

The University of Findlay

SGA

Student Government Association

The Constitutional Process

- Page 16 of the SGA Guidebook
- Recognized Organization Requirement
- Updated Every 2 years
- Turned into Student Activities Office

Criteria for Constitutions

- Any **BOLD** requirements need to be written **WORD-FOR-WORD** in the constitution/by-laws!
- Name of the organization – what the name of the organization is going to be known as.
- A statement of purpose of organization.
- At least 3 officers and their responsibilities.
 - President: Organizational leader.
 - Vice President/ Vice Chair: Officer to take over in case of absence of president.
 - Secretary-Treasurer: Keeps minutes of meetings.
 - (Note: Minutes should be kept for the organizations future reference.)
- **(Insert club name) does not engage in discrimination in its programs, activities, and policies against students or prospective students, on account of race, color, religion, sexual orientation, marital status, height, weight, ethnic or national origin, age, non-disqualifying handicap, or sex.**

- Financial cost so prospective members will know what it will cost to be an active member of the organization on a local level, as well as national level, if applicable.
- **An advisor's name shall be submitted for approval by the Student Activities Office before they can act in that capacity, unless the advisor is automatically chosen through contractual agreement through The University of Findlay.**
- **A faculty advisor must be present at each meeting where formal action or decisions are to be made. National Greek Fraternities and Sororities shall be exempt from the requirements of the presence of their advisor where a conflict of ritual secrets may exist.**
- **All potential organizations are required to host at least one event that is for the whole campus each year. (For example, musical, lecture, dance, themed event, game, etc.)**

The complete Ohio Revised Code
Section 2307.44 and 2903.31
regarding the hazing of members or
the future code as it may change.
This can be found at The UF website,
keyword: hazing.

- A list of steps that the club must follow to remove an officer from his or her duties, followed by a list of steps to fill a vacant officer position.
- A method of how officers are elected and how often.
- A method that solves the circumstance of tie during elections (make sure this method is fail-safe).
- An attendance policy, or lack thereof, and all consequences if the rules are not followed.
- **All amendments to the current constitution must be submitted to the Office of Student Activities where they will be forwarded to the Office of Student Government for the Sergeant-at-Arms' approval before they can be implemented.**

- Approval Process
 - Turn in official submission to Student Activities
 - Include contact information
 - Constitution will be reviewed
 - You will be notified when either approved or needs updated further
 - Please pick up reviewed Constitution in SGA Office

Questions

- Please email questions to terryc@findlay.edu
- Or stop into the SGA office