

Constitution
Student Government Association
The University of Findlay

Article I. Name, Purpose, and Authority

Section 01: The name of this organization shall be the "Student Government Association of The University of Findlay."

Section 02: The purposes and authorities of the Student Government Association shall be to:
(a) Provide a capable and responsible Student Government.

(b) Offer opportunities for responsible participation of all members of the Student Government Association.

(c) Responsibly allocate the portion of the student activity fee assigned to the Student Government Association by The University of Findlay in accordance with Article IX of the Constitution.

(d) Represent the students and act as a liaison to the Faculty and Administration of The University of Findlay.

(e) Develop student spirit and loyalty to The University of Findlay and maintain and foster traditions that support the purpose of the institution.

(f) Exercise functions, powers, and responsibilities as delegated by the Vice President for Student Services and the President of the University of Findlay.

Article II. Membership

Section 01: Students serving as either elected or appointed officers and senators shall be considered members of the Student Government Association and will be responsible for representing the entire student body.

Section 02: The University of Findlay Student Government Association does not engage in discrimination in its programs, activities, and policies against students or prospective students based on race, color, religion, sexual orientation, gender, marital status, height and weight, ethnic or national origin, age, non-disqualifying handicap, or sex. SGA recognizes that all **student organizations** (Greek and non-Greek) are subject to the UF hazing policy listed below:

Section 2307.44

Any person who is subjected to hazing, as defined in division (A) of Section 2903.31 of the revised code, may commence a civil action for injury or damages, including mental and physical pain and suffering that result from the hazing. The action may be brought against any participants in the hazing, and the organization whose local or national directors, trustees, or officers authorized, requested, commanded, or tolerated the hazing, and any local or national director, trustee, or officer of the organization who authorized, requested, commanded, or tolerated the hazing. If the hazing involves students in a primary,

secondary, or post-secondary school, university, college, or any other educational institution, an action may also be brought against any administrator, employee, or faculty member of the school, university, college, or other educational institution who knew or reasonably should have known of the hazing and who did not make reasonable attempts to prevent it and against the school, university, college, or other educational institution. If an administrator, employee, or faculty member is found liable in a civil action for hazing, then notwithstanding Chapter 2743 of the revised code, the school, university, college, or other educational institution that employed the administrator, employee, or faculty member may also be held liable.

The negligence or consent of the plaintiff or any assumption of the risk by the plaintiff is not a defense to an action brought pursuant to this section. In an action against a school, university, college, or other educational institutions, it is an affirmative defense that the school, university, college, or other institution was actively enforcing a policy against hazing at the time the cause of action arose.

Section 2903.31

A. As used in this section, "hazing" means doing an act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes mental or physical harm to any person.

B. 1. No person shall recklessly participate in the hazing of another.

2. No administrator, employee, or faculty member of any primary, secondary, or post-secondary school or of any other educational institution, public or private, shall recklessly permit the hazing of any person.

C. Whoever violates this section is guilty of hazing, misdemeanor of the fourth degree.

SGA understands that any UF student organization or group found guilty of hazing will be subject to a \$500 fine, disciplinary action and possible loss of University recognition.

Article III. Statement of Jurisdiction

Section 01: All Students enrolled at The University of Findlay shall be subject to the decisions rendered by the Student Government Association given those decisions adhere to specific authority delegated in this constitution as well as University policy.

Section 02: The Student Government Association will not interfere with the internal affairs of student organizations so long as they are operating in accordance with the constitution of the Student Government Association, their own constitution, and all University policies.

Article IV. Executive Officers

Section 01: Members of the Student Government Association shall elect an executive Committee of the Student Senate which will consist of a President, Vice-President, Sergeant-at-Arms, Secretary, Treasurer, and Public Relations Officer. No more than two members of the Executive Committee may be graduate students. The President must be an undergraduate student.

Section 02: The President of the Student Government Association shall perform the following duties:

- (a) Preside at all meetings of the Student Government Association without a vote except in the case of a tie.
- (b) Call special meetings of the Student Senate when he/she deems necessary.
- (c) Perform such duties during the meeting of the Student Government Association as are provided in Sturgis' Standard Code of Parliamentary Procedure, Revised, with respect to the chairmanship of a plenary session.
- (d) Appoint the chairpersons for the standing committees and other committees deemed necessary by the Student Senate for the implementation of this constitution and subsequent legislation by said body.
- (e) Represent the Student Government Association at ceremonial functions.
- (g) Monitor voting process and ballot counting.
- (h) Serve ex-officio on standing committees.
- (i) Serve as the head of the Executive Committee.
- (j) Appoint members to University committees as requested by the Vice President for Student Services.

Section 03: The Vice President of the Student Government Association shall perform the following duties:

- (a) Preside at meetings of the Student Government Association in the absence of the President, and perform all other duties and responsibilities of the president during his/her absence.
- (b) Assume the presidency of the Student Government Association if that office should be vacated during the regular term.
- (c) Organize and facilitate Board of Presidents leadership training program in collaboration with the Student Activities Office each semester.
- (d) Oversee all SGA committees and take actions needed to insure that all assigned duties are fulfilled as expected.
- (e) Serve on Senate Judiciary Committee.
- (f) Work with Student Activities Office to develop training for student organization leaders.

Section 04: The Sergeant-at -Arms of the Student Government Association shall perform the following duties:

- (a) Maintain order at all meetings of the Student Government Association and Student Senate.
- (b) Serve as parliamentarian of the Student Government Association.
- (c) Chair the Student Senate Constitution Committee.
- (d) Assist with counting ballots from all votes taken.
- (e) Chair the Senate Judiciary Committee.
- (f) Maintain constitutions for all registered student organizations and provide copies to the Student Activities Office.
- (g) Coordinate the registered student organization constitution approval process in collaboration with the Student Activities Office.

Section 05: The Secretary of Student Government Association shall perform the following duties:

- (a) Notify in advance each member of the Student Senate of regular meetings.
- (b) Serve actively on one standing committee.
- (c) Maintain permanent records of attendance and the minutes of the meetings of Student Government Association; distributing copies of said minutes to the Student Senate members, the advisor(s) of this body, the Vice President for Student Services and the President of the University.
- (d) Ensure open communications between the Student senate and the University Administration (e.g. copies of agendas, minutes, etc.)
- (e) Serve on the Senate Judiciary Committee.

Section 06: The Treasurer of Student Government Association shall perform the following duties:

- (a) Keep permanent records of all financial transactions of the Student Government Association, and prepare a summary report for each meeting of the Student Government Association.
- (b) Deposit and withdraw all funds according to the directions of the Student Senate, banking according to the provisions required by the University administration.
- (c) Sign for the transfer of all funds from Student Government account.
- (d) Coordinate budgetary training for all treasurers of recognized student organizations at the Board of Presidents leadership training program each semester. Refer to Article IV of the Constitution.

- (e) Keep financial records detailing allocations and expenditures of funds and report discrepancies to the Student Senate.
- (f) Review financial transactions and records with the University's Controller regularly throughout the semester to insure proper financial operation.
- (g) Chair the Budgetary committee.
- (h) Co-sign (with the organizational faculty advisor) all purchase requisitions, expense reports, and fund transfer requests from student organizations.
- (i) Maintain a spread sheet listing all funds received, transferred, and expended for activities on and off campus that are funded by the Student Government Association.
- (j) Perform all duties until the end of the University's fiscal year: June 30th.
- (k) Monitor student organization expenditures to insure that all funds allocated by the Student Government Association are being used as intended following all University policies.
- (l) Select, train, and supervise an Assistant Treasurer (who would serve as a non-voting member).

Section 07: The Public Relations Officer of the Student Government organization shall perform the following duties:

- (a) Chair the Visibility Committee.
- (b) Keep permanent records of all the Student Government activities.
- (c) Promote Student Government Association meetings, elections, programs, legislation, and activities.
- (d) Monitor and maintain the SGA web site and Blackboard community group.

Section 08: Powers of the Executive Committee

- (a) The Executive Powers of the Student Government Association are the responsibility of the six duly elected officers of the Student Government Association according to the duties prescribed for each individual officer in this constitution.
- (b) By unanimous vote, the executive Committee may allocate up to five hundred dollars (\$500.00) to a student organization in an emergency situation.
 - (i) Budget proposals shall not fall under the category of "emergency" unless there is a valid reason(s) that the budget cannot wait to be presented at a regular meeting.

(ii) The Executive Committee, by simple majority vote, shall have the discretion to determine if a budget request constitutes an “emergency”.

(c) The Executive Committee shall meet at least once before a full, regular Student Senate meeting to discuss the upcoming meeting.

(d) The Executive Committee can call a special meeting by a vote of at least three (3) Executive officers and approval of the advisor(s).

Article V. The Student Senate

Section 01: The Student Senate which includes the executive officers and the senators will be the governing body of the Student Government Association of The University of Findlay. Each member of the Student Senate is required to serve one office hour per week in the Student Government Association Office.

Section 02: Members of the Student Senate shall be either elected or appointed full time students. The senators shall be comprised of an elected President, Representative, and Delegate for the undergraduate senior class, junior class, sophomore class and freshman class. There shall be one graduate student appointed to a senator position by the University to represent graduate students.

Section 03: The Legislative Power is invested in those elected or appointed as either a senator or executive officer.

Section 04: The Judicial Power is invested in the Sergeant-at-Arms and the Senate Judiciary Committee.

Section 05: The Student Senate must choose an advisor or advisors and have the name or names approved by the Student Senate and the Vice President for Student Services.

Section 06: All members of the Student Senate have a vote in meetings except the President of the Student Government Association. The President of the Student Government Association may only vote in the event of a tie.

Section 07: Functions of the Student Senate:

(a) To conduct the legislative business of the Student Government Association as described in the Constitution of the Student Government Association of The University of Findlay.

(b) To foster and promote a campus atmosphere conducive to high academic achievement and high standards of citizenship.

(c) To promote friendly communication and fellowship among students, faculty, staff, and administrative officers of the University.

(d) To facilitate social, educational, and cultural activities on campus by funding registered student organization events and by collaborating with University faculty, staff, and departments.

(e) To take those actions it deems necessary, within the limits of this constitution and by-laws, to improve the general welfare of the student body of the University.

(f) Establish and enforce policies related to student organizations.

Section 08: The Senior Class President shall perform the following duties:

(a) Represent the Student Government Association at meetings of the Alumni Board of Governors.

(b) Be involved in Commencement and Homecoming activities as requested by The University.

(c) Be involved in the selection process for and presentation of the Senior Class Gift to the University as requested by the Office of Development.

Section 09: The Junior Class President shall be the Pre-Election and Election Chairman.

Section 10: The Sophomore Class President shall be the Campus Improvements Chairman.

Section 11: Elected undergraduate members of the Student Senate must be enrolled in 12 or more credit hours for the entire semester at the University of Findlay, and the appointed graduate member of the Student Senate must be enrolled in 6 or more hours for the entire semester at the University of Findlay.

Section 12: The President of the Student Government Association may send a written veto of any action to the Secretary of the Student Senate within ten days after the meeting at which the action was taken. The Student Senate may overrule the veto by a two-thirds vote of its members at either of the two next regular meetings

Section 13: EXCEPTIONS: A student will be exempt from Article V, Section 11 of the constitution during their final semester if he/she is only required to take a given number of hours to complete graduation, which would place them under the required hour limit for active members of the Student Government Association.

Article VI. Student Government Committees

Section 01: Student Government standing committees are Board of Presidents, Budgetary Committee, Constitution Committee, Visibility Committee, Pre-Election/Election Committee, and Campus Improvements Committee.

Section 02: The President, Representative and Delegate of each class must actively participate in two (2) Standing committees.

Section 03: Committee chairs shall submit committee minutes to the Vice-President.

Section 04: Committee chairs shall give reports and times of their respective Committees during each regular Student Senate meeting.

Section 05: The Student Government President shall represent the student body in the meetings of the Student Services Committee.

Section 06: The Senate Judiciary Committee shall be chaired by the Sergeant -at-Arms, and shall consist of the Vice-President, Secretary, and two (2) appointed Senate members. The Treasurer and Public Relations Officer shall serve as substitutes if needed.

(a) The Judiciary Committee has the authority to investigate and take action on all matters brought before it regarding misconduct of either an Executive Officer or a Senator. The decisions rendered by the Judiciary Committee are final and not subject to appeal.

(b) The judiciary Committee shall ensure that all student organizations adhere to their constitutions, and has the authority to investigate and take action on all matters brought before it regarding misconduct of a student organization or its officers. The decisions rendered by the Judiciary Committee are final and not subject to appeal.

(c) Any member of the Student Government Association may request a Judiciary meeting when a matter related to a Senator and/or an executive officer arises. This may be accomplished by submitting a letter to the Sergeant-at-Arms, which must include the person's name and the reason for the meeting.

Section 07: All standing committees of the Student Senate may include two at-large students from The University at the discretion of the Student Senate.

Article VII. Meetings

Section 01: The newly elected SGA President shall set the date and time of all regular meetings by the end of the current academic year.

Section 02: Executive Committee meetings shall be before each Student Senate meeting.

Section 03: Emergency meetings may be called by either the President of Student Government or by three (3) of the Executive Committee members.

Section 04: Quorum

(a) For a meeting to be official, a quorum must be present.

(b) A quorum consists of half the total voting members plus one.

(c) If there are not enough voting members for a quorum, the Student Senate may, by a two-thirds vote of the members present and approval of its faculty advisor(s), take action under suspension of the rules. A majority of the eligible members present then constitutes a quorum.

Section 05: The Student Senate shall reserve the right to establish rules governing the conduct of its own meetings. Except as otherwise provided by the provisions of this constitution, the meetings of the Student Senate shall be conducted in accordance with Sturgis' Standard Code of Parliamentary Procedure, Revised. A majority vote of the quorum is required to take official action at meetings.

Section 06: Attendance

(a) All members of the Student Senate and the six executive officers are expected to attend all regular and emergency meetings called by the President. However, two (2) excused absences and one (1) unexcused absence during the academic school year are permitted.

(b) The attendance policy of each committee will be set up by the chairperson of the committee and submitted to the President of Student Government and the Sergeant-at-Arms at the start of each semester.

(c) The President of the Student Government Association will grant excused absences at least two (2) hours prior to any regular or special meeting. The President shall submit all excused absences in written form to the Secretary. If the President cannot be reached, the Vice-President may excuse members.

(d) After the maximum number of two (2) excused or (1) unexcused absences has been exceeded, the member will be called before the Senate Judiciary Committee to explain why he/she should not be removed from office and replaced by another using the procedure outlined in Article VI, Section 06 of the Constitution.

Article VIII. Election, Removal, and Vacancies

Section 01: Qualifications of Candidates

(a) The President shall be a member of either the rising junior or senior class and shall have attended the University of Findlay for two contiguous semesters and have served or be serving on the Student Senate at the time of elections.

(b) The Vice-President, Secretary, Treasurer, Sergeant -at-Arms, and Public Relations Officer shall have attended the University of Findlay for at least two contiguous semesters and have served or be serving, at the time of elections, on the Student Senate.

(c) The class President, Representative, and Delegate shall come from each of their respective classes and be elected only by their classmates.

(d) Members of the Student Senate must have at least a 2.50 cumulative grade point average to hold and retain office.

(e) The graduate student Senator shall be appointed by the University.

Section 02: Election Procedures

(a) Pre-Election and Election Committee shall be responsible for publicizing information concerning elections at least five days before petitions are to be picked up. Candidates will have only three days in which to complete their petitions.

(b) Candidates meeting the qualifications must submit their petitions to the Student Government Office no later than the due date on the petition.

(c) All candidates shall write a one hundred fifty word or less paragraph about themselves that will be placed on the voting box in case a voter has a question on a candidate. Failure to do so will be a disqualification of the ballot.

(d) For class elections, only members of the class being represented may sign class officer petitions.

(e) Election ballots will list the names of the candidates in alphabetical order.

(f) Members of the rising class may only vote for positions associated with that rising class.

(g) Freshman class elections will be held during the fall term, all others will be in the spring.

(h) The President and Sergeant-at-Arms, along with an advisor or faculty member, will count votes.

(i) The candidate who receives the most votes shall be declared the winner.

(j) In the event of a tie, a run-off election will be held two business days after the ballots have been counted.

(k) The President or Sergeant-at-Arms of the Student Government Association shall personally contact all candidates on the election ballot as to the results once they are verified.

(l) Any present member of the Student Government that is on the ballot shall not assist in any way with the election process unless running unopposed.

(m) The voting box will be locked, with only the SGA advisor having the combination.

(n) Voters must produce identification cards and initial by their name when they vote.

Section 03: Write-ins at Elections

(a) Write-ins will not be acknowledged. Only candidates who have complied with Article VIII, Sections 01 and 02 will be acknowledged.

Section 04: The Senate Judiciary Committee facilitates the removal of Officers and Senators.

Section 05: Filling Vacancies

(a) The Student Senate reserves the right to appoint new members to the Student Senate to fill a vacancy under special circumstances.

- (b) The nominee will have to complete the following:
 - (i) Submit a one hundred and fifty word or less paragraph to the Student Senate saying why they would be an asset to the Student Government Association.
 - (ii) Meet grade stipulations stated in the Constitution and by-laws of the organization.
- (c) The Student Senate can appoint the new member by a majority vote.

Article IX. Budget Guidelines

Section 01: Student Activity Fee

(a) Each fall and spring semester The University of Findlay shall charge all full time (enrolled for 12 or more credit hours) undergraduate students a \$75.00 student activity fee, all part time (enrolled for 6-11 credit hours) undergraduate students a \$25.00 student activity fee, and all graduate students enrolled for 6 or more credit hours a \$25.00 student activity fee.

(b) The University Controller shall allocate 60% of the Student Activity Fee collected each semester to the Student Government Association. The remaining 40% will be managed by the University and used to support programs sponsored by Campus Program Board, Student Activities, and Student Services.

(c) The Student Government Association is responsible for allocating its portion of the Student Activity Fee to registered student organizations primarily to support on campus activities, and has the authority to approve, deny, or modify any funding requests submitted.

(d) No more that 15% of the funds available to the Student Government Association in a given semester may be allocated to support activities off campus. Additionally, only the Off Campus Events Board has the authority to allocate these funds.

(e) In order for an organization to be eligible for funding in an upcoming semester:

(i)The student organization must register with the Student Activities Office.

(ii)The student organization must provide a current constitution to both the Student Government Association and the Student Activities Office.

(iii)The student organization President and Treasurer (or two other officers approved by the Vice President of the Student Government Association) must attend the Board of Presidents leadership development training session.

(a) The fall semester Board of Presidents leadership development training session shall be held within the first three weeks of the semester.

(b) The spring semester Board of Presidents leadership development training session shall be held within the first three weeks of the semester.

(c) The Vice President of SGA will automatically be allocated two thousand, five hundred dollars (\$2,500.00) each semester for the Board of Presidents leadership training program. The Vice President does not have to submit a budget, as he/she is automatically allocated the funds *unless* he/she wishes to request more than the \$2,500.00.

(f) In order for an organization to remain eligible for funding in a given semester:

(i) The student organization must fulfill all stipulations SGA assigns to a specific allocation.

(ii) A completed "Agreement to Participate" form must be submitted prior to an SGA funded event if so stipulated.

(iii) A completed event evaluation form must be submitted to SGA no later than one week after the SGA funded event.

Section 02: Budget Proposals

(a) At the start of each semester, the Treasurer of the Student Government Association must inform registered student organizations about the budget submission process and deadlines associated with it.

(b) Monies will be allocated according to set criteria specified in article IX of the Constitution.

(c) Once funds are allocated, it is the responsibility of the registered student organization receiving the funds to properly manage the funds and fulfill all stipulations assigned to the allocated funds. In the event an organization exceeds the amount allocated, misuses the allocated funds, fails to provide appropriate receipts, or fails to fulfill required stipulations, the following will be observed:

(i) When a question arises either from the Business Office or the Student Government Association concerning the management of allocated funds, the organization's account will be suspended pending an investigation. At this time, no money can be withdrawn from the account.

(ii) The organization's President and Treasurer will be contacted by the Student Government Association to review the matter.

(iii) If the organization is able to correct the matter, all restrictions will be lifted from the account. If not, step iv will occur.

(iv) The University and SGA will determine the appropriate corrective action, and the organization will be required to comply with that determination.

(v) If the organization does not comply with a determination, they shall no longer be considered in good standing with the Student Government Association or the University, and the organization's account will remain suspended until the matter is satisfactorily resolved.

(d) Funds that are allocated by the Student Government Association must be used within the semester they are allocated for the purpose intended and approved. Funds do not carry over into the next semester. At the end of each semester, the Student Government Association reclaims all allocated money that was not spent.

Section 03: Off Campus Event Board

(a) The Off Campus Event Board shall fall under the oversight of the Student Services Office and the Student Government Association. A limited amount of funds will be allocated to support off campus events that appear to be an appropriate and judicious use of Student Activity Fee.

(b) No more than 15% of the funds available to the Student Government Association in a given semester may be allocated to support activities off campus. Additionally, only the Off Campus Events Board has the authority to allocate these funds.

(c) No off campus events may be voted on at Student Government Association meetings.

(d) The Student Government Association President, Treasurer, and Advisor will serve on the Off Campus Events Board along with members of the Student Services staff.

Section 04: Miscellaneous Guidelines

(a) Items that will not be approved for funding or reimbursement at a Student Government Association meeting:

(i) Costs associated with events held or commitments made prior to official approval by SGA.

(ii) Conference registration fees, attendance costs, and/or travel costs

(iii) Food/hospitality at events not open to all of campus

(iv) Public audience events.

(v) Off campus events (see Article IX, Section 03)

(b) Event Wear, Equipment, Organizational Wear, Promotional Items:

(i) Funding of event wear (i.e. t-shirts for a specific program) will only be considered if an organization obtains three price quotes via the UF Bookstore, and provides the design of the items. Additionally, clothing items for programs will only be funded one time per semester for an organization.

(ii) Funding requests for equipment will be considered on a case by case basis. SGA will only allocate funds if it is determined that the equipment requested is essential, and that it will not be provided by the University. Any equipment purchased with SGA funds must remain on campus so that it can be accounted for at any time. Three price quotes must be provided.

(iii.) Organizational wear is defined as any item that is given only to members of a specific organization. Once every two years SGA will fund HALF the total cost of organizational wear for any recognized organization. Three price quotes via the UF Bookstore and the design of the item must be provided.

(iv) Promotional items that are not clothing (i.e. cups, pens, or other giveaways for a specific program) will only be considered if an organization obtains three price quotes via the UF Bookstore, and provides the design of the items.

(c) Food at meetings:

(i) Organizations may be allocated up to a maximum of \$5.00 per person to have food at their club's regular meetings; however, no club/organization may be allocated SGA funds for the purchase of food at regular club meetings more than THREE times in one semester.

(d) Advisors, Faculty, Staff

(i) Faculty and Staff will be welcomed to events at no cost (unless students are charged for the event), but may not receive any form of prizes or give-aways.

(ii) Organization advisors may receive an article of event wear from an event sponsored by an organization he/she advises.

(e) Community service activities

(i) SGA will only consider paying for event wear and food for students and advisors participating in philanthropy/community service projects. No other expenses for philanthropic/community service projects will be paid for.

(f) Fundraising:

(i) SGA will provide a \$25 advance to an organization for a fundraising project.

(ii) If the organization raises more than \$50 during their fundraising effort, SGA will then take back its original \$25 allocation.

(iii) The organization must fill out a Fund Raiser Permit Form and receive approval prior to making a request.

Article X. Amendments

Section 01: This constitution may be amended by a two-thirds vote of the Student Senate at a regular business meeting provided that:

(a) The proposed amendment has been submitted in writing and read at a previous regular business meeting.

(b) The proposed amendment in no way infringes on the rights of the student or violates any University policy.

(c) The Advisor/s, Vice President for Student Services, and the President of the University have reviewed the proposed amendment to verify that it is in accord with University policy.

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