



**By-Laws
of the
Student Government Association
at
Shippensburg University**

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Article I – Duties of Officers

Section I The duties of the President shall be to:

Clause 1: Preside, organize, and oversee all SGA and ELC meetings and the overall functioning of the organization.

Clause 2: Serve as the SGA representative with the administration and any public functions.

Clause 3: Propose, recommend, and advocate for the implementation of beneficial provisions and policies to the SGA and student body.

Clause 4: Approve excuses and absences of SGA officers and senators in conjunction with the Vice-President of Internal Affairs.

Clause 5: Propose the creation of ad hoc committees as necessary.

Clause 6: Work with the ELC to:

a. Make recommendations to the SGA regarding committee chairpersons.

b. Organize and attend any mandatory SGA retreat(s) at the beginning of the fall and spring semesters in conjunction with the Vice President of Internal Affairs.

c. 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.

d. 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 7: Attend meetings with university administrators:

a. Monthly with the President of the University.

b. Weekly with the Associate Vice-President of Student Affairs.

Clause 8: Represent the student body to the State System of Higher Education and Board of Student Government Presidents.

Clause 9: Serve as a member of the SUSSI Board of Directors.

Clause 10: Work with the Board of Student Government Presidents toward an annual Advocacy Lobby.

Clause 11: Hold a minimum of five office hours per week.

Clause 12: Attend two public Student Group events per semester.

Clause 13: Communicate with the Associate Vice President of Student Affairs weekly.

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

Section II

The duties of the Vice President shall be to:

Clause 1: Attend all SGA meetings and preside over SGA and ELC meetings in the President's absence.

Clause 2: Serve as the chairperson of the Campus Safety & Facilities Committee.

Clause 3: Enforce attendance in conjunction with the President.

- a. Track attendance at all marketing and public relations events and report to the President.

Clause 4: Work with all SGA committees as:

- a. An ex-officio member of all committees.
- b. Confirm each committee's chairperson.
- c. Oversee all committees and periodically attend meetings to obtain progress updates.

Clause 5: Keep a record of all SGA related meeting minutes and office hours.

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

Clause 6: Keep record of all motions made by the SGA, passed or failed, in sequential order.

Clause 7: Appoint representatives to administrative Hill Committees as deemed necessary.

Clause 8: Act as the liaison between the SGA, the student body and Campus Media in all matters of SGA business for distribution.

- a. Develop and send press releases to student media groups.

Clause 9: Organize weekly marketing or public relations information per semester.

Clause 10: Responsible for producing all print and online marketing materials for the organization.

- a. Order all marketing materials or promotional materials for the organization with ELC approval.

Clause 11: Maintain a shared online archive of all senators and ELC annual SGA Reports.

Clause 12: Organize and attend a mandatory retreat at the beginning of the fall and spring semesters in conjunction with the President.

Clause 13: Hold a minimum of five office hours per week.

Clause 14: Attend regular ELC meetings.

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

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

Section III 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 body and the Fiscal Officer in all financial matters of the student body.
- Clause 4:** Report regularly to the SGA the financial status of the student body.
- 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 meetings regularly 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 an annual SGA Report to be passed down to their successor.

Section IV 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 body.
- Clause 4:** Manage the business of all student groups through an organized system.
- 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 meetings with the Student Group Advisory Panel.

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 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 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 an 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 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 an 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 monthly.

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 an 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 ~~and~~ an annual SGA Report to be passed down to their successor.

Multicultural Student Affairs (MSA) 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 (RHA) 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 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 an 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 Services 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 an annual SGA Report to be passed down to their successor.

Section II

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

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 an annual SGA Report to be passed down to their successor.

Section III

Class Senators Shall:

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 an 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 body finds important.

Clause 2: Have no less than three voting members.

Clause 3: Members of the student body 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 more than ten at-large members to each committee.

Clause 7: 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:

Budget and Finance

Clause 7: The function of this committee shall be to prepare a budget of all funds accruing to the student body and monitor any financial concern, then report to the SGA.

Clause 8: The annual inflationary increase in expenditures must be pre-approved by SUSSI with final approval from the President of the University. This committee shall hold hearings in the preparation of a preliminary budget.

Clause 9: The operating budget shall be presented and voted upon by the SGA no later than the final meeting of the current SGA.

Clause 10: 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 11: The SUSSI Executive Director or their appointed representative shall be the advisor of the committee.

Clause 12: This committee operates within the guidelines set forth in the Budget and Finance Standing Rules that do not supersede the SGA Constitution & ByLaws, including the advisors for this committee.

Campus Safety and Facilities

Clause 13: The function of this committee shall be to develop programs and recommend policies to make the campus community physically safer and more secure.

Clause 14: This committee conducts Campus Safety Walk-Arounds at least two times a year.

Clause 15: This committee meets monthly with the Director of Public Safety, Director of Facilities Management, and Director of Campus Safety.

Clause 16: 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 17: This committee recommends changes in the maintenance and utilization of grounds, buildings, facilities and equipment.

Diversity and Inclusion

Clause 18: 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 19: 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 20: 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 21: This committee investigates non-academic-related issues and concerns brought to the SGA and report results.

Elections

Clause 22: The chairperson of the elections committee must be a non-returning Shippensburg University undergraduate senior or the SGA advisor.

Clause 23: 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.

Food Service and Sustainability

Clause 24: 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.

- a. This committee will also focus on the sustainability of the university through means such as food services.

Clause 25: This committee acts as a liaison between the student body and the food service company.

Clause 26: A representative from each dining facility shall serve on the committee.

Clause 27: 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.

Clause 28: The committee will investigate and promote new ideas to support the sustainability of the campus.

Clause 29: The committee will also work to collaborate with already existing campus groups dedicated to similar causes (I.e Green League, CLUS, and etc.)

Student Groups

Clause 30: 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 31: This committee is responsible for constitutional applications and shall recommend to the SGA constitutional charters for approval.

Clause 32: The Assistant Director for Student Group Services & Leadership Development or their appointed representative shall be the advisor of the committee.

Clause 33: This committee operates within the guidelines set forth in the Student Group Handbook.

Clause 34: This committee assists the Vice President of Student Groups with the management system as deemed necessary.

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 V – 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.

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