



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.

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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 body.

Section II The SGA shall be the governing body of the student body.

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-six 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 shall serve as a non-voting, ex-officio member of the Student Government and shall be invited to all SGA and ELC related meetings and events. They are encouraged to attend at least one (1) public meeting per month and serve as a non-general member of the SGA.

Article IV – Legislative Branch (The Senate)

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

Student Life

- *Male Athletics Senator
- *Female Athletics Senator
- *Inter-Fraternity Council Senator
- *Panhellenic Senator
- *National Pan-Hellenic Council Senator
- International Student Senator

- *Multicultural Student Affairs Senator (2)
- Non-Traditional Student Senator
- *Residence Hall Association (2)
- Commuter Student Senator
- Transfer Student Senator

Academic

- College of Arts and Science Senator
- College of Business Senator
- College of Education and Human Services Senator
- *Honors College Senator

Class

- First Year Senator (2)
- Sophomore Class Senator (2)
- Junior Class Senator (2)
- Senior Class Senator (2)

*These Senator positions are appointed by the department they represent.

Article V – The Executive Branch (Officers)

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

****Takes into effect for the Spring 2025 Officer elections* If either the VP of Internal or the VP of External position becomes vacant during the 2024-2025 academic year, then the new change of SGA officer positions stated in this Constitution will take effect immediately.***

Section III 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 IV 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 body.

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 and concerns.
Clause 2: Recommend and approve general plans for the organization and administration of all student organizations and other matters concerning student life.
Clause 3: Budget and control the expenditures of all income and recommend to the University President the amount of the Student Activity Fee.

Clause 4: 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 5: 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 body.

Section III The committees of the SGA shall be:

Budget and Finance	Campus Safety & Facilities
Campus Safety and Facilities	Food Service & Sustainability
Diversity and Inclusion	Student Groups
Elections	

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 specific task or goal.

Section V The SGA shall establish boards and coordinators as deemed necessary to carry out the program of the SGA and of the student body.

Section VI The governing documents of the SGA shall include the Budget and Finance Standing Rules, Student Groups Handbook, Election Rules and Guidelines, the Commitment Policy and the Confidentiality Statement. Changes to these documents, other than the Constitution and ByLaws, 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 body at the annual election for the Executive Leadership Committee Election (ELC).

- Section II The senators shall be elected to office by the members of the student body 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. Elections shall be conducted in accordance with the SGA Election Rules and Regulations.
- Section III The term of office for the elected and appointed positions shall be from the spring transition meeting until the following transition meeting occurring at the end of the academic year.
- Section IV The transition meeting is the last public meeting in the academic year. 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 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 two-thirds 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 body, 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.
- Section VIII Appointments, for officer positions, should be fulfilled through an application and interview process involving an emergency ad-hoc search committee made up of two members of the ELC, three senators, and the advisors upon request (to be appointed to the committee by the President).
This process shall last no longer than a month. 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.

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 body.
- 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 caucus meetings and 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 minimum of one public meeting a month from September through April of each academic year. All public meetings will be advertised a minimum of two weeks in advance on the SGA website, social media account and the bulletin board outside the SGA office.
- Section II The SGA shall hold a minimum of two (2) caucus meetings each month from September through April. A caucus meeting is defined as an informal meeting that includes reports, updates, policy discussion and concerns.
- Section III Special meetings of the SGA may be called by the President of the SGA, by twenty-five percent (25%) of members of the SGA or by petition of five percent of the student body.
- 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 caucus.
- Section II Grounds for impeachment shall be defined as violating the SGA Constitution and/or ByLaws as well as presenting any inappropriate or prejudicial behavior towards the student body.
- 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 next position in the line of succession shall run the proceedings.
- Clause 3:** The advisors 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 impeach or dismiss the case.
- Clause 5:** Three-fourths of the total member of the SGA shall be required, excluding the member up for impeachment.
- Section V Any officer who has been impeached is ineligible to run for an officer or senator position the year following impeachment.

Article XI – Recall of Decision

- Section I Upon the petition of a minimum of (10%) of the members of the student body, 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 body is required to recall any decision of the SGA.

Article XII – Amendment

Section I Amendments may be presented to the SGA by the petition of 10% of the members of the student body or by recommendation of the SGA.

Clause 1: A majority vote of the SGA is required to recommend the amendment(s) to the student body.

Clause 2: 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 body.

Clause 3: A majority of the student body 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 26 2009
Revised – March 28 1973	Revised – April 22 2011
Revised – March 5 1974	Revised – April 26 2012
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