

Slippery Rock Student Government Association, Inc.

Constitution and By-Laws

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Slippery Rock Student Government Association, Inc.

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Constitution

Preamble

We, the students of Slippery Rock University, in order to provide a representative self-government to advance the welfare and common interests of the students and the University, and to preserve, protect, and defend the rights of student members of the University Community, do hereby establish this Constitution and democratic government.

Article I Name

The name of this organization shall be the Slippery Rock Student Government Association, Incorporated, herein referred to as SRSGA.

Article II Duties and Powers

Section 1 All powers of the SRSGA and the SRSGA Senate shall be derived from this document and the official recognition of Slippery Rock University.

Section 2 The SRSGA, through the SRSGA Senate and in accord with Act 188 or 1982, hereinafter referred to as the Senate, and shall have the power to:

- a. Allocate funds and revenue generated from the collection and investment of the General Service Fee and from any auxiliary enterprises of the SRSGA
- b. Recognize student organizations and activities for the purpose of allocation and said funds
- c. Act as an advocacy group for the students of the Slippery Rock University of Pennsylvania in order to ensure them a healthy academic and social environment
- d. Provide such services to the student body as outlined herein or deemed necessary by the Senate in accordance with State Law.

Section 3 It shall be the duty of SRSGA to preserve protect, and defend the rights of its constituents to the best of its ability and to work for the good of the University community as a whole.

Section 4 The duties and powers of the SRSGA shall be executed by the executives of the SRSGA, the Senate, and any committees and/or chairpersons deemed necessary by the executives of the Senate, and the following standing committees:

- Board of Directors of Co-Operative Activities
- Financial Affairs Committee
- Senate Rules and Policy Committee
- Homecoming Committee
- Public Relations Committee
- Student Affairs Committee

Each of the above listed standing committees with the exception of Board of Directors of Co-Operative Activities, Financial Affairs, Student Affairs, and Senate Rules and Policy Committees shall elect one (1) member of the Senate as Chairperson by majority vote of the Senators present and voting at a meeting of the SRSGA unless otherwise provided within the Constitution and By-Laws.

- A. The Chairpersons of the standing committees shall have the power to create subcommittees as the individual chairpersons and/or committees deem necessary.
- B. The above listed committees are subordinate to the Senate and all actions are subject to Senate approval unless otherwise stipulated within the Constitution and By-Laws of SRSGA.
- C. The members of these standing committees shall be appointed by the President with the consultation of the Executive Board, to be approved by the Senate. Exception to these appointments will be the Rules and Policy Committee, and the Board of Directors of Co-Operative Activities. These appointments shall be appointed by the designated chair of the committee or as stipulated otherwise by this Constitution.
- D. The Board of Co-Operative Activities shall be chaired by the SRSGA Vice President of Financial Affairs. The four (4) student-at-large memberships shall be selected each year by the Board of Directors of Co-Operative Activities. Senate membership shall be selected by the SRSGA Senate. At no time shall the student membership of the Board of Directors of Co-Operative Activities be less than 51% of the total membership.

Section 5 The Senate shall have the power to create and publish any other By-Laws and/or standing rules to describe and carry out the functions and responsibilities of its committees, officers, and members.

Section 6 The Senate shall have final decision making authority for the SRSGA unless otherwise stipulated herein.

Section 7 The SRSGA, through its officers and the Senate, shall forward to the University President for final approval recommendations for the following:

- The amount of the General Service Fee

- The recommended annual budgets and amendments thereto, including, but not limited to, those recommendations for organizations officially recognized by the University
 - All procedures required by University policies to ensure effective fiscal management
 - Policies and procedures by which student organizations may be created and operated
- A. Any disapproval by the Slippery Rock University of Pennsylvania of the above mentioned items shall include a written explanation and possible solution to the SRSGA.
- B. Any point of disagreement between the Slippery Rock University of Pennsylvania and the SRSGA may be put to the student body in the form of a referendum, or to the Council of Trustees, whichever the Senate, in conjunction with the Executive Officers, finds most appropriate. Any decision reached by either group shall be binding in the Senate.

Section 8 The Senate shall have the power to override any and all Presidential veto actions with two-thirds ($\frac{2}{3}$) of the voting members concurring.

Article III **Membership**

Section 1 All students enrolled at the Slippery Rock University of Pennsylvania who have paid a General Service Fee (hereinafter referred to as the student body) are to be considered members of the SRSGA.

Section 2 The students of the Slippery Rock University of Pennsylvania shall be represented by the Senate which is to be elected as follows:

A. The total minimum number of Senate seats shall not be less than thirty-one (31) Senators representing each of the various campus constituent groups as outlined in III.2.

B. There shall be a minimum of twenty-two (22) Senators elected by the undergraduate residents of the three (3) legislative districts outlined below:

i. District 1 The boundaries of this district are to be defined as the immediate campus of the Slippery Rock University of Pennsylvania, and it shall be divided into precincts, with each precinct being one of the University residence halls as follows:

- Kraus Residence Hall
- North Residence Hall
- Rhoads Residence Hall
- Building A Residence Hall
- Building B Residence Hall
- Watson Residence Hall
- Building D Residence Hall
- Building E Residence Hall
- Building F Residence Hall

- a. The ratio used to determine the number of Senators to be elected to represent each of the above named precincts shall be three-hundred (300) undergraduate student residents for each Senator. Each precinct having an undergraduate student population of one and one half full rations or less shall be assigned one (1) Senator.

1 Senator \leq 450
 - b. Each student precinct having an undergraduate student population greater than one and one-half full rations but equal to or less than two full rations shall be assigned two (2) senators.

2 Senators < 450 - 600
 - c. A precinct shall qualify for additional representatives on the basis of one and one-half full ration of undergraduate student populations for each additional Senator.
 - d. Only those undergraduate students residing within a specific precinct may vote and/or run for a Senate office for that particular precinct.
- ii. District 2 The student voters residing within this district shall be considered as any undergraduate student who does not reside within the boundaries of Districts 1 and 3 as outlined in III.2.i and III.2.iii are considered as commuters.
 - a. There shall be fifteen (15) Senators who shall be elected at-large to represent this district.
 - b. Only those undergraduate students who meet the above residential requirements for District 2 may vote and/or run for a Senate office for this particular district.
 - iii. District 3 The boundaries of this district shall be defined as the immediate property of the on-campus apartments called the R.O.C.K. (Resident On-Campus Komplex).

- a. The apportionment of Senator for this district shall be based on the same ratio and apportionment formula as outlined in III.2.i.
- b. Only those undergraduate students residing within the boundaries of the R.O.C.K. apartments may vote and/or run for a Senate office for that particular precinct.
- C. There shall be two (2) Senate seats designated for freshman that shall be advertised at orientation and during the first meeting of Senate in the fall. These senators shall be elected by the Senate through an application process with consideration given to residency.
- D. The graduate students of the Slippery Rock University of Pennsylvania shall be accorded representation in the Senate. This reorientation is in the form of two (2) standing Senate office. Only those students who are registered graduate students of the Slippery Rock University of Pennsylvania may vote and/or run for a Graduate Senate office.
- E. The Slippery Rock University Faculty Union (APSCUF) may appoint two (2) voting representatives to the Senate. The terms of office for these representatives shall be for two (2) years and shall be staggered.
- F. The SRSGA Business Manager shall serve as a non-voting member of the Senate, Board of Directors of Co-Operative Activities, and Executive Committee.
- G. The President of the Slippery Rock University of Pennsylvania may appoint one (1) non-voting representative.
- H. The Slippery Rock University of Pennsylvania Student Trustee shall serve as a non-voting member of the Senate.

Section 3 All members of the SRSGA will serve an orientation period prior to their first scheduled meeting date. (See By-Laws Title 1 Section 10)

Section 4 Terms of Office

- A. The terms of office for all elected Senators and Executive Board members shall commence at the last scheduled meeting of the SRSGA in the Spring Semester of the year in which he/she was elected and shall continue throughout the last scheduled meeting of the SRSGA in the Spring Semester of the following year.

- B. The terms of office for representatives of organizations addressed in III.2.D-E shall run concurrently with the terms of office which they hold in their organizations.
- C. The terms of office for faculty representatives shall run concurrently with the Senators' terms except that they shall serve two (2) years.

Section 5 Senators must serve at least two (2) posted office hours per week in the SRSGA office unless excused under the provisions of VII.2 of this Constitution, and must serve on at least one (1) standing committee in order to continue membership.

Article IV Election of SRSGA Officers and Senate

Section 1 Prior to each election, it shall be the duty of the Senate Rules and Policy Committee to publish all rules and dates relating to the elections of the SRSGA Senators and Officers.

- A. Elections for the Officers and all Senators shall take place no later than 14 calendar days when classes resume from Mid-Term recess of the Spring Semester as scheduled by the Slippery Rock University of Pennsylvania.

Section 2 The elected Executive Officers of the SRSGA shall be:

- o President
- o Vice President for Financial Affairs
- o Vice President for Administrative Affairs
- o Vice President for Student Affairs
- o Vice President for Public Relations
- A. Executive Officers, except the President, are full voting members of the Senate.
- B. The non-elected Executive Officer of SRSGA shall be:
 - o Speaker of the Senate
 - i. The sitting Senate elects this position from its elected voting members.

Section 3 No one shall qualify for an elected Executive Office unless he or she:

- A. Has attained status of first semester sophomore by the beginning of the Fall Semester for the Oath of Office to be administered;
- B. Is not involved in student teaching or an internship during either semester unless he or she remains a resident of the Slippery Rock Borough or Township;

- C. Has completed two (2) full semesters at the Slippery Rock University of Pennsylvania before ascendance;
- D. Has relinquished executive or authoritative positions in any other campus organization(s) unless given consent of the Senate;
- E. Is a full-time student as defined by the Slippery Rock University of Pennsylvania;
- F. Has attended two (2) SRSGA meetings prior to the announcement of election winners;
- G. Has and maintains a QPA of 2.35 on a 4.0 scale;
- H. Is in good standing with the Slippery Rock University of Pennsylvania
 - i. If a candidate is not in good standing with the University, the candidate may appeal to the Senate to be eligible to run in the election.

Section 4 The elected members of the Senate, as III (Membership) of this constitution shall be:

- Kraus Hall Senator
- North Hall Senator
- Rhoads Hall Senator
- Commuter Senators (15)
- R.O.C.K. Apartment Senator
- Graduate Senators (2)
- Building A Senator
- Building B Senator
- Watson Hall Senator
- Building D Senator
- Building E Senator
- Building F Senator
- Freshmen Senators (2)

- A. If in any given year a residence hall does not have a student population at the time of elections, or will become vacant in the following year, then there will be no election for the position of that hall's Senator.

Section 5 No one shall qualify for an elected Senate office unless he or she:

- A. Has and maintains a QPA of 2.25 on a 4.0 scale
- B. Resides in their district for the full academic year of which they were elected except by reason of construction or renovation.
- C. Has attended one (1) Senate meeting prior to the announcement of election winners.

Section 6 The term of office of all Executive Board and Senators shall be for a period of one (1) year and these terms shall be as follows:

- A. The terms of office for all Executive Board and Senators shall commence at the last scheduled meeting of the SRSGA in May of the year in which he/she was elected, and shall continue until the swearing in of the new Executive Board and Senate

during the last scheduled meeting of the SRSGA in May of the following year.

Section 7 Candidates for Executive Office shall not be prohibited from competing for a seat in the Senate in addition to that office.

- A. Any candidate doing so, and winning both positions, will be deemed as having resigned from the Senator position upon taking any other Oath of Office.

Section 8 Vacancies

- A. Senators In the event of graduation, resignation, or removal of any Senator, a vacancy will have occurred. Vacancies will be filled through an application process and a vote by the Senate, to be verified between the Vice President for Administrative Affairs and the Parliamentarian.
 - i. Any person wishing to fill a vacant position within the Senate must attend one (1) SRSGA Senate meeting prior to submitting an application.

- B. Executive Board

- i. **President:** In the event that the President becomes unable to fulfill his or her duties, the remainder of the executive committee shall vote on the person to fill the position
- ii. **Other Executives:** Vacancies in all other Executive positions shall be open to the student body and shall be filled by an election within the Senate.
- iii. Should there, at any time, be a simultaneous vacancy in the office of the President and at least two (2) Vice-President positions, the Senate shall elect a President Pro-Tempore who shall direct the Senate Rules and Policy Committee to conduct a campus-wide election.
 - a. This election shall be held within thirty (30) days to fill the positions
 - b. If the vacancy occurs within forty-five (45) calendar days of a scheduled election, in which case the President Pro-Tempore shall become President for the duration of the un-expired term or until a new President is elected.

Section 9 Before taking office, each Executive Officer and Senator must be duly sworn in with the following Oath of Office:

“I, (name), do solemnly swear that I will execute the duties and responsibilities of the Office to which I was

elected and will, to the best of my ability, uphold the Constitution and By-Laws of the Slippery Rock Student Government Association.”

- A. The President-Elect shall be sworn in by the out-going President or his or her designee
- B. The new President shall then swear in first the Executive Committee and then the newly elected Senate.

Section 10 There shall be a Parliamentarian who shall be selected by the SRSGA President with the consent of the Executive Board with the stipulation that said Parliamentarian must have had prior experience in utilizing and understanding Parliamentary Procedure. Such an appointment shall be subject to approval by the Senate.

Section 11 The Election Commissioner shall be the SRSGA Parliamentarian unless he/she announces within eight (8) weeks prior to the election of his or her intent to run.

- A. If he or she does not notify within eight (8) weeks, then he or she may not run as a candidate in the upcoming election.
- B. If the Parliamentarian cannot serve as the Election Commissioner, then the appointment will be as follows:
 - i. The President shall announce the vacancy and appoint a new commissioner within two (2) weeks
 - ii. The Election Commissioner shall be appointed by the President, subject to ratification by two-thirds ($\frac{2}{3}$) vote of the Senate.
- C. The Election Committee will be appointed by the Election Commissioner with confirmation of the Senate with two-thirds ($\frac{2}{3}$) vote.
 - i. The Election Commissioner shall also appoint at least one (1) faculty member to serve on the Committee.
 - ii. The Election Committee holds the power involved in running all aspects of the election.
 - a. The Election Committee has the power to decide punishments for infractions of election rules.
 - b. The Election Committee may disqualify any candidate or group of candidates for promoting unethical practices.
- D. The Election Committee shall oversee the election as best seen fit by following the guidelines of the Constitution.
- E. The Election Committee shall oversee the upcoming election seven (7) weeks prior to the election. The announcement shall include:
 - o The Offices to be filled
 - o Qualifications for Offices

- The earliest date, times and places candidates may obtain forms for Declaration of Candidacy
- The date and time of filing deadline
- Election date and time
- The date and time for beginning of campaign activities
- Election rules and penalties

Section 12 Candidacy

- A. The petitions for candidacy shall be turned by a date and time to be determined by the Elections Committee or said candidate shall be disqualified.
 - i. The petitions of the Executive Committee candidates shall contain the signatures of five percent (5%) of the student body.
 - ii. The petitions of all other candidates shall contain the signatures of fifteen percent (15%) of the constituency to which the candidate shall belong.
 - iii. The petitions must have the candidate's name and party affiliation.
- B. Campaigning shall begin no earlier than 12:01am on the Monday nine (9) days prior to the first Election Day. All campaign paraphernalia must be removed by 3:00pm on Friday following the election.

Section 13 Standing Election Rules

- A. Any of the following will be considered violations:
 - Willfully destroying or otherwise tampering with campaign paraphernalia of other candidates
 - Instigating unlawful acts against his or her party or self attempting to cause blame or to be borne by another party or candidate
 - Forging signatures on petitions of any kind
 - Intentionally making false statements of fact in the course of the campaign
 - Attempting to block or in any way interfere with the casting of or vote tallying of ballots
 - Attempting to tell persons in the process of voting how to vote
 - No campaigning, whether verbal or written, shall be allowed within fifty (50) feet of the polling station.
- B. Any such activity will be reported to the Elections Committee
- C. No SRSGA money shall be used for any person campaigning
- D. Poll-sitters from a non-partial organization shall be assigned to the polling site or sites.
 - i. No poll-sitters shall be affiliated with any said candidate or party.

- E. The election committee shall have the authority to regulate campaigning (slogans, speech, advertisements) using the following guidelines:
 - i. An average person, applying contemporary standards, must find that the material, as a whole, appeals to the prurient interest;
 - ii. The material must depict or describe, in a patently offensive way, sexual conduct specifically defined by applicable law; and
 - iii. The material, taken as a whole, must lack serious literary, artistic, political or scientific value.

Article V Executive Committee

- Section 1** The Executive Committee of SRSGA shall consist of the elected officers of SRSGA and one (1) Senator who shall be elected by a majority vote of the SRSGA Senate and whose title shall be the Speaker of the Senate.
- Section 2** The Executive Committee shall conduct the business of SRSGA between SRSGA meetings and take all necessary steps for the proper functioning of the Corporation.
- Section 3** The Executive Committee shall take no final action without Senate approval. The Senate shall have all final approval concerning SRSGA matters and over all Executive Committee actions.
- Section 4** The Executive Committee shall have the final authority to allocate the SRSGA's own operating budget as it deems appropriate for fulfilling all previously outlined duties.
- Section 5** The Executive Committee shall have the power to appoint staff and delegate work as necessary to execute the duties and powers of SRSGA.
- Section 6** The duties of individual executives shall be outlined in the By-Laws.

Article VI Meetings

- Section 1** The SRSGA Senate shall meet at least twice a month during an academic semester.
- Section 2** Special meetings of the SRSGA Senate may be called by the SRSGA President, the SRSGA Executive Committee, or by petition of fifty percent (50%) or more of the Senators

Section 3 A quorum shall be a fifty percent plus 1 (50% + 1) of the members of the Senate.

Section 4 The parliamentary authority for all meetings of the SRSGA shall be the most recent edition of Robert's Rules of Order unless otherwise stated herein or by act of the SRSGA Senate.

Article VII Resignation, Removal, and Impeachment

Section 1 Members of the SRSGA Senate reserve unto themselves the right to decline to serve by letter of resignation delivered to the SRSGA Executive Committee.

Section 2 Any Senator or organizational representative accumulating two (2) unexcused absences in one (1) semester shall be removed from office unless reinstated by a two thirds (2/3) vote of the Senate.

- A. An excused absence shall be granted from an SRSGA Senate meeting for attendance of a class or conduct of official SRSGA business by the President of the SRSGA.
- B. An excused absence from fulfilling an office hour requirement shall be granted by the Vice President for Administrative Affairs.
- C. Any excuse may be granted by any of the above parties for personal or family illness.

Section 3 Any SRSGA Senator or Executive Officer may be impeached for failure to fulfill his/her duties and responsibilities or for infringing upon the rights of others through abuse of office.

- A. Articles of Impeachment must be presented to the Senate by any Senator or through student initiative as outlined below, and must be tabled until such time as hearing can be held by the Rules and Policy Committee and a special meeting for the purposes of consideration an indictment can be called.
- B. A majority vote of the SRSGA senate shall indict the accused and table the article until another special meeting can be called.
- C. A two thirds (2/3) vote of the SRSGA Senate shall convict and automatically remove the accused from office.
- D. The Senate shall have the power to adopt additional rules and procedures to serve this end. These rules must concur with due process and they shall not be inconsistent with the Constitution and By-Laws.

Article VIII Student's Rights

Section 1 The students of Slippery Rock University reserve unto themselves the right to freely associate and form organizations to pursue social, political, educational or other such endeavors. Such organizations must have official Slippery Rock University recognition to use the Slippery Rock University name, facilities, and other University privileges granted to University recognized groups.

- A. It is also their right to partake of funds generated by the General Service Fee after having been allocated by the SRSGA within their procedures unless otherwise stipulated by the SRSGA Senate.
- B. Procedures for official Slippery Rock University recognition must be published by SRSGA Rules and Policy Committee at the beginning of each academic year, and must in no way restrict, hinder, or otherwise abridge any individual's or group's rights.
- C. The SRSGA of Slippery Rock University retains the right to recommend to suspend or revoke the recognition of any organization for due cause.
 - i. Due cause shall be defined as misappropriation of funds, violation of established SRSGA rules, violations of State Law, or infringements of the rights of others.
 - ii. The SRSGA recognizes the First Amendment rights of the campus media and will not apply this provision VIII.1.Ci to those organizations except by three fourths ($\frac{3}{4}$) after investigation by the Rules and Policy Committee.
 - iii. This section is applicable only to the business function of the media, except in cases where found guilty by a court of law for defamation and has no jurisdiction over the editorial content of publications or broadcasts.

Section 2 Initiative

- A. When the students of Slippery Rock University wish to initiate action by the SRSGA, they may present a petition signed by fifteen percent (15%) of the student body.
- B. When the SRSGA President has received the petition, it will be mandatory, provided the SRSGA does not take the desired action in the interim, that the SRSGA hold a referendum specified issue within two (2) weeks after the presentation of said petition.

- C. A majority vote at this election shall compel SRSGA to take such action as specified by the students in the given time.
- D. The SRSGA Senate may, by majority vote, order a referendum be held on any topic.

Article IX Amending and Ratification

- Section 1** This Constitution may be amended as follows:
 - A. A majority vote of the SRSGA Senate for consideration, after having been moved and seconded, which would automatically table the amendment until such time as the Rules and Policy Committee can hold public hearings. Hearings shall be held within two (2) scheduled meeting dates and must be advertised to the student body.
 - B. After said hearings, the Senate must approve the proposal with two-thirds ($\frac{2}{3}$) of the members concurring.
 - C. The amendments shall have been considered adopted if, within two (2) weeks of the SRSGA Senate vote, no petition seeking student body veto has been filed with the Senate.
 - i. The petition for veto must contain the signatures of Slippery Rock University students equal to fifteen percent (15%) of the student body.
 - D. The student body has the right to amend this Constitution under the provisions for initiative as outlined above.
- Section 2** Ratification shall be majority vote of the SRSGA and a majority of the students voting.
- Section 3** This Constitution and future amendments shall become effective when approved by the University President
- Section 4** This Constitution should be reviewed yearly by the Senate Rules and Policy Committee.

By-Laws

Title I Duties of Elected and Appointed Officers

Section 1 It shall be the duty of the President to:

- A. Attend all meetings of the Senate, Executive Committee, and Board of Directors of Co-Operative Activities
 - i. If the meetings are not attended, they must be excused absences.
 - ii. There may be no more than three (3) absences in the term of office.
 - a. During the second unexcused absence, there will be a 50% deduction from the stipend that month.
 - b. During the third unexcused absence, the president will have 50% of the stipend deducted and be removed from office.
 - iii. Appeal procedures will be the same as for senators.
- B. Prepare a written agenda for all Senate meetings after consultation with the Executive Committee
- C. Serve as a non-voting member of all SRSGA committees including the Board of Directors of Co-Operative Activities
- D. Appoint all special and/or *ad hoc* SRSGA Committees and members of those committees with consultation from the Executive Committee
- E. Act as the spokesperson for the SRSGA
- F. Serve on the Board of Student Government Presidents
- G. Represent SRSGA at all times
- H. Report to the SRSGA on all matters pertinent to its duties and powers
- I. Appoint the required number of students to the following Slippery Rock University Standing Committees as required: (see advisors for list of necessary committees)
- J. Act as chairperson of the Executive Board and the Senate
- K. Execute or delegate all other duties as not specifically vested on any other agency or officer of the SRSGA
- L. Appoint, with consultation from the Executive Committee and approval from the Senate, an SRSGA Parliamentarian to advise

the Senate on all rules pertaining to appropriate Parliamentary procedure

- M. Remove any and all persons from appointments within the SRSGA when deemed appropriate
- N. Be ultimately responsible for the execution and observance of the SRSGA Constitution and By-Laws
- O. Veto any and all legislation passed by the Senate including the annual fiscal budget as deemed appropriate to the best interests of the corporation
- P. In the event of a tie, or a one vote differential, the President may cast his/her vote to break or create a tie. The President may not exercise this power in any election
- Q. Be responsible for granting excused absences from all Senate meetings
- R. Serve and post a minimum of twenty (20) office hours per week

Section 2

It shall be the duty of the Vice President for Student Affairs to:

- A. Coordinate the activities of the Student Affairs Committee and be a non-voting member unless otherwise specified.
- B. Be a voting member of the Board of Directors of Co-Operative Activities
- C. Serve and post a minimum of twelve (12) office hours per week
- D. Report to the SRSGA on all matters pertinent to the duties and powers of the SRSGA under his/her purview
- E. Oversee the election of the Slippery Rock University of Pennsylvania's Homecoming King and Queen, as well as a pep rally for Homecoming weekend
- F. Attend regular meetings with the Deans of each College of the Slippery Rock University of Pennsylvania
- G. Execute all directives passed on by the SRSGA President and Senate
- H. Attend all meetings of the Senate, Executive Committee, and Board of Directors of Co-Operative Activities
 - i. If the meetings are not attended, they must be excused absences.
 - ii. There may be no more than three (3) absences in the term of office.

- a. During the second unexcused absence, there will be a 50% deduction from the stipend that month.
- b. During the third unexcused absence, the president will have 50% of the stipend deducted and be removed from office.

iii. Appeal procedures will be the same as for senators.

Section 3

It shall be the duty of the Vice President for Financial Affairs to:

- A. Serve as the chief financial officer of the SRSGA Corporation
- B. Serve as chairperson of the Board of Directors of Co-Operative Activities.
- C. Report to the Senate on all matters pertinent to the duties and powers of the SRSGA under his/her purview
- D. Transmit to the Board of Directors of Co-Operative Activities the actions of the Senate
- E. Present at each Senate meeting the minutes and/or records of the Board of Directors of Co-Operative Activities
- F. Oversee the internal financial records of the SRSGA office
- G. Coordinate the activities of the Financial Affairs Committee
- H. Execute all directives passed by the President and the Senate
- I. Serve and post a minimum of twelve (12) offices hours per week
- J. Attend all meetings of the Senate, Executive Committee, and Board of Directors of Co-Operative Activities
 - i. If the meetings are not attended, they must be excused absences.
 - ii. There may be no more than three (3) absences in the term of office.

- a. During the second unexcused absence, there will be a 50% deduction from the stipend that month.
- b. During the third unexcused absence, the president will have 50% of the stipend deducted and be removed from office.

iii. Appeal procedures will be the same as for senators.

Section 4

It shall be the duty of the Vice President of Administrative Affairs to:

- A. Serve as the chief administrative officer in coordination with the SRSGA President in assuring the functions and duties of SRSGA are appropriately met

- B. Insure permanent, accurate, and up-to-date records of all SRSGA proceedings are maintained and make available copies of said records for public inspection
- C. Coordinate and submit to all appropriate parties, including the Senate for approval, the minutes of all meetings of the Senate, SRSGA Executive Committee, and the Board of Directors of Co-Operative Activities
- D. Be responsible for all correspondence either to or from the SRSGA
- E. Serve as a non-voting member of the Board of Directors of Co-Operative Activities
- F. Coordinate and oversee the smooth operation of the SRSGA office
- G. Report to the Senate on all matters pertinent to the duties and powers of the SRSGA under his/her purview
- H. Execute all directives passed by the President and the Senate
- I. Serve and post a minimum of twelve (12) offices hours per week
- J. Attend all meetings of the Senate, Executive Committee, and Board of Directors of Co-Operative Activities
 - i. If the meetings are not attended, they must be excused absences.
 - ii. There may be no more than three (3) absences in the term of office.
 - a. During the second unexcused absence, there will be a 50% deduction from the stipend that month.
 - b. During the third unexcused absence, the president will have 50% of the stipend deducted and be removed from office.
 - iii. Appeal procedures will be the same as for senators.
- K. Keep record of all guests that attend Senate meetings
- L. Update, as needed, all materials and files necessary for the smooth operation of the SRSGA office
- M. Responsible for granting excused absences for all Office Hours

Section 5

It shall be the duty of the Vice President for Public Relations to:

- A. Coordinate the activities of the Public Relations Committee
- B. Serve and post a minimum of twelve (12) offices hours per week

- C. Serve as a voting member of the Board of Directors of Co-Operative Activities
- D. Serve as a member of the Slippery Rock University Foundation Board
- E. Attend meetings with appointed individuals from the Public Relations Office as well as the University Advancement Office, as needed
- F. Report to the Senate on all matters pertinent to the duties and powers of the SRSGA under his/her purview
- G. Execute all directives passed by the President and the Senate
- H. Coordinate all newspaper and radio related advertisements of the organization
- I. Attend all meetings of the Senate, Executive Committee, and Board of Directors of Co-Operative Activities
 - i. If the meetings are not attended, they must be excused absences.
 - ii. There may be no more than three (3) absences in the term of office.
 - a. During the second unexcused absence, there will be a 50% deduction from the stipend that month.
 - b. During the third unexcused absence, the president will have 50% of the stipend deducted and be removed from office.
 - iii. Appeal procedures will be the same as for senators.
- J. Serve as Webmaster for the SRSGA
- K. Coordinate and distribute monthly SRSGA Senate newsletter

Section 6

It shall be the duty of the Parliamentarian to:

- A. Keep the chairperson advised on the proper parliamentary procedure at all SRSGA meetings
- B. Advise members of the Senate when requested
- C. Serve as a co-chairperson of the Rules and Policy Committee with the Speaker of the Senate
- D. Serve as parliamentarian of the Board of Directors of Co-Operative Activities
- E. Report to the Senate on all matters pertinent to the duties and powers of the SRSGA under his/her purview
- F. Execute all directives passed on by the President and Senate
- G. Serve and post a minimum of two (2) office hours per week
- H. Responsible for all Constitutional Open Forums

- Section 7** It shall be the duty of the Speaker of the Senate to:
- A. Shall serve as the Senate Representative to the Executive Committee
 - B. Maintain ongoing communication with the Senate concerning Executive Committee meeting and action
 - C. Serve as a voting member of the Board of Directors of Co-Operative Activities
 - D. Serve as a voting member of the Executive Committee on the SRSGA
 - E. Coordinate all SRSGA Senate sponsored resolutions regarding matters of relevant interest to the Student Body and its representative student government
 - F. Compile in May all SRSGA sponsored resolutions for permanent record in conjunction with the Vice President for Administrative Affairs
 - G. Report to the Senate all matters pertinent to the duties and powers of the SRSGA under his/her purview
 - H. Serve as a member of the SRSGA standing University Union Advisory Committee
 - I. Serve as co-chairperson to the SRSGA Rules and Policy Committee with the Parliamentarian
 - J. Execute all directives passed on by the President and Senate
 - K. Serve as a voting member of the Student Organizational Review Board
 - L. Serve and post a minimum of two (2) office hours per week
 - M. Hold informal Senate meetings

- Section 10** In the Spring, each new Senator, prior to the first scheduled meeting of the Senate, will be required to attend training sessions established by the incoming Senate Rules and Policy under the direction of the incoming President or his/her designee. Each of the training sessions will include, but not be limited to:
- A. Each new member receiving a job description of:
 - i. Executive Board Members
 - ii. Standing committees
 - iii. Additional committees (SRSGA, Faculty, University, etc.)
 - B. Each new member receiving:
 - i. An updated and approved SRSGA Constitution and By-Laws
 - ii. A Parliamentary Procedure document explaining the process involved in running a formal meeting

C. Formal discussion of SRSGA budget procedures

Section 11 The Executive Committee shall be responsible annually, and when at such times requested and necessary, for providing all information, instruction, and all related matters regarding corporation contracts, including union and non-union employees, to all newly elected Executive Officers and Senators.

Section 12 In the event that the President becomes unable to fulfill his/her duties, the remainder of the Executive Committee shall vote on the person to fill the position.

Title II **Duties of SRSGA Standing Committees**

Section 1 The chairpersons of the several standing committees shall:

- A. Report to the SRSGA on their committee's activities at all SRSGA meetings
- B. Keep records of their committee's actions
- C. Serve as members of the SRSGA Cabinet to advise the President, Executive Committee, and Senate when called upon to do so
- D. Be chaired by the following individuals:
 - Public Relations – Vice President for Public Relations
 - Administrative Affairs – Vice President for Administrative Affairs
 - Board of Directors of Co-Operative Activities – Vice President for Financial Affairs
 - Financial Affairs – Vice President for Financial Affairs
 - Senate Rules and Policy Committee – Parliamentarian and Speaker of the Senate
 - Student Affairs – Vice President for Student Affairs

Section 2 Committee members must be active in the committee's work and attend meetings and may be removed from the committee for failure to do so by a majority vote of the Executive Committee.

Section 3 The Senate Rules and Policy Committee shall:

- A. Promulgate rules and procedures governing the recognition of all student organizations for Senate approval
- B. Review present constitutions of all new student organizations so that they may retain recognition status
- C. Review proposed amendments to said constitutions

- D. Recommend to the Senate to relinquish and remove any and all student organizations from SRSGA recognition status and/or funding when deemed appropriate
- E. Advise the President and Executive Committee when requested on the current status of any and all SRSGA recognized student organizations

Section 4 The Board of Directors of Co-Operative Activities

- A. Receive from SRSGA the student General Service Fee, the profits from all SRSGA business and concession, and moneys received from investments and services and administer effectively the Co-Operative Activities budget
- B. Be composed of:
 - i. Four (4) faculty members, two of whom shall be elected each year by the faculty and each of whom shall serve a two (2) year term as a voting member, commencing on July 1 of the year elected until June 30th of the staggered year.
 - a. No two faculty members may be from the same college or Academic, Library, or Administrative Services (ALA)
 - b. These terms are to be staggered so that there shall only be two (2) vacancies among the faculty representatives at the end of each fiscal year
 - c. If a vacancy occurs during the fiscal year, the faculty shall immediately elect another faculty member who shall serve to complete the unexpired term of office to which he/she has been elected
 - ii. Four (4) non-Senate students to be selected from the Board of Directors of Co-Operative Activities and who shall serve one (1) year term, as a voting member, commencing on July 1 of the year he/she was selected and running through June 30th of the following year
 - a. If a vacancy occurs during the term, there will be a two (2) week notice of the election; advertising will be the responsibility of the Public Relations Committee. The election will take place at the Board of Directors of Co-

Operative Activities meeting two (2) weeks after the announcement.

- iii. Three (3) Senators who shall be voting members and be elected by the Senate and whose term in office shall run from the time that their Senate positions for that year expires
 - iv. Three (3) Executive Officers, the Vice President for Student Affairs, Vice President for Public Relations, and Speaker of the Senate, shall be the voting members of the Executive Board. Their membership on the Board of Directors of Co-Operative Activities shall run concurrently with their terms of office
 - v. One (1) voting member appointed by the Slippery Rock University of Pennsylvania's President that shall be from the Division of Finance and Administration that will serve a two (2) year term
 - vi. Five (5) non-voting representatives: SRSGA President, Vice President for Administrative Affairs, Business Manager, the Slippery Rock University of Pennsylvania's Vice President of Student Life or the University President's appointee, and the Faculty Advisor
 - vii. The chairperson shall be the Vice President for Financial Affairs
 - viii. Please note the following:
 - a. The Vice President for Financial Affairs shall not be considered one of the student or Senate representatives
 - b. At no time may the student membership of the Board of Directors for Co-Operative Activities be less than fifty-one percent (51%) of the total membership
 - c. Any vote of the Board of Directors of Co-Operative Activities resulting in a tie shall be decided on by the vote of the Chairperson. The Chairperson may only vote under such circumstances
- C. Submit to the Senate and Executive Committee for their approval of the next year's recommended total annual budget for all organizations funded by SRSGA

- D. Submit to the Senate and Executive Committee for their approval recommendations for any changes in the General Service Fee
- E. Maintain all necessary records of the financial transactions of the corporation and also to allow a designated Senator, or proxy of the Senate to review financial records and make a report to the Senate as deemed necessary by the body
- F. The Board of Directors for Co-Operative Activities shall make recommendations to the Senate concerning all of the business and functions of the SRSGA enterprises. All actions of the Board of Directors of Co-Operative Activities shall require the final approval of the Senate
- G. Shall publish rules and procedures in compliance with the Constitution and By-Laws that would facilitate the execution of the Board of Directors of Co-Operative Activities; and Senate's duties, responsibilities and powers
- H. Execute all directives passed on by the Senate
- I. The following procedure shall be followed for all contracts funded by the General Service Fee administered by the SRSGA:
 - i. The Student Life staff will read contracts, make necessary corrections, and sign off that the contracts meet all requirements
 - a. Contracts will be signed by the President, or in the absence of the President, a designated Vice President will be assigned to the responsibility
 - ii. The SRSGA will establish procedures that cover circumstance of power
 - a. If money is allocated to an organization for goods and services for contracted events
 - b. If organizations have approved expenditures according to their guidelines
 - c. If all requirements specified in 2.4.I.ii.a and 2.4.I.ii.b, SGA cannot refuse to sign a contract

Section 5

The Union Advisory Board shall:

- A. Be responsible for making recommendations for the uses of the University Union and it's facilities
- B. Consist of nine (9) members:
 - o Five (5) students, selected by the President

- Two (2) administrators, elected by the Slippery Rock University of Pennsylvania's President
 - Two (2) faculty members, selected by the Academic Forum
 - C. The Speaker of the Senate shall be responsible for all correspondence with this committee and the Senate
- Section 6** The Student Affairs Committee shall:
- A. Oversee all programs, initiatives and matters regarding student body programming
 - B. Coordinate and assume responsibility for the following specific SRSGA areas:
 - SRU Homecoming activities
 - All programming and matters pertaining to Campus Safety
 - All programming and matters pertaining to student-tenant landlord relations
 - All programming and matters pertaining to the current University contracted food services
 - Annually coordinate the SRSGA Fall Weekend
 - C. Make recommendations to the Senate and the President regarding SRSGA programming ideas
 - D. Execute all directives passed on by the Senate, President, and Executive Committee
- Section 7** The Financial Affairs Committee shall:
- A. Oversee all financial matters of the SRSGA apart from that already deemed appropriate by these By-Laws for the Board of Directors of Co-Operative Activities
 - B. Coordinate and assume responsibility for the following specific SRSGA areas:
 - SRSGA Bookstore matters
 - SRSGA vending machine matters
 - SRSGA Day Care Center matters
 - C. Make recommendations to the Senate and the President regarding the finances and enterprises not specifically involving those of the Board of Directors of Co-Operative Activities
 - D. Execute all directives passed on by the Senate, President, and Executive Committee
- Section 8** The Director of the SRSGA Day Care Center shall report to the SRSGA at least once a semester

Title III Procedural Guidelines

Section 1 The Senate Rules and Policy Committee shall, in addition to its previously outlined duties, with the advice and consent of the Senate, publish procedures governing the precise details of elections, referenda, impeachment, removal and reinstatement initiative, revocation of student organization constitutions, hearings, etc., as provided in the Constitution

Section 2 All such rules must provide for the following:

- A. With regard to hearings, appeals and disciplinary action:
 - Written notice of charges, if any
 - Notice of time and place of hearing and meeting
 - Time to prepare a case
 - Presentation of witnesses or evidence
 - Council
 - Opportunity to refute adversary evidence
 - An unbiased judicial board
 - Right to present during the presentation of evidence or discussions with another party, if any
- B. Unbiased oversight of all voting and prior public notice of material or candidates under consideration

Title IV Meetings

Section 1 The Vice President for Administrative Affairs shall notify all SRSGA members of all scheduled and special meetings

- A. Special meetings of the Senate may be called by the President, the Executive Committee, or by petition of fifty percent (50%) or more of Senators
- B. The Vice President for Administrative Affairs shall make every effort to notify the Senate of the meeting at least forty-eight (48) hours before such a meeting
- C. Having made such an effort, a sign posted in the SRSGA office and the lobby of the University Union shall be considered sufficient notice

Section 2 A quorum shall be a majority of the Senate membership

- A. In the absence of a quorum, the Senate may recess only for a period not to exceed forty-five (45) minutes in an attempt to gain quorum

B. Failing to do so, the Senate must choose any other option outlined in Robert's Rules of Order (revised latest edition)

Section 3 The Parliamentarian and Senate Rules and Policy Committee may recommend to the President and Executive Committee any guidelines they deem appropriate to the efficient conduct of the Senate

Title V **Administrative and Faculty Advisors**

Section 1 There shall be two (2) advisors to the SRSGA. They are as follows:

- Administrative Advisor
- Faculty Advisor

Section 2 The Administrative Advisor shall be the Slippery Rock University of Pennsylvania's Vice President for Student Life or the University President's designee

Section 3 The Academic Advisor shall be recommended each year by the Executive Committee and approved by the Senate

Section 4 The Academic Advisement Awards Program Advisor shall be the University Director for Academic Advisement

Section 5 The Homecoming Committee Advisor shall be the University Coordinator for Campus Programs

Title VI **Amending**

Section 1 The Senate may, with two-thirds ($2/3$) vote, amend these By-Laws

Title VII **Academic Forum**

Section 1 The Executive Committee, with the advice and consent of the Senate, shall appoint the eight (8) academic forum student-at-large positions