

Shenandoah University

Constitution of the Student Government Association



Reconstituted September 14th, 2022

Approved by the House of Delegates on: September 14th 2022

Preamble

We, the student body of Shenandoah University, by the authority of the Shenandoah University President and Board of Trustees, establish this constitution as the governing document of the Student Government Association of Shenandoah University.

Article I. Name

The name of this organization shall be the Student Government Association of Shenandoah University hereafter referred to as SGA.

Article II. Purpose

The mission of the Shenandoah University SGA is to unite the voices of the student body by stimulating shared experiences and a sense of personal responsibility. The SGA will create leaders in and outside of the classroom who can translate their leadership skills to constantly improve clubs and organizations across campus. The association will seek active feedback from the student community in order to bolster and advance the policy-making and general student experience at Shenandoah University.

Article III. Membership

Section 1. Membership of the Student Government Association is composed of the Executive Council, Executive Committee, Student Assemblies (Graduate Assembly and Undergraduate Assembly) and the Senate. For purposes of this document, the following definitions will apply:

1.1 The Executive Council will be defined as the President, Vice President for Undergraduate Affairs, Vice President for Graduate Affairs, Chief of Staff, Director of Finance, Director of Communications, Speaker of House, and Director of Inclusion, Diversity, and Equity.

1.2 The Student Assemblies will be composed of two separate compartments. The Graduate Assembly is comprised of at least 1 but no more than 2 members from each recognized student organization. The Undergraduate Assembly is comprised of at least 1 but no more than 2 members from each recognized student organization. These representatives will serve as voting members of their respective assemblies.

1.3 The Student Senate is a body comprised of 10 students consisting of graduate and undergraduate students if applicable. These students are appointed by the Executive Council. This branch is designed to act as an advisory board to the Executive Council in recommending actions to the Executive Council.

1.4 The Executive Committee shall be comprised of at least 8 students. This committee is appointed by the Executive Council. This committee will serve as an extension of the Executive

Council in assisting with any duties and or decision making on that respective level.

Section 2. Executive Council

2.1 The Executive Council of the Student Government Association of Shenandoah University is empowered to establish and maintain a system of self-governance, which includes the opinions and ideas of the student body.

2.2 The Executive Council will be comprised of a President, Vice President for Undergraduate Affairs, Vice President for Graduate Affairs, Chief of Staff, Director of Finance, Speaker of House, Director of Inclusion, Diversity, and Equity, and Director of Communications. They will be selected as follows:

2.2.1 The President, Vice President for Undergraduate Affairs, and Vice President for Graduate Affairs will be elected to serve a one-year term by a simple majority at the end of the spring semester by the student body. The student body is comprised of undergraduate and graduate full-time and part-time currently enrolled students.

2.2.2 The Chief of Staff, Director of Finance, and Director of Communications, IDE Director, Speaker of the House shall be appointed by the elected SGA President for a one-year term and be approved by the Vice President for Undergraduate Affairs and Vice President for Graduate Affairs. In the case of a tie, the Student House of Delegates shall vote on the approval of the cabinet member in question.

2.2.3 No candidate may have incurred academic, social, or any other university probation the semester prior to their election or appointment.

2.2.4 All candidates must have a cumulative Shenandoah University grade point average of 2.5 or above to run for or be appointed to the Executive Council of the Student Government Association.

2.2.5 Applicants for the Chief of Staff, Director of Finance, and Director of Communications, IDE Director, Speaker of the House positions will apply on the same schedule as the elections for the President, Vice President for Undergraduate Affairs and Vice President for Graduate Affairs. Applications will be due no later than the day of the general election. The President-elect will then review the applications and select one name to submit to the Vice Presidents-elect for approval.

2.3 All Executive Council members must be enrolled students at Shenandoah University during the term of office, maintain a cumulative GPA of 2.5 or above, and remain in good conduct standing.

2.4 All Executive Council members are required to attend three-fourths of all Student Government Association Executive Council meetings and hold at least the amount of hours being compensated as office hours each per week to conduct business matters related to the SGA.

2.5 The Executive Council has the authority to conduct business in place of the Student House of Delegates when the Student House of Delegates is not in session, will not be in session in time for a decision to be made, or if a quorum is not established in the Student House of Delegates for two consecutive meetings. Any business conducted on behalf of the Student House of Delegates will be reported at the next SGA meeting.

2.5.1 The Student House of Delegates, during the next SGA meeting, has the ability to overturn any decisions by a three-fourths vote, if quorum is met.

2.6 Any allegations of a violation of the student code of conduct, and/or the SGA constitution shall be brought forth to the Rules Commission. The Rules Commission shall conduct an investigation and go before the Student Judicial Council to present their findings. During the period of investigation, the officer in question will be temporarily suspended until the Rules Commission has presented its findings and a final resolution is given by the Student Judicial Council.

2.7 The president, vice president for undergraduate affairs, and vice president for graduate affairs may be impeached by the consent of a quorum of the Student House of Delegates. A resolution for impeachment must originate in the Student House of Delegates. Impeachment proceedings must be announced to the student body two weeks prior to the meeting during which they will be held. Impeachment proceedings must be held during a regularly scheduled meeting. Grounds for impeachment may include, but are not limited to; failure to perform duties, improper use of funds, unethical behavior, and/or violations of the student code of conduct.

2.8 The SGA President may remove persons fulfilling any of the following roles, with just cause: Chief of Staff, Director of Finance, Director of Communications, IDE Director, Speaker of the House, the Chief Justice, the Undergraduate Associate Justice, and the Graduate Associate Justice. Impeachment proceedings must be held during a regularly scheduled meeting. Grounds for removal may include, but are not limited to; failure to perform duties, improper use of funds, unethical behavior, and/or violations of the student code of conduct.

2.9 The Executive Council may be provided with a stipend, as approved by the Office of Student Leadership & Development.

Section 3. SGA Advisor

3.1 The SGA advisor is the Director of Student Leadership and Development.

3.2 The Advisor will serve as a consultant for the Executive Council, Student House of Delegates, and the Student Judicial Council. The Advisor's purpose is to provide guidance, continuity, and accountability to the standards of the university governance system and the SGA constitution.

Section 4. Organization Delegates

4.1 An organization delegate is a member of a recognized student organization, who votes on behalf of the student body.

4.2 Before an organization's delegate may be counted as a voting member of the Student House of Delegates, the respective organization must complete and file an organization registration/renewal form with the Office of Student Leadership & Development using the Student Organization Registration Form.

4.3 Organization delegates may represent only two organizations and must be a member of the organization(s) represented.

4.3.1 Exceptions can be made on a case by case basis, if an organization has a lower membership, by the Speaker of the House. In cases where a delegate will represent more than one organization they are limited to representation of two organizations.

Section 5. Student House of Delegates

5.1 Each member of the Student House of Delegates shall be required to faithfully execute the office and, to the best of their ability, preserve, protect, and defend the constitution of the Student Government Association of Shenandoah University.

5.2 The Student House of Delegates may determine the rules of its proceedings, and with the concurrence of a quorum, sanction members for disorderly behavior, or dismiss a member from the SGA.

5.2.1 Disorderly behavior is defined as disruptive behavior that noticeably obstructs the order of business in the meeting.

5.2.2 The initial sanction for disorderly behavior shall consist of removal of the member from the meeting.

5.2.3 Upon repeated instances of disorderly behavior, and having been removed from a

previous meeting of the Student House of Delegates, a disorderly member is subject to dismissal from SGA.

5.3 The Student House of Delegates will have the power to dissolve any special commissions created by the President with a quorum vote.

5.4 The Student House of Delegates will have the power to remove the president, vice president for undergraduate affairs, or vice president for graduate affairs by a quorum vote, based on impeachment or on petition of 10 percent of the student body.

5.5 The Student House of Delegates will have the power to overturn Executive Council decisions by a quorum vote.

5.6 Any member of the Student House of Delegates may be impeached by a quorum vote. A resolution for impeachment must originate in the Student House of Delegates. Impeachment proceedings must be announced to the student house of delegates two weeks prior to the meeting during which they will be held. Impeachment proceedings must be held during a regularly scheduled meeting. Grounds for impeachment may include, but are not limited to; failure to perform duties, improper use of funds, unethical behavior, and/or violations of the student code of conduct. During the period of investigation, the delegate in question will be temporarily suspended until the Rules Commission has presented its findings and a final resolution is given by the Student Judicial Council.

Section 6. Student Judicial Council

6.1 The Chief Justice, Undergraduate Associate Justice, and Graduate Associate Justice of the Student Judicial Council will be appointed by the SGA President and confirmed by the Student House of Delegates. This will be instilled on an as-needed basis.

6.1.1 No candidate may have incurred academic, social, or any other university probation the semester prior to their appointment.

6.1.2 All candidates must have a cumulative Shenandoah GPA of 2.5 or above to be considered for appointment.

6.1.3 Justices may hold the office until they are no longer enrolled at Shenandoah University, or until they choose to resign.

6.2 All Student Judicial Council members must be full time students at Shenandoah University during the term of office, maintain a cumulative GPA of 2.5 or above, and remain in good conduct standing.

6.3 Any member of the Student Judicial Council may be impeached by a quorum vote of the Student House of Delegates. A resolution for impeachment must originate in the Student House of Delegates. Impeachment proceedings must be announced to the student body two weeks prior to the meeting during which they will be held. Impeachment proceedings must be held during a regularly scheduled meeting. Grounds for impeachment may include, but are not limited to; failure to perform duties, improper use of funds, unethical behavior, and/or violations of the student code of conduct. During the period of investigation, the justice in question will be temporarily suspended until the Rules Commission has presented its findings and a final resolution is given by the Student House of Delegates.

6.4 The Student Judicial Council shall be responsible for resolving any queries or conflicts regarding the interpretation of this constitution.

6.5 Issues rulings on matters pertaining to this constitution and any rules or regulations established pursuant to this constitution.

6.6 Issues rulings based on investigations and findings presented by any SGA Commission.

6.7 Any ruling of the Student Judicial Council may be overturned by a quorum vote of the House of Delegates.

6.8 Rulings of the Student Judicial Council must obtain a majority vote to issue a ruling.

6.9 The Chief Justice may be provided with a stipend, as approved by the Office of Student Leadership & Development.

Article IV. Officers

Section 1. Swearing In and Oath of Office

1.1 All members of the SGA Executive Council shall be sworn in prior to the first Student House of Delegates meeting of the term.

1.2 All members will recite the following oath of office:

1.2.1 I, member's name, do solemnly swear that I will faithfully execute the office of position of the Student Government Association of Shenandoah University, and I will, to the best of my ability, preserve, protect, and defend the constitution of the Student Government Association.

1.3 The oath of office shall be administered to the SGA President-elect, Vice President for

Undergraduate Affairs-elect, and the Vice President for Graduate Affairs-elect by the Shenandoah University President, or Vice President for Student Affairs.

1.4 The oath of office shall be administered to the SGA Chief of Staff-designate, Director of Administration and Finance-designate, Director of Communications-designate, Chief Justice-designate, Undergraduate Associate Justice-designate, and Graduate Associate Justice-designate by the newly elected SGA President or the Assistant Dean of Student Leadership and Development.

1.5 The oath of office shall be administered to the members of the Student House of Delegates by the Vice President for Undergraduate Affairs.

Section 2. The SGA President

2.1 The President serves as chief executive officer of the SGA and actively participates as a member of the Shenandoah University Cabinet and Board of Trustees.

2.2 Serves as chairperson of the Executive Council.

2.3 Participates in ceremonial addresses, including the SGA State of the Union Address each semester, Student Convocation, Commencement Ceremony, SGA Annual Awards & Reception, and other events as deemed appropriate.

2.4 Has the power to veto, or veto any line, of any action passed by the Student House of Delegates.

2.5 Plans and facilitates all training of SGA Executive Council members and Student Judicial Council members.

2.6 Forms new SGA task forces deemed necessary for implementation of SGA policies, procedures, or to aid in business matters of the SGA.

2.7 Appoints students to serve on university committees, as deemed appropriate by the University President, faculty, staff, and administration.

2.8 Convenes the first meeting of the Executive Council within the first academic week of the fall semester. May convene any other meetings as deemed necessary.

2.9 Selects an active student to represent the interest of students on University committees as needed.

2.10 Presents items of student interest and concern to the administration of the university.

2.11 Appoints the Chief of Staff, Director of Finance, Director of Communications, IDE Director, Speaker of the House and any other positions deemed necessary.

2.12 Appoints members to the Student Judicial Council when vacancies occur.

2.13 Presides over the Executive Committee

Section 3. The SGA Vice President for Undergraduate Affairs

3.1 Presides at all Undergraduate Student Assembly meetings, and will present items of concern to the Student House of Delegates for recommendations of action.

3.2 Convenes the first meeting of the Student House of Delegates within the first month of the fall semester. May convene any other meetings as deemed necessary, or if petitioned by one-third of the Student House of Delegates.

3.3 Assumes the powers and responsibilities of the President for the remainder of the term if a vacancy in the office of the President occurs.

3.4 Reviews and approves cabinet members appointed by the SGA President, in collaboration with the Vice President for Graduate Affairs. In the event of a tie, the Student House of Delegates will vote on the appointment for approval or rejection.

3.5 Presides over conduct matters related to the Student House of Delegates.

3.6 Meets with various university offices and departments to represent the interests and ideas of students who seek to advance the mission of student life.

3.7 Communicates regularly with the SGA President to prepare reports for the Board of Trustees and university administration.

3.8 Appoints commission chairs and delegates to serve on each commission.

3.9 Votes in the Student House of Delegates only in the case of a tie, if the Speaker of the House is absent.

3.10 Co-plans and facilitates all training of the Student House of Delegates.

3.11 Presides over the Senate and all commissions listed under that branch of Student Government

Section 4. The SGA Vice President for Graduate Affairs

4.1 Presides at all Graduate Student Assembly meetings, and will present items of concern to the Student House of Delegates for recommendations of action.

4.2 Organizes and leads a Graduate Student Assembly for all recognized graduate-level student clubs and organizations. Ensures that each graduate academic program is represented on the GSA.

4.3 Assumes the powers and responsibilities of the SGA President for the remainder of the term if a vacancy in the office of both President and Vice President for Undergraduate Affairs occurs.

4.4 Promotes inter-graduate student relations, workshops, programs, and opportunities for development.

4.5 Maintains a close relationship with all satellite campuses of Shenandoah University.

4.6 Reviews and approves cabinet members appointed by the SGA President in collaboration with the Vice President for Undergraduate Affairs. In the event of a tie, the Student House of Delegates will vote on the appointment for approval or rejection.

4.7 Consults in conduct matters related to the SGA Student House of Delegates.

4.8 Communicates regularly with the SGA President to prepare reports for the Board of Trustees and university administration.

4.9 Co-plans and facilitates all training of the Student House of Delegates.

Section 5. The SGA Chief of Staff

5.1 Serves as senior counselor to the president in the planning and visioning of the SGA.

5.2 Leads special projects originated by the SGA President.

5.3 Coordinates and provides leadership to all students serving on university committees as deemed appropriate by the president.

5.4 Assists members of the executive council in the supervision of staff duties and responsibilities. Serves as a resource and mentor.

5.5 Assists with the research, planning, and implementation of training for the various parties and divisions of the SGA.

5.6 Fulfills all administrative and clerical duties of the SGA, maintains and serves as custodian of all SGA records.

5.7 Leads a review of the SGA Constitution each year before new SGA officers are elected and appointed.

5.8 Develops with the Director of Communications, an internal master calendar of events and coordinates Executive Council member event attendance.

Section 6. The SGA Director of Finance

6.1 Responsible for maintaining a student organizations directory.

6.2 Provides counsel to the Finance Commission in carrying out in a timely, fair, and consistent manner, the implementation of the financial rules and processes.

6.3 Serves as custodian of all financial records and transactions concerning the SGA.

6.4 Presents any contingency budget requests from the Finance Commission to the Executive Council and Student House of Delegates.

6.5 Provides information to organizations on how to obtain financial assistance as well as how to report spending of delegated money back to the Student House of Delegates.

Section 7. The SGA Director of Communications

7.1 Serves as counselor to the SGA regarding public relations, image, and marketing of SGA proposed legislation, programs, events, and news.

7.2 Writes six or more news articles per semester for the student newspaper "The Doah", the "SUN-e", and "Your Student Life" electronic newsletter.

7.3 Maintain SGA's Engage page, content, and membership approvals.

7.4 Responsible for the SGA email, webpage, Facebook page, Twitter account, and other social media outlets, providing information that is up to date and accurate.

7.5 Corresponds with local and regional Student Government Associations regarding issues that affect students within the region and nation.

7.6 Creates innovative concepts to promote and involve students in SGA events and campus issues.

7.7 Responsible for communication between various parties of the SGA.

Section 8. Speaker of The House of Delegates

8.1 The Speaker of the House is responsible for taking attendance at all House of Delegate meetings. The Speaker of the house determines if quorum is met at each meeting. If quorum is not met, the Speaker of the House will notify the presiding officer.

8.2 The Speaker of the House shall serve as parliamentarian.

8.3 The speaker of the House shall keep records and record minutes for the Student House of Delegates.

8.4 The Speaker of the House shall only vote in the event of a tie.

8.5 If for any reason the Speaker of the House becomes unable to fulfill their duties, the House of Delegates will elect a new speaker within two meetings.

8.6 The Speaker of the House may be provided with a stipend, as approved by the Office of Student Leadership & Development.

Section 9. Director of Inclusion, Diversity, Equity, and Inclusion (IDE)

9.1 The IDE Officer shall work in conjunction with organizations such as the NJWC, Mosaic Center as well as various other organizations to ensure events convene on campus that align and promote equitable, inclusive and diverse events on campus.

9.2 The IDE Officer shall meet with the University employed Inclusion, Diversity, & Equity Director at least once a month.

9.3 The IDE Officer shall attend and participate in every Executive Council meeting as well as both House of Delegates meetings.

9.4 If for any reason the Inclusion, Diversity, & Equity Officer becomes unable to fulfill their duties, the Executive Council shall appoint a new Director within two official meetings.

Section 10. Filling Vacancies within the Executive Council

10.1 In the event that the President of the Student Government becomes unable to fulfill their duties, or they are impeached by the student body, the Vice President of Undergraduate affairs becomes the President. In the case that the Vice President of Undergraduate Affairs is also unable to fulfill the vacancy, then the Vice President of Graduate affairs becomes the President.

10.2 In the event that either of the Vice Presidency seats become vacant they will be filled by an election from the student body.

10.2.1 The elections commission will run an election for the vacant office. In the case that the elections commission is not formed or not available, the executive council will run the election.

10.2.2 The student body will be given a minimum of two weeks to apply for the position that needs to be filled.

10.2.3 Each candidate will attend the House of Delegates meeting prior to the election to inform the student body of their platform or why they are interested in the office for which they are running.

10.2.4 Voting will be open for a minimum of 24 hours.

10.2.5 All steps of the election process shall be advertised by the Director of Communications through but not limited to, SGA Email, Sun-E, Your Student Life, Facebook, and Twitter.

10.3 In the event that the Chief of Staff, IDE Director, Speaker of the House, Director of Finance, or Director of Communications become unable to fulfill their duties the President has two weeks to fill the vacancy. All appointments shall be reviewed by the Vice President for Undergraduate Affairs and the Vice President for Graduate Affairs.

Article V. Meetings

Section 1. Executive Council

During the academic term, the Executive Council shall meet bi-weekly. The President shall have

the power to cancel a meeting or call additional meetings as deemed necessary.

Section 2. Student House of Delegates

2.1 The Student House of Delegates will meet at once per month during the academic term. The Vice President for Undergraduate Affairs is responsible for the specific scheduling of Undergraduate Student House of Delegates meetings. The Vice President for Graduate Affairs is responsible for the specific scheduling of Graduate Student House of Delegates meetings.

2.2 Fifty percent plus one of the Student House of Delegates members shall constitute a majority vote. A quorum is defined as having three-quarters of the total recognized student organizations in attendance. Quorum is necessary to carry a vote.

2.3 All student delegates are required to attend SGA meetings. For a given semester, the following regulations apply:

2.3.1 If the organization's delegate knows in advance that they will not be able to attend a meeting, it is their responsibility to notify the SGA at SGA@su.edu. If possible, delegates should procure a substitute from their respective organization to attend the meeting in their place.

2.3.2 Should an organization delegate fail to attend an SGA meeting, the Speaker of the House will communicate via email to the organization's President and Advisor, informing them of the delegate's absence.

2.3.3 After accumulating two absences from HOD meetings, the delegate and their respective organization will be placed under review by the judicial council to determine whether the organization shall be placed on probation. Should an organization be placed on probation, their voting privileges may be suspended and their ability to receive SGA funding may be subject for review by the discretion of the finance commission.

- If placed on probation, organizations will only receive up to 50% of compensation as designated by Article 8.
- Organizations placed on probation will serve the following semester as their probation period. However, probation consequences take place immediately for the remainder of the current semester.

2.3.4 The Speaker of the House in conjunction with the Vice President of Undergraduate Affairs shall use discretion in excusing absences under extenuating circumstances on an individual case-by-case basis.

2.4 Commission Members:

2.4.1 If a commission member knows in advance that they will not be able to attend a meeting, it is their responsibility to notify the relative Commission Chair.

2.4.2 Should a commission member fail to attend a commission meeting, a notice will be sent to the delegate to confirm their absence by the relative SGA Commission Chair.

2.4.3 After accumulating three absences from an SGA commission meeting, or missing more than fifty percent of scheduled commission meetings, the delegate may lose their seat in the SGA commission, and all privileges associated with that position.

2.4.4 The Speaker of the House in conjunction with the Vice President of Undergraduate Affairs shall use discretion in excusing absences under extenuating circumstances on an individual case-by-case basis.

Article VI. Commissions

Section 1. Commissions

1.1 All Commissions must be established by the third meeting of the House of Delegates, each fall semester.

1.2 All Commissions shall be formed from volunteers of the Student House of Delegates.

1.3 All Commissions shall meet at least once every other week; other meetings may be called if necessary.

1.4 All Commissions shall select one member to take minutes at their meetings. Those minutes shall then be shared with the Speaker of the House for organizational reference as needed.

Section 2. Elections Commission

2.1 The Elections Commission shall be comprised of the SGA Advisor and no more than five members from the Student House of Delegates.

2.2 The Elections Commission shall prescribe the regulations for all SGA Elections.

2.2.1 The Elections Commission will administer all Executive Council elections during the spring semester.

2.2.2 The Elections Commission shall be responsible for ensuring all candidates follow

proper campaigning rules and regulations.

2.2.3 The Elections Commission will plan the inauguration of the elected and appointed Executive Council members.

2.2.4 No member of the elections commission shall be eligible to run for any elected executive office.

Section 3. Finance Commission

3.1 The Finance Commission shall be comprised of the SGA Director of Finance and no more than five members of the Student House of Delegates.

3.2 The Finance Commission shall be responsible for reviewing and approving all student organization requests for funding to ensure they align with the policies and procedures of the university.

3.3 The Finance Commission shall be responsible for preparing recommendations to the Assistant Dean of Student Leadership and Development regarding the appropriations of funds for both the Student House of Delegates and the Executive Council annual operating budgets.

Section 4. Rules Commission

4.1 The Rules Commission shall be comprised of the Speaker of the House and no more than five members of the Student House of Delegates.

4.2 The Rules Commission is responsible for investigating and presenting all matters related to misconduct of SGA members to the Student Judicial Council.

4.3 The Rules Commission will review all new legislation and proposed constitutional amendments before going in front of the Student House of Delegates for a vote. The Rules Commission will check that they do not conflict with the SGA Constitution, any recognized student organization's constitution, or university policies.

Section 5. Task Forces

6.1 Any task forces may be created as deemed necessary by the President, or by quorum vote of the Student House of Delegates.

6.2 Each task force must consist of at least five members from the House of Delegates.

Section 6. Graduate Student Assembly (GSA)

7.1 The Graduate Student Assembly shall be comprised of a member from each graduate program from Shenandoah University. These members can be representatives of graduate student organizations and/or academic programs. Each academic program must be represented.

7.2 The Graduate Student Assembly is responsible for creating interdisciplinary networking opportunities to promote the cohesiveness and unity of graduate programs. The Graduate Student Assembly is also responsible for working with University administration to resolve issues within specific programs, or with graduate students as a whole.

7.3 The Graduate Student Assembly shall meet once each month with the Vice President of Graduate Affairs.

7.4 A majority vote (51%) is required to pass legislation proposed to the Graduate Student Assembly to bring it before the House of Delegates.

Article VII. Legislative Bills

Section 1 Any member of the Student House of Delegates or of the Executive Council may propose legislation before the Student House of Delegates.

Section 2 Any member of the student body may propose legislation before the Student House of Delegates, if sponsored by an SGA member.

Section 3 Before legislation is to be voted on by the Student House of Delegates, the Rules Commission must review the bill to ensure the proposed bill does not conflict with the SGA constitution, any recognized student organization's constitution, or university policies.

Section 4 7 days before the Student House of Delegates votes on legislation, the proposed legislation must be sent out via email to the members of the Student House of Delegates for review.

Section 5 Any legislation that violates the policies and mission of Shenandoah University, local, state, or federal law will automatically be removed from consideration.

Section 6 The SGA President must receive legislation for their veto or signature of approval within five days following a vote by the Student House of Delegates. Legislation must be signed

within five days of receipt or the bill automatically passes.

Article VIII. Funding Requirements

Section 1. Organization Responsibilities

1.1 All organizations must send their treasurer/SGA representative to a yearly workshop held at the start of the semester in order to be eligible for funding

1.2 All organizations must attend the minimum number of meetings and put forth a level of involvement deemed appropriate by the SGA Executive Council in order to be eligible for funding.

Section 2. Organization Rights

2.1 Organization representatives may be present when the Finance Commission is discussing their financial requests.

2.2 Organizations are entitled to a rationale for all funding decisions.

2.3 Organizations may dispute funding decisions made by the commission directly to the Finance Commission, the Director of Finance, or the SGA Advisor.

2.4 Organizations are permitted to inquire about the current fund status of the student organization budget at any time. Inquiries should all be directed to the Director of Finance.

Section 3. SGA Funding Guidelines

Funding Logistics

1. Funding requests should be submitted through a Google form using the SGA Funding form. Funding requests can be in the form of prepayment or reimbursement.
 - a. Prepayment: Payment done using a university credit card in advance of an event or purchase need. This is the preferred way to do payments through the SGA.
 - i. Pre-payment requests must be submitted at least 2 weeks in advance.
 - ii. Documentation must be provided explaining the event/item requested for funding, its cost, and individuals involved.
 - b. Reimbursement: Repayment for expenses incurred by the organization.
 - i. Original, scanned receipts must accompany reimbursement requests in order to be considered for reimbursement.
 - ii. All receipts submitted for reimbursement must be submitted within 15 days of the event/project date via Google Form. For summer and winter break costs, receipts must be submitted within 15 days of the start of the

- following semester.
 - iii. Receipts received that are more than 15 days beyond the date of the event or project will not be considered for reimbursement
- 2. Paperwork must be completely filled out with correct signatures.
- 3. All applicable data must be available.

Funding requests not covered by the SGA

1. Funding for any supplies intended for use in fundraising of any kind to be used by the organization or to be donated.
2. Funding for events that do not relate to professional or student development.
3. Funding for catering or supplies for events that all students are not welcomed to attend, or funding for social events that are only open to current members of an organization.
4. Honorarium contracts
 - a. Honorarium refers to money given as a gift (but not required) to an individual that supports an organization in any way.
5. Reimbursement for restaurants
6. Reimbursement for events designed to gain members or raise awareness for an organization except for the student organization fair at the beginning of each year

What SGA Will Reimburse/Pay for

1. Conference registration fees
 - a. Limits: Consideration of 100% of registration fee for all participants up to \$1,000 (or predetermined limit based on the budget of that at year) per organization per conference
 - i. *Example: Conference registration fee is \$200. Ten people go to the conference. SGA will reimburse \$1,000.00 to the organization to be evenly dispersed to the conference attendees (\$100.00 each).*
2. Hotel accommodations (see limits section below)
 - a. Limits: SGA will reimburse up to half of hotel accommodations up to \$100 per room per night with no total expense cap.
3. Reimbursement for travel expenses
 - a. Taxi, Fuel, Airfare, etc.
 - i. SGA will reimburse all gasoline costs for transportation via automobile for travel to conferences, but will not reimburse any amount for mileage.
 - ii. SGA will also reimburse half of the cost of air travel to conferences up to \$500.
 - iii. SGA will provide up to \$20 per person attending a conference for transportation while at the conference (buses, metro, subway, taxis, Ubers, etc). This allowance may also be used for parking.
 - b. Reimbursement for food expenses at conferences
 - i. While at conferences, attendees will be reimbursed up to \$5 per meal for the period of the conference, up to 3 meals per day.
4. Catering by Sodexo for events that are free and accessible to students

5. Printing fees for items that are free and accessible to students
6. Purchase orders for SU approved vendors
7. Necessary supplies from vendors that are approved by the University for carrying out of daily organizational business**list of approved vendors in appendix**
8. Reimbursement for supplies for the student organization fair at the beginning of each year
9. Other items at the discretion of the Finance Commission

SGA Funding Limit Guidelines

1. A soft cap of 50% of the total SGA budget shall be in place for each semester and can be adjusted as the Finance Commission deems appropriate
2. The Student House of Delegates will be updated at each meeting on approved disbursements
3. Individual organization funding limits will be imposed at the discretion of the SGA Finance Commission
4. The Finance Commission reserves the right to limit funding based on proximity to the soft cap
5. The Finance Committee preserves the authority to adjust the reimbursement of any request in alignment with budgeting needs

Article IX. Parliamentary Authority

1. The meetings of the SGA shall be conducted according to *Roberts Rules Of Order*.

Article X. Shenandoah University Nondiscrimination Policy

Shenandoah University does not discriminate on the basis of race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, physical or mental disability, genetic information, veteran's status or on any other basis protected under applicable law. The SGA adheres to the university's nondiscrimination policy.

Article XI. Amendments

Section 1. Amendments to the constitution or approved legislation, as needed, shall be proposed by quorum of the Student House of Delegates, or by petition of ten percent of the Student Body.

Section 2. The signatures of quorum majority of the Student House of Delegates Executive Council shall be sufficient for amendment of this constitution of the Student Government Association of Shenandoah University.

2.1 The signatures of two-thirds of the Student House of Delegates shall be sufficient for

overturning an Executive Council's amendment.

Section 3. In the case of a change in the University Constitution that necessitates an amendment to the Constitution of the Student Government Association, the House of Delegates will be notified by the Executive Council no later than fourteen (14) days from the date the change becomes effective.

Article XII. Becoming a Student Government Recognized Organization

Section 1. To receive SGA funds and have a vote within SGA, and have access to extra benefits, the organization must become a registered student group via the [Student Organization Registration Form](#). Becoming a registered group includes:

- Finding a faculty/staff advisor
- Signing up members
- Writing a constitution
- Registering the organization on the [Student Organization Registration Form](#)
- Designating your organization's officers, with at least a President, Vice-President, Treasurer, and SGA Representative
- Final approval through the Assistant Director for Student Leadership & Activities