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**Alvernia University Student Government Association
Constitution
July, 2012**

Mission Statement

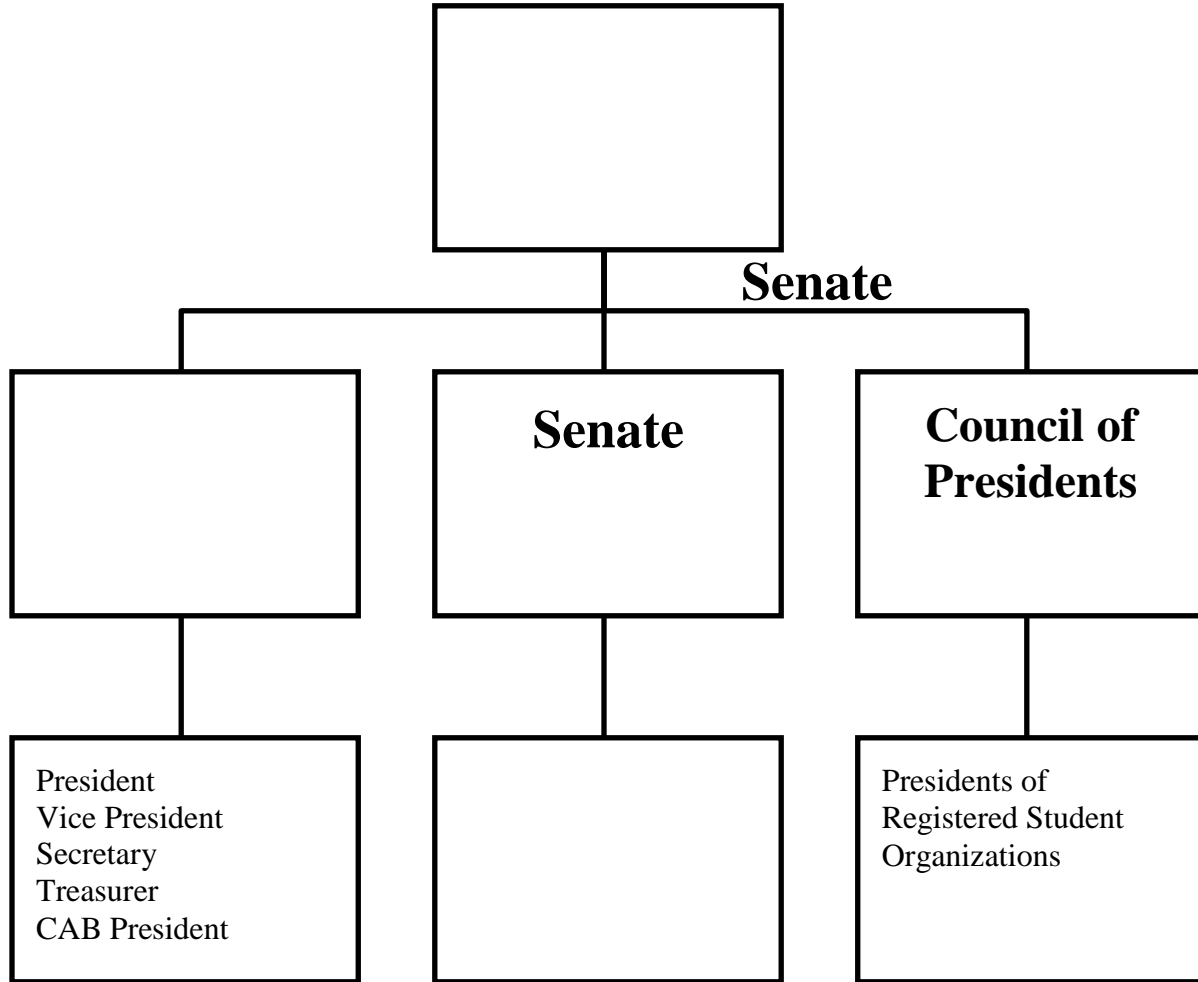
The Student Government Association (herein referred to as SGA) represents full time, day division undergraduate students of Alvernia University's Reading campus. It is the liaison between the student body, the Trustees, administration, faculty, and staff. SGA fosters the University's mission by encouraging ethical leadership and engaged citizenship through events, speakers, and proposing policies and procedures for the welfare of the University community.

Vision

SGA is a devoted group of student leaders who are committed to personal and social transformation through ethical decision making, continuous leadership, and engaged citizenship.

Structure

SGA is made up of five (5) elected Executive Board positions, seventeen (17) elected Senate positions, and a Council of Presidents (herein referred to as the Council).



Executive Board

- Consists of the SGA President, Vice President, Treasurer, Secretary and Campus Activity Board President elected by the full time day division student body of the Reading Campus.

Senate

- Consists of four (4) elected representatives from each class and one (1) representative from the fifth year Occupational Therapy program.
- The students are elected into these positions by members of their respective graduating classes according to credits earned toward graduation by the Office of the Registrar.

The Council

- Consists of the presidents of all Registered Student Organizations (herein referred to as RSO).

SGA Advisor

- Serves as the administrative source of knowledge for any member of the SGA in any matter.
- Holds the title of Assistant Dean of Students and Director of Student Activities.
- Assists in providing information and advice on how and where to pursue information relating to issues facing the SGA.
- Does not have voting power, but shall advise the SGA in any matter.
- Meets with the Executive Board as needed.
- Attends at least one meeting of each branch of SGA a semester, or as needed.

Appendix A: Position Responsibilities

- A. In order to be a standing member of SGA:
 - a. Executive Board members must have a cumulative GPA of 2.5 or higher and Senate members must maintain a cumulative GPA of 2.25 or higher.
 - b. If a member does not meet the GPA criteria while holding an office position, immediate academic probation will be enforced for the following semester.
 - c. The SGA Advisor has the full right and responsibility to review your academic and disciplinary records and have any student removed from Student Government with approval from the Vice President for University Life and Dean of Students.
 - d. Three unexcused absences from required events and meetings per semester are grounds for removal from office.
- B. Should a member of the Executive Board or Senate choose to resign, a letter of resignation is required to be submitted to the SGA Advisor.
 - 1. If an Executive Board member position is unoccupied, it is the responsibility of the President of SGA to fill or assign the role of the unoccupied position to another member of the Executive Board or Senate until elections are held to fill the position.
 - a. If any position on the Executive Board is vacant, elections will be held to replace that position in a timely manner.
 - 2. If a Senate member position is unoccupied, it will be the responsibility of the rest of the Senate to take on the roles and responsibilities of the unoccupied position until proper elections are held to fill or renew Senate positions.

C. Executive Board

- 1. Members are required to attend all Executive Board meetings, Senate meetings and Council meetings. If any member is unable to attend any of the meetings they must notify the whole Executive Board.
- 2. Each member must complete two office hours each week outside of meetings in order to fulfill duties necessary to their positions.
- 3. At the beginning of each fall semester, members review the current constitution and amendments.
- 4. Plans any retreats and training sessions for SGA.

I. President

- a) The President oversees all of SGA.
- b) Meets with the Executive Board regularly.
- c) Provides a tie-breaking vote in any Executive Board meeting.
- d) Acts as a representative of SGA during any meetings where SGA is present with faculty, staff, Board of Trustees, or Administration. Should the SGA President not be available, the SGA Advisor will pick a member of the Executive Board or Senate to attend the meeting.
- e) Creates the Board Reports for the Board of Trustees.
- f) Has the emergency authority to act, but not vote, in the place of any Executive Board seat that is vacant or has an extended absence.
- g) Works with the school newspaper to produce articles on the proceedings of SGA.
- h) Informs changes within the campus community to the student body.
- i) Oversees all publicity for SGA functions.
- j) Serves as ex-officio at all Senate and Council meetings

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- k) Meets with the SGA advisor as needed.

II. Vice President

- a) Meets with the Executive Board regularly.
- b) Assumes all duties of the President should a vacancy or extended absences occur.
- c) Serves as Chair of the Senate.
- d) Tracks and organizes all Monthly RSO reports and Annual RSO Reports.
- e) In charge of updating the SGA social media interactions.
- f) Serves as co-chair of the Election Committee for the fall and spring elections in conjunction with the SGA Secretary.
- g) Meets with the SGA advisor as needed.

III. Secretary

- a) Meets with the Executive Board regularly.
- b) Takes accurate minutes and attendance at every Senate, Executive Board and Council meetings. Minutes shall be made available forty-eight hours after a meeting. The minutes shall be archived and published after approval of the minutes at the following SGA meeting.
- c) Notifies members of changes in meeting times and schedules, or of any additional or special meetings.
- d) Compiles Annual Re-registration of RSO, as well as gathering of important RSO information.
- e) Compiles relevant and important documents for each Senate and Council meeting.
- f) Serves as co-chair of the Election Committee for the fall and spring elections in conjunction with the SGA Vice President.
- g) Meets with the SGA advisor as needed.

IV. Treasurer

- a) Meets with the Executive Board regularly.
- b) Creates a budget report, and presents it to the Senate and the Council at the beginning of each academic year for approval.
- c) Communicates funding request outcomes and receipt follow-ups to approved RSO.
- d) Provides, when necessary for review, SGA budget and account balance.
- e) Chair of the funding committee.
- f) Meets with the SGA Advisor as needed.

V. CAB President

- a) Meets with the Executive Board regularly.
- b) Serves as Chair of the Council.
- c) Upholds all required responsibilities as stated in the CAB Constitution.
- d) Meets with the SGA Advisor as needed.

A. Elected Senate

1) Senator Responsibilities

- a. Members are required to attend all senate meetings, committee meetings, and SGA events.
- b. If Senate member is not able to attend meetings and events they must notify the SGA Secretary prior to the meeting.
- c. Unexcused absences may lead to removal from a position.
- d. Represent the identity of their academic year.
- e. Discuss and promote ideas that are for the advancement of the student body.
- f. Required to sit on at least one standing committee.
- g. Serve on University wide committees if requested.

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- 2) Senate Responsibilities
 - a. Resolve campus concerns with University officials.
 - b. Kept current with all actions of the Council.
 - c. Act as a voting body for all SGA funds.
 - d. Vote in conjunction with Council on Annual SGA Budget.
 - e. Create and vote on the necessary committees needed for the University for the current academic year.

E. Council

- 1) Member Responsibilities
 - a. RSO Presidents are required to attend all Council meetings.
 - b. If RSO president is not able to attend the meeting he or she must notify the SGA Secretary prior to the meeting. A member of the RSO's executive board must attend meeting in place of the President.
 - c. Unexcused absences may inhibit further funding or RSO registration on campus.
 - d. RSO representation is required at mandatory SGA events.
 - e. Responsible for appropriate display and involvement of RSO on campus.
 - f. Relays campus concerns from the student body.
 - g. Presents RSO's activities and growth at each meeting.
 - h. Option to hold positions on standing committees.
 - i. Each RSO President is required to complete and submit any necessary paperwork to designated Executive Board members.
- 2) Council Responsibilities
 - a. Governs formulation and fulfillment of service requirements of registered student organizations.
 - b. Engages in certified leadership workshops.
 - c. Votes in conjunction with Senate on Annual SGA budget.
 - d. Is informed on all actions taken by the Senate.
- 3) Registration of RSO
 - a. Support and exemplify the core values and mission of Alvernia.
 - b. Hold annual elections for executive board and have at least six (6) total RSO members (including officers).
 - c. Provide updates at SGA meetings regarding RSO activities, meetings, fund-raising efforts, etc.
 - d. Submit all appropriate paperwork for off-campus trips and have an advisor present at those events. All off-campus events are nonetheless considered a University activity and therefore all rules and policies apply. Forms are available in the Office of Student Activities.
 - e. Participate in and support SGA events and programs.
 - f. Amendments to the RSO'S constitution must be given to SGA.
 - g. Provide monthly reports of the RSO's activities and progress throughout the academic year, as well as an annual report at the end of the academic year.
 - h. Must complete at least four (4) hours of community service as a RSO each semester.

Appendix B: Elections

Requirements to be placed on Ballot

- A. Students of Alvernia University's Reading Campus who are full time day division undergraduate students are eligible to be placed on the election ballot and run for an Executive Board or Senate position if they meet the following criteria:
 - 1. Candidates must submit an "Intent to Run" form to the SGA Advisor prior to running for office by the date assigned by the SGA Advisor.
 - 2. Each candidate, prior to running, will have his or her academic and disciplinary records reviewed by the SGA Advisor. Any candidate with a cumulative GPA below the required standing or in poor disciplinary standing will not be permitted to run for office.
 - 3. Any candidate running for a position within Student Government Executive Board or Senate must produce a minimum of five posters containing the candidate's name and position. Each of these posters must be approved by the SGA Advisor and hung prior to the election.
 - 4. All candidates are required to complete a biography and submit a picture with the "Intent to Run" forms to be displayed for the Alvernia Community prior to and during elections.
 - 5. Any candidate running for an Executive Board position must have one full academic year experience in the Senate with the exception of the CAB President.
 - a. If a student is interested in running for office on the Executive Board or Senate but has not fulfilled all of the requirements to be on the ballot, they may write a letter of petition and give it to the SGA Advisor. If the Advisor approves the petition the student may be added onto the ballot.

Qualifications & Disqualifications from the Election

- A. If your academic or disciplinary standing should suddenly change, or should you no longer be a full time student at Alvernia, your name will be pulled from the ballot immediately.
- B. Any candidate who is found responsible for inhibiting another candidate's ability to run for office (e.g. tampering with posters, misinforming, slander, coercion, etc.) will be removed from election ballot.
- C. Candidates may also be removed from the ballot should they be caught electioneering within fifteen (15) feet of the polls. Electioneering is defined as any act with the sole purpose of influencing the outcome of the election.

Election Process

- A. The elected SGA Vice President and Secretary holding office in the fall & spring are in charge of publicity material for elections, creating ballots, candidate bios, updating "Intent to Run" form, and planning the election table for Executive Board and Senate elections. If both individuals are on the ballot for the upcoming fall semester election, the President holding office then designates an individual from Senate who is not on the ballot to take over Executive Board election responsibilities. The Vice President and Secretary then run all of Senate elections.
- B. Elections for the SGA Executive Board are held and run before the Senate elections and are run in the same manner as all other elections.
- C. Elections for the Senate are held at the beginning of the fall semester, and the beginning and end of the spring semester.

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- D. "Intent to Run" forms are made available to all students two weeks prior to election and due to SGA Advisor by assigned date.
- E. Elections for the fifth year OT class will be held at their convenience, as long as it is completed before regular Senate elections are finished, with the direction of SGA Vice President and Secretary.
- F. Voting is open to all students at the University for two days.
- G. All students are allowed to vote for Executive Board members.
- H. Each student votes for Senate Representatives in their class according to credits achieved toward graduation in accordance with requirements to graduation with the Office of the Registrar.
- I. Ballots are only counted at the end of the second day of voting.
- J. Candidates must have a minimum of ten votes in order to be granted the position.
- K. The four candidates that have the highest number of votes for their class will then be appointed to Senate position.

Appendix C: Committees

- A. A committee is defined as a small group of students who are focused on a common goal. Committees focus on topics important to the University during the given year.
- B. Committees are to be discussed and created by the members of SGA Executive Board at the beginning of each school year.
- C. Each Executive Board member is a chair of a committee; if there are more committees than board members, then a chair from the Senate will be appointed by the Executive Board.
- D. There can be two types of committee; open or closed.
 - 1. Open Committee is open to the entire Alvernia Student body.
 - 2. Closed Committee is only available to Senate and Council members of SGA.
 - 3. The committee must be defined as a closed or open committee by the Senate.

Appendix D: Amending the Constitution

- A. The Executive Board must propose the amendment to the SGA Advisor and the Vice President for University Life and Dean of Students.
 - a. Make appropriate changes to the document as proposed by SGA Advisor and the Vice President for University Life and Dean of Students.
- B. Present the revised document to the Senate.
 - a. Make appropriate changes to the document as proposed by Senate.
- C. Present the revised document to the Council.
 - a. Make appropriate changes to the document as proposed by the Council.
- D. Completed document is to be presented and voted on by the Senate.
 - a. In order to be passed, it must be a majority vote by all elected members' of the Senate.
 - b. If not passed, process must start from the beginning.
- E. If passed by Senate, it must be presented and voted on by the Council.
 - a. In order to be passed it must be a majority vote by all Council members.
 - b. If not passed, must be brought back to Senate to revise current document.
- F. SGA Advisor and the Vice President for University Life and Dean of Students have final approval of the new Amendment.