following full Senate meeting.
- E. Any Community Liaison found not in compliance with the said duties shall be subject to removal from the Liaison position.

ELECTION CODE OF THE STUDENT GOVERNMENT ASSOCIATION

Article I – ORDER OF ELECTIONS

Elections for all Executive Board positions shall be held mid-spring semester. Elections for up to two-thirds ($\frac{2}{3}$) of Senate positions shall be held in the towards the end of the spring semester. The remaining Senate seats are to be voted upon within in the first month of fall semester. At least four Senate seats (if more than four are open), will be reserved for freshmen, with the remainder open to any eligible undergraduate candidate.

The terms of officials elected during the spring semester will run from the conclusion of commencement ceremonies in the current year until the commencement of the following year. Officials elected during the fall semester will take office on the day immediately following the election and will serve their term until the conclusion of commencement ceremonies that academic year.

Article II – ELECTION PROCEDURES

Section 1. Eligibility

- A. Any undergraduate student seeking an Executive or Senate position must be enrolled in undergraduate courses at Salve Regina University for at minimum length of one year.
- B. All undergraduate students are eligible to run for Executive Board in the spring regardless of their class standing or residence. The only students ineligible to run based on class standing are seniors in their final academic semester. Those seeking to run in the election and be a member of SGA must not be on probation, either academic or behavioral, as determined by university regulations.
- C. Undergraduate students seeking Executive Board positions may not be final semester seniors.
- D. No member of SGA shall hold more than one office at a time, with the exception of those offices designated in the Constitution as "-elect."
- E. Those seeking Executive offices of President, Vice President, Secretary, Treasurer, and Public Relations Coordinator must have completed one academic year of Student Government experience. Those seeking the Executive office of Chief Justice must have

completed either one academic year of Student Government or Conduct Review Panel experience.

Section 2. Nominations

- A. Nominations shall be made by the candidate him/herself. This nomination must be made in writing and submitted to the Advisor. Nomination forms for all elections must include signatures and campus box number or home address of at least twenty (20) undergraduate students of Salve Regina University. All signatures shall be numbered and legible. Nomination forms shall read as follows: "We, the undersigned, hereby nominate (name) for the office of (office)."
- B. The Student Government Advisor shall have the power to prevent the name of any candidate from appearing on the ballot for failure to meet the above requirements.
- C. Nominations shall be open for not less than four (4) days or more than two (2) weeks.
- D. All candidates are required to attend a "campaigning" meeting. Failure to attend may result in ineligibility, as deemed by the Advisor.

Section 3. Nomination and Election Announcements

- A. All advance publicity for the Student Government nominations and elections shall be handled by the Public Relations Committee. The Public Relations Coordinator shall see that posters announcing nominations and elections are placed in all appropriate campus buildings, and to notify campus media outlets.
- B. All advance publicity will state the positions available, date of the election, qualifications of all the candidates, description of responsibilities, deadlines for nomination forms, and the eligibility requirements for all voters.
- C. Elections shall be announced at least ten (10) days prior to the deadline for submitting nomination forms.

Section 4. Campaign Regulations

- A. Campaigning on the Day of Elections
 - 1. Any person actively campaigning (e.g.; handing out leaflets, talking to voters, etc.) may not be inside University buildings except on other personal business. This includes any person wearing visible campaign material on their body.
- B. Posters/Fliers/Social Media/E-mails
 - 1. All posters and flyers approved by the Office of Student Activities may be placed on bulletin boards in all designated posting areas as defined by the Office of Student Activities.
 - 2. In Resident Halls the designated Residential Advisor(s) will specify the locations where posters and flyers may be posted based on the latest fire and emergency codes.
 - 3. Fliers may be put in mailboxes only if individually addressed with specific name and box number.
 - 4. Campus wide e-mails are not permitted.

5. All posters, flyers, social media websites, and/or e-mails must be free of slanderous and libelous content and any use of profane and or obscene language or symbols.
- C. Campaign funding
1. Funding from an outside source (i.e. company sponsoring, political parties, foundations, etc.) is prohibited.

Section 5. Voting Procedure

- A. Students whose name will appear on the ballot will be posted at least one week prior to the election.
- B. Voting
1. Elections will take place over one or two consecutive academic day(s).
 2. On any polling day the polls shall be open from 7am until 10pm.
 3. Voting will take place via Seahawk Connection, a secured, registered website moderated by the SGA Advisor.
- C. Tabulations
1. Ballots shall be tabulated by Seahawk Connection.
 2. Tabulation shall begin immediately after the closing of the polls.
 3. The SGA Advisor will be in charge of retrieving the tabulations from Seahawk Connection.
 4. If an eligible student fails to hand in a nomination form but wishes to be on the ballot, 10 (ten) write-in votes are required to be considered as a candidate.
 5. Each candidate shall be notified of the results within twenty-four (24) hours of the closing of the polls.
 6. The results shall be posted in the O'Hare Academic Center and submitted to the various campus media only after all candidates have been notified.
 7. Results may be discarded at the end of the academic year.
 8. In Executive Board elections with three (3) or more candidates running for a given position, a candidate must receive fifty-percent (50%) plus one (1) of the votes cast to be declared the winner. Otherwise, the two highest vote-getters will participate in a run-off election via Seahawk Connection.

Article III – BEFORE ELECTION WEEK

Section 1. Campaigning

Campaigning may begin immediately following the campaigning meeting.

- A. Things that are considered campaigning:
1. Passing out printed material(s).
 2. Public speeches or displays for or against any candidate or issue.
 3. Posters.
 4. Editorials about, or written by, a candidate before campaigning week.
 5. Social media events, pages, and groups (e.g. Facebook groups).

Article IV – THE DAY OF ELECTION

Section 1. Guidelines

- A. No campaigning is allowed within University buildings that SGA has designated as polling/voting locations, during the times that voting is in progress (e.g. soliciting a vote or speaking to a voter about voting or candidate qualifications in any way is prohibited or placing, posting or carrying any material relating to any candidate).
- B. All candidates are responsible for removing their campaign materials by five (5) P.M. two (2) days after the polls have closed unless involved in a contested or otherwise unresolved election.
- C. An old and new officer meeting will occur to pass on all information in regards to his/her elected position before the conclusion of the academic year.