**Constitution**

of the

**Student Government Association of Marian University, Indianapolis**

***PREAMBLE***

We, the students of Marian University of Indianapolis, Indiana, desiring to provide an organized means for the formal expression of student views and interests; to help promote the social, cultural, and physical welfare of students; to help contribute to the continued development of better educational standards, facilities and teaching; to inspire students to work for academic freedom, student rights, and responsibilities; to encourage responsible and effective student participation in the governance of the University; to provide a venue in which students may gain experience and training through participating in community leadership; and to promote the recognition of students as an integral and indispensable part of the University community, do hereby establish this Constitution.

**ARTICLE I: THE ORGANIZATION**

Section 1: The name of the official student representative organization shall be the Undergraduate Student Government Association of Marian University, hereinafter referred to as SGA.

Section 2: The mission of the Student Government Association (SGA) is to serve and inspire the students while promoting unity and building community. As an advocate and liaison for the student body we work to develop ethical leaders who can turn visions into accomplishments while working in accordance with the teachings and values of the Catholic Franciscan tradition.

**ARTICLE II: ELECTIONS**

Section 1: Preparations for Elections

1. Notice of an election shall be posted at least thirty days prior to the date that the election will be held.
2. Spring Elections shall take place during the Spring Semester at any time following the first week of classes and before Finals Week. Fall Elections shall take place during the Fall Semester but before September 30.
3. All applications for candidacy must be submitted by the correct means and by the time and date specified by the Election Committee.

Section 2: Application Requirements

1. Any full-time or part-time undergraduate student that complies with the criteria in this document is eligible to run or be appointed to an SGA position.
2. Those positions that will be up for election will be the members of the Executive Board and Elected Senators excluding the Senate President.
3. All candidates must have a minimum 2.5 GPA.
4. All candidates must be in good standing with the University.
5. Candidates may only apply/hold one position in SGA at a time. If a member wishes to be appointed to or change positions they must first resign from their current position before they seek appointment for another position.
6. All elected candidates must complete and electronically submit an application before the application deadline listed on the application.

Section 3: During Elections

1. All Elections will take place by secure electronic ballot.
2. Elections will take place over at least a twenty-four hour period
3. Only currently enrolled undergraduate students at Marian University are eligible to vote in SGA elections.
4. Senior, junior, sophomore, and freshman class senators are elected by their respective class members.
5. Write-in candidates are subject to eligibility requirements as determined by the Election Committee and Election Guidelines.

Section 4: After the Elections:

1. If an elected position remains vacant after an election and there are no willing candidates who meet the eligibility requirements, the Senate may waive the eligibility requirements for candidates pending an interview process by the current Senate.
2. In the case of a contested election, the Senate will make the decision.

**ARTICLE III: EXECUTIVE BOARD**

Section 1: Purpose

1. The purpose of the Executive Board is to serve as the liaison between the Senate and the administration, faculty, and staff of Marian University; and to provide leadership for the organization.

Section 2: Membership

1. The Executive Board contains the following positions: Student Body President, Executive Vice President, Vice President of Finance, Vice President of Mission and Identity, Vice President of Commuter Life, and Senate President.

Section 3: Eligibility

1. Students who wish to run for an Executive Board position must have been a Marian University student for at least one semester.
2. Members of the Executive Board may not hold a position that directly administers finances or constitutes a direct conflict of interest between their RSO and Executive Board duties in a Registered Student Organization (RSO) that is represented in the Legislative Branch.
3. All Executive Board members shall report the positions that they hold in any and all Registered Student Organizations (RSOs) to the Senate President.

Section 4: General Responsibilities

1. Serve as a liaison between the students and the administration, faculty, and staff of Marian University.
2. Uphold all Marian University rules and regulations as outlined in the Code of Student Rights and Responsibilities.
3. Provide leadership and support for all Senate members.
4. Attend all Executive Board meetings and Senate meetings Assist with the development of agendas for all Senate meetings.

Section 5: Position Requirements

1. Student Body President
   1. Serve as a liaison between the Senate, faculty, staff and Executive Board members.
   2. Serve as a member of the University’s Board of Trustees.
   3. Prepare and present, in conjunction with the Senate, the terms, goals, and objectives of SGA to the Marian University community.
   4. Appoint all necessary personnel to official University Committees subject to approval of the Senate.
   5. Responsible for delegation of tasks in SGA affairs.
   6. Assist the Vice President of Finance with signing purchase orders and funding requests.
   7. Represent SGA at official functions.
   8. Maintain at least five regular office hours weekly.
   9. Meet weekly with the SGA advisor.
2. Executive Vice President
   1. Act for the President or the Senate President in their absence or at their request.
   2. With assistance from the Executive Board, forward agenda items to the Senate President.
   3. Record the minutes and attendance at Senate meetings.
   4. Distribute a copy of the minutes to members of the Senate and others upon request.
   5. Organize and execute training, leadership, and development sessions for all branches of the SGA at least once a semester.
   6. Oversee the fulfillment of duties and obligations of the Senators.
   7. Assist the Director of Student Activities and Orientation with maintaining accurate and up to date RSO records including but not limited to constitutions, bylaws, and registration.
   8. Encourage development of future Executive Board members.
   9. Maintain at least five regular office hours weekly.
3. Vice President of Finance
   1. Maintain a record of all expenditures and income of the SGA.
   2. Sign purchase orders and funding requests.
   3. Communicate financial information with clubs and organizations.
   4. Acquire and maintain receipts.
   5. Follow the budgetary process and procedures as outlined by the current SGA Budgetary Guidelines.
   6. Distribute and maintain budget guidelines.
   7. Provide the Senate with updates on allocations and the current standing of the budget (to be turned in to the Senate President to be added to the Senate meeting minutes and agendas and the other members of the Executive Board at Executive Board meetings).
   8. Be prepared to present accounts of the SGA for inspection upon request of any student, faculty, or staff.
   9. Serve as Chair of the Budget Committee.
   10. Report on all proceedings of the Budget Committee at Senate meetings.
   11. Meet weekly with the advisor of SGA to discuss financial status and concerns.
   12. Maintain at least five regular office hours weekly.
4. Vice President of Mission and Identity
   1. Maintain, record, and keep track of all SGA goals.
   2. Work to ensure that all SGA goals and initiatives are in line with the four Franciscan Sponsorship Values and the mission of SGA.
   3. Report on all relevant proceedings of campus and community ministries to the Senate.
   4. Be in regular communication with the directors of campus and community ministries.
   5. Serve as chair for the coordination of two service projects per semester for all members of SGA, at least one of which shall be in conjunction with Campus Ministry.
   6. Distribute and maintain service guidelines.
   7. Record successfully completed service projects of the RSOs and report them to the Senate and other campus administration upon request.
   8. Maintain at least three regular office hours weekly.
5. Vice President of Engagement
   1. Serve as a liaison between the Senate, faculty, staff and Executive Board members.
   2. Represent SGA at official functions.
   3. Responsible for all official advertising of SGA business.
   4. Assist all RSO in promoting their events throughout campus.
   5. Manage all SGA social media accounts.
   6. Promote Commuter involvement in campus activities.
   7. Maintain routine communication with various officials involved with student life.
   8. Serve on the Student Affairs of the Board of Trustees Committee and the Student Affairs of the University Assembly as a voting board member.
   9. Present concerns and issues expressed by the constituency to the Student Affairs of the Board of Trustees and the Student Affairs of the College Assembly Committees.
   10. Present issues and concerns of the Student Affairs of the University Assembly committee to the Senate.
   11. Be in regular communication with the Provost and the Vice President of Student Affairs and Dean of Students and report on concerns.
   12. Maintain at least three regular office hours weekly.

**ARTICLE IV: SENATE PRESIDENT**

Section 1: Appointment

1. The Senate President shall be nominated and elected by the Senate of the SGA.
2. The Senate President will be nominated and elected at the first meeting once the newly elected Executive Board takes office in the spring semester.
3. Once elected, the Senate President is required to relinquish all voting rights for their RSO and another member of the RSO will talk over in his/her place as a RSO senator.

Section 2: Responsibilities

1. The Senate President will compile the Senate meeting agenda by communicating with the Executive Board, RSOs, and other departments on campus.
2. The Senate President shall hold regular meetings with the Student Body President.
3. Maintain constant communication between the Senate and other branches of the SGA.
4. The Senate President does not have a vote except in the case of a tie vote during a Senate meeting. If this occurs the Senate President will vote to break the tie.
5. Maintain all official documents and communication of SGA, maintain the SGA website and other social media, post all important information, and organize office hours.
6. Be responsible for communication within SGA.
7. Be responsible for communication with RSO Presidents.
8. Maintain at least three regular office hours weekly.
9. Be responsible for recording the positions held in all RSOs by Executive Board members and maintaining this record of the duties of said positions as defined by the individual RSOs.

Section 3: Senate Meetings

1. The Senate President shall preside over all Senate meetings.
2. The Senate President shall be proficient in running the meetings while implementing Robert’s Rules of Order.

**ARTICLE V: SENATE**

Section 1: Name

1. The legislative body of the SGA will be called the Student Senate (Senate).

Section 2: Purpose

1. The Senate is the principle legislative body of SGA.
2. The Senate maintains a network of communication with the undergraduate students.
3. The Senate makes recommendations to the administration for the welfare of the undergraduate students.

Section 3: Membership

1. Senate President: This member will be elected by the Senate after the general elections in the spring from within the Senate.
2. The Senate shall be composed of one senator from:
   1. Each undergraduate degree-granting school
   2. Any student organization currently registered at Marian University through Student Activities and Orientation.
   3. The following Senator positions will also be part of the Senate: Resident Student Representative, Student Athlete Representative, and Class Presidents.
3. Members of the Executive Board shall be ex-officio members of the Senate.
4. Ex-officio members shall not have the power to vote in Senate meetings unless explicitly stated elsewhere and shall not be counted as part of quorum for Senate meetings

Section 4: Eligibility

1. There are two types of members that will have positions in the Senate:
   1. Elected Senators: The individuals in these positions represent all individuals on campus that may not be represented by the RSO representatives as referenced in Article V, Section 6.
   2. Appointed RSO Senators: These individuals include representatives from all RSOs on campus.
2. Students running for a school-based or unit-based Senate seat must be enrolled in the school or unit they are representing when they petition for office and while holding office.
3. The student running for or holding office must be in good standing with the University and maintain a 2.5 GPA.
   1. If a member falls below a cumulative GPA of 2.5, they will immediately be placed on probation and required to create an action plan with the advisor, including regular meetings, and successfully improve their grades by the following midterm. Failure to do so or repeat offenses will result in voluntary resignation.

Section 5: General Responsibilities

1. Attend all Senate meetings.
2. Solicit and maintain consistent communication with constituents.
3. Represent SGA at all official functions.
4. Maintain good academic and social standing with the University.
5. Uphold all Marian University rules and regulations as outlined in the Code of Student Rights and Responsibilities.
6. Attend mandatory training and development sessions.

Section 6: Elected Positions

1. Academic Affairs Senator
   1. Attend all Academic Policies Committee meetings and present concerns and issues expressed by the constituency to the committee.
   2. Report on all relevant proceedings and present issues and concerns of the Academic Policies Committee meetings to the Senate.
   3. Hold regular meetings with the Vice president of Academic Affairs to become aware of campus issues. Report on these meetings to the Senate.
   4. Work with student organizations and the Learning and Counseling Center to plan two educational programs per semester (e.g.) test anxiety, issues handling stress, career based workshops).
   5. Work in conjunction with the five Academic School Representatives to organize a campus wide forum once per semester.
2. Student Athlete Senator
   1. Responsible for working with the Athletic Director, Coaches, and Teams to promote athletic events and accomplishments to the University community.
   2. Be in consistent communication with the Student Athlete Advisory Board (SAAB).
   3. Encourage attendance at athletic events.
   4. Support Knight Nation activities.
3. Resident Student Senator
   1. Live in on campus housing (residence hall, apartment, or house).
   2. Facilitate communication of issues and concerns expressed by the constituency between the halls/houses/apartment communities.
   3. Report on all proceedings and present issues and concerns of the Hall Councils to the Senate.
   4. Be in regular communication with the Director of Housing and Residence Life.
   5. Attend all Town Hall meetings. Conduct a Residence hall and Apartment/House Town Hall once per semester in conjunction with the Office of Housing and Residence Life.
4. Academic School Senators (Business, Education, Liberal Arts, Mathematics and Sciences, and Nursing)
   1. Must be a major within the represented school and have completed at least thirty credit hours (at least twelve of which should have been completed in the prospective e school except in the School of Education which only needs six) with approval from the respective dean.
   2. Meet regularly with respective dean/assigned member from the School.
   3. Position may be appointed to an academic committee at the request of the dean.
   4. Present concerns and issues expressed by the represented school to SGA.
   5. Assist the Resident Student Senator in the execution Town Hall meetings or facilitate the meetings in the Resident Student Senator’s Absence.
5. Commuter Representative
   1. Serve to advocate for increased commuter participation in SGA Events.
   2. Research conditions or problems that affect the commuter populace.
   3. Maintain routine communication with various officials involved with student life.
   4. Create and support at least one event specifically for commuters a semester.
   5. Advise the Senate on the impact of bills, amendments, and events on commuter students.
   6. Maintain off campus residency during the term of office.
   7. Hold one open Commuter Student Forum per semester.
   8. Solicit and maintain communication with commuter students.”
6. Class Presidents (Senior, Junior, Sophomore, and Freshman)
   1. Represent their constituency on the Governing Board.
   2. Solicit and maintain communication from constituents.
   3. Class Presidents must work with the Campus Events Committee and sit on the planning committee for the following all-campus events: Freshman Class President-Super Bowl Party, Sophomore Class President-Knight Daze, Junior Class President-Spring Formal.
   4. The Senior Class President is in charge of overseeing the Senior Gift and the planning of the Senior Luau.
   5. Hold one all-class meeting per semester.

Section 7: Organization Senators

1. All RSOs have the right to a voting representative at SGA meetings.
2. Senators that represent student organizations shall act as a liaison between their respective student organization and SGA.
3. All student organizations shall decide internally how their representative will be selected.
4. Senators shall confer with the students within their organization to learn and represent the interests of their constituents.
5. All RSOs that are receiving, or wishing to receive, SGA funds, during either the fall or spring semester, are required to have a representative in the Senate during the same semester in which they are receiving funds.
   1. Each Senator is allowed to have one proxy that may represent their organization in the absence of the official Senator.
6. All registered groups have the right to vote regardless of SGA funding status.
   1. All non-funded but recognized groups will lose their seat in the Senate and voting rights if the organization does not have representation during two SGA meetings.

**ARTICLE VI: SENATE**

Section 1: Meetings

1. The Senate shall conduct regular meetings during the Fall and Spring academic semesters. The Senate shall establish the regular meeting times of the Senate, which shall be published and posted online. The regular meeting times for the following academic school year shall be presented to the Senate at the end of the Spring Semester.
2. Emergency meetings, outside of the regular schedule, may be called by either the Executive Board or the Senate. Quorum must be met at emergency meetings.
3. In order for business to be voted on quorum must be established. Quorum for Senate meetings is a simple majority of Senators. If quorum is not established the Senate may conduct all nonvoting matters, but all voting matters shall be tabled until the next meeting.
4. The Senate President or his/her substitute will preside over all Senate Meetings using Roberts Rules of Order. The Senate President shall also be the one who grants floor privileges.
5. All Senate meetings will be open to the public unless the Senate sees fit to close either part of the meeting or the whole meeting, due to extraneous circumstances, to the public. All meetings, including those closed to the public, are open to university administration.

Section 2: Duties of the Senate

1. Senators shall be present at all regular and special meetings of the Senate.
2. If a position remains vacant then the student organization will forfeit its voting privileges as described in Articles XI, Section 3.
3. Senators shall serve on at least one Committee. All committee appointments shall be approved by the Senate President and the Student Body President.
   1. RSOs shall lose voting rights and all funding for the rest of the current semester if they do not have representation at two or more meetings.
4. Senators may designate a proxy who shall have voting privileges in the absence of the Senator and will be counted toward establishing a quorum and toward attendance requirements.

Section 3: Passing Legislation

1. Resolutions and bills shall pass by a majority vote of the Senate.
2. A roll call vote of Senators shall be taken and published on the website for all votes taken on resolutions, constitutional amendments, and bylaw amendments
3. The Executive Board has the authority to veto all forms of legislation by the time of the next meeting if there is a majority consensus. This veto may be overridden by two-thirds of the Senate. Failure to veto within that time period results in passage of the legislation.

Section 4: Attendance

1. Senators and Executive Board members are required to attend all Senate meetings. Absences are defined as follows:
   1. Excused absences: Excused absences are those that occur because of: required University events, participation in athletic games, family emergencies, and illness. 24 hour prior notice must be given to the Executive Vice President. Members may be asked to provide documentation for these occurrences.
   2. Unexcused absences: Unexcused absences are those that occur without prior notice to the Executive Vice President and do not fall in the categories listed above.
2. After three unexcused absences, a RSO forfeits their right to Senate representation. The RSO will have all SGA funds allocated to them frozen and be removed from roll call. The RSO can regain these rights by way of an Executive Board vote in favor of reinstatement.
3. Attendance will be taken at all Senate and Executive Board meetings by the Executive Vice President via roll call
4. Officers who arrive after roll call is performed will be marked as tardy and can begin participating in the meeting at the beginning of the next full discussion item.
5. Accommodations for special circumstances can be made by the Senate President and the Executive Vice President

**ARTICLE VII: COMMITTEES**

Section 1: General Information

1. The Election Committee, the Constitutional Review Committee, and the Budget Committee will be standing committees of the SGA.
2. Committee selection shall be conducted on the basis of senator seniority, measured as the number of semester terms as a Senator or Executive Board member in SGA. Senators with greater seniority will be given higher priority when choosing the committee on which they wish to serve.

Section 2: Election Committee

1. The Election Committee shall declare a start date for the election at least a month prior to the beginning of the election.
2. The Election Committee will oversee the elections of the Executive Board and the Elected Senators excluding the Senate President.
3. The Election Committee will be comprised of Marian University Students, who will not stand for popular election that academic year, appointed by the Senate President.
4. The Chair of the Election Committee shall be appointed by the Senate President.
5. The committee is responsible of all policies and guidelines to be approved by the Senate;
6. The Election Committee shall:
   1. Provide an opportunity for a candidate forum prior to the elections;
   2. Check all ballots twice in the presence of the SGA advisor;
   3. Retain ballots for a period of two weeks in the Student Activities and Orientation Office;
7. The Election Committee Chair, in consultation with his or her committee, may sanction a candidate who has failed to meet the Election Committee Guidelines for Candidates;
   1. Sanctions are defined in bylaws

Section 3: Constitutional Review Committee

1. The Constitutional Review Committee is tasked with the duty of interpreting the Constitution
2. The Committee is also tasked with proposing revisions to ensure that the Constitution remains an effective governing document
3. The Committee is also responsible for the interpretation and upkeep of the Bylaw system
4. The Committee shall be chaired by the Senate President and its membership shall be by the appointment of the Senate President
5. The Committee’s meetings will always be open to the public

Section 4: Budget Committee

1. The powers of the Budget Committee include, but are not limited to:
   1. Evaluating the current budget guidelines.
   2. Adopt annually, upon approval of the Senate, budgeting guidelines and policies.
   3. Collaborate with the Vice President of Finance in structuring the budget processes and other matters
   4. Ask questions about proposed budgets during budget justification.
   5. Create and submit to the Senate semester budgets.

Section 5: Ad Hoc Committees

1. Ad hoc committees can be added to Senate at any time during the academic year, at either the discretion of the President with majority approval by the Executive Board or the discretion of the Senate President with majority approval by the Senate. Committee creation is subject to the approval of both branches.
2. The terms of ad hoc committees are indefinite. The dissolution of a committee is determined by popular vote of the Senate.
3. Each ad hoc committee shall be chaired by a member of the Senate, which will be appointed by the Senate President.

Section 6: Committee Responsibilities and Membership

1. All standing and ad hoc committees shall be held responsible to the Senate through periodic reports on their progress during regular Senate meetings.
2. Any undergraduate student may serve on any committee in the Student Government Association.
3. Each committee shall have at least one Executive Board liaison with the exception of the Election Committee
4. The chair of each committee will be held responsible for producing minutes of each meeting and a report on every action of the committee.

**ARTICLE VIII: BYLAWS**

1. SGA shall adopt a set of Bylaws which shall govern the actions of SGA in all areas in which they are applicable and are not in violation with this Constitution. Adoption and changes to the Bylaws shall require a two-thirds vote of the Senate.

**ARTICLE IX: PROCEDURE FOR REMOVAL FROM OFFICE AND FILLING VACANCIES**

Section 1: Removal of a member from office

1. Grounds for removal from office of any elected or appointed SGA officer include but are not limited to:
   1. Neglect of normal duties and obligations (including regular attendance at meetings)
   2. Gross impropriety in executing duties of office
   3. Any academic or social violation of the Student Code of Conduct is grounds for removal from office
2. A formal request for the removal of an officer can be filed by any student to the SGA Advisor or Senate President. At an SGA meeting following this notification, any Senator may make a motion to impeach any elected or appointed SGA officer. Following a second, a hearing shall be set to occur during the next SGA Senate meeting
3. The Senator who motioned the impeachment shall serve as prosecutor. The accused may handle their own defense or appoint a legal representative to speak for them. The Senate President shall preside over the hearing, trusted to ensure both parties have ample and orderly time to present their cases and engage in cross-examination. If the Senate President is the accused party, the Executive Vice President shall preside over the hearing.
4. Following the presentation of arguments, the presider shall call for a motion to vote on the removal from office. For removal, the motion must have the support of two thirds of present Senators

Section 2: Resignation from office

1. Any officer deciding to resign should submit an electronic copy of their announcement to the Student Body President and the SGA Advisor.
2. If the Student Body President is resigning, a copy of the resignation should be delivered to the Executive Vice President and the SGA Advisor.
3. Any individual who resigns from a position must provide sufficient transition materials to his/her successor before stepping down from office.

Section 3: Filling Vacancies

1. If an elected Senate position becomes vacant, or remains vacant after an election, the position may be filled by the approval of two-thirds of the Senate or left vacant until the next available election.
2. In the event of the vacancy of the office of the Student Body President, the office shall be filled by the Executive Vice President. The vacancy of the Executive Vice President shall then be filled by appointment by the Student Body President and approval of the senate.
3. The order of succession for student body president is as follows: Executive Vice President, Senate President, Vice President of Mission and Identity, Thereafter by appointment by the director of student activities from the senate body.
4. Vacancies of RSO Senators may be filled by the respective organizations.
5. A vacancy in the Senate President position may be filled by any current Senator with majority approval of the current Senate.

**ARTICLE X: PROCESS OF CONSTITUTIONAL CHANGE**

1. Amendments to the present Constitution can be initiated at any time by any member of the Senate. SGA shall make these proposals known to the student body and encourage attendance at the following SGA meeting, where the amendment shall be voted on.
2. The proposed amendments shall receive two-thirds approval of the Senate in order to be ratified. Any changes to the Constitution take effect immediately unless otherwise noted.
3. Responsibility of interpretation of this Constitution rests with the Constitutional Review Committee.

**ARTICLE XI: BUDGET**

Section 1: Collection of Funds

1. All organizations are required to collect any funds that are marked for allocation, at least, three business days prior to the date of event. The date of the event shall be set prior to the budgetary request being brought to the Senate floor.
2. Any organization that does not collect their funds prior to three days before the event shall be contacted by the Executive Vice President of Finance or a proxy appointed by the Executive Vice President of Finance. Organizations will be presented with the option of rescheduling the event or redirecting the funds back into the Senate’s Operations Budget.
3. If the organization intends to reschedule, the request must be approved by the Executive Vice President of Finance.
4. The option of rescheduling shall be closed if the organization does not offer a new date for the event within a week of being contacted by the Executive Vice President of Finance or the appointed proxy.

Section 2: Community Service

1. RSOs must fulfill service requirements each semester as reasonably assigned by the Executive Vice President of Mission and Identity
2. If a RSO does not complete their service requirements by the date specified by the Executive Vice President of Mission and Identity, that RSO will be unable to access their funding for the following semester
3. The Executive Vice President of Mission and Identity has the freedom to lift this restriction after the completion of additional service hours by the RSO.