

STUDENT GOVERNMENT CONSTITUTION

Preamble

The Students of California University of Pennsylvania, in an effort to promote the University's core values (civility, integrity and responsibility), represent the interest of the students, and establish a concrete and functional medium for open and civil communication among all constituencies, have established this form of governance. This governing body or any recognized organization thereof shall not endorse any political candidate or a federally registered Political Action Committee in any form. In the interest of establishing a non-partisan, unbiased governance structure we respectfully adhere to the ideals set forth in this constitution.

Definitions

SAI - Shall be in reference to the non-profit corporation, the Student Association Inc. of California University of Pennsylvania.

Fee-paying student of SAI - Shall be in reference to any student who has no debts to the Student Association Incorporated.

Speaker - Shall be in reference to the Speaker of the House of Representatives.

President - Shall be in reference to the elected President of Student Government who shall be the President of the Senate.

Parliamentarian - Shall ensure all Student Government meetings are in accordance with Robert's Rules and the constitution.

In pocket - Shall be in reference to the current number of credits, which appear on certified California University of Pennsylvania transcripts. Credits from classes currently being taken do not count until they appear on a current transcript.

Active Senator - A member who fulfills all duties as defined in the policy book

Sabbatical - A one semester break from meetings due to schedule conflicts and/or extenuating circumstances. Senators on sabbatical are required to complete all senator hours and attend all mandatory events.

Article 1: Purpose of Student Government

Section 1. Student Government shall be the representative body of the Student Association, Incorporated, and the elected representative voice of the student body of California University of Pennsylvania.

Section 2. Student Government shall serve as the designated medium for expressing student concerns pertaining to all matters.

Section 3. The Student Government shall advance charitable, educational, leadership, and scientific endeavors, but not limited to, developing a democratic and responsible student governance structure; acting as a liaison between and among all university constituencies; controlling the expenditure of the student activity fee; battle apathy and develop a well-rounded program of university life and activities at California University of Pennsylvania.

Section 4. The Student Government shall promote and adhere to the core values of California University of Pennsylvania; civility, integrity and responsibility.

Article 2: Membership of Student Government

Section 1. Student Government shall be composed of the following:

1. The Student Senate
2. House of Representatives
3. Student Cabinet.

Section 2. In order to qualify for and maintain membership in Student Government, a student must be a fee-paying member of the Student Association, Incorporated.

Section 3. All senators are required to be a member of a Senate committee.

Article 3: Purpose and Duties of Senate

Section 1. It shall be the duty and responsibility of the Senate to:

1. Advise the president of the university and other members of the administration of student needs, preferences, and opinions.
2. Participate in issues of student life to the extent of ten hours per traditional academic semester.

Section 2. Student Senate shall consider from the student viewpoint such matters as may be referred to it by the administration, faculty, and staff of the university.

Section 3. Student Government shall follow their standing rules (bylaws/constitution) first and then if there is no rule in place use Robert's Rules as a guide.

Section 4. Meetings of Senate and Cabinet shall be held weekly. Special meetings of Senate and Cabinet shall be called by the President of the Senate or the Chair of Cabinet (Cabinet meetings only).

Section 5. In the summer semester, the elected executive board of the following academic year reserves all rights and responsibilities of Student Government business.

Article 4: Membership of Senate

Section 1. There shall be no more than 48 voting members. 2 non-voting members are President and the graduate student. The graduate student may vote if he/she pays the SAI fee.

Section 2. Prospective members must fill out a senator petition and receive 50 student signatures. Once completed that prospective member will meet with the Membership committee. The membership committee shall report on their recommendation during the new business section of the following meeting. Student senate will then vote yes or no on the senator petition within the same meeting as presented.

Section 3. All senators will be assigned a seat from the membership committee. A detailed list of the seats is provided in the policy book.

Section 4. One half (1/2) and one (1) of the occupied seats of the Senate meetings shall constitute quorum.

Section 5. Proxy voting, or absentee voting, shall not be considered legal or valid in the Senate or any Student Senate committees. No member shall hold two seats simultaneously. No member of the Senate is endowed with more than one (1) vote.

Section 6. Senators may take two sabbaticals; however, they cannot be consecutive. If an extreme circumstance comes up, the executive board has discretion to grant a sabbatical. A senator can only take a sabbatical after they have completed at least one semester of Senate responsibilities. Sabbatical requests must be submitted in writing to the Recording Secretary by the third Senate meeting of the semester. Senators on sabbatical are held to all normal responsibilities and are only excused from Senate meetings, as outlined in the policy book. The Student Senate Body may only approve 3 applications per semester. All sabbaticals will be approved on the third meeting of the semester.

Section 7. Members of the executive board of Student Senate may not be on the executive board of the House of Representatives.

Article 5: Elections

Section 1. Student Senate, through the elections chairman (Vice President), shall organize and supervise the conduct of all elections involving the student body. The election chairman shall determine the exact time of elections.

Section 2. Senate may refuse to seat any elected or appointed member by a two thirds (2/3) vote of Senate when just cause is shown regarding the withholding of seating privileges.

Section 3. In the event the Vice President assumes the office of president because of resignation or impeachment, Senate shall, by two thirds (2/3) vote, fill the vacant position. Such shall be the case for any other office as well.

Section 4. The executive board shall establish special committees and or boards, under the advisement of the Vice President, as he/she deems necessary to carry out the mission of the Senate.

Section 5. Duties of appointed seats will be as follows:

1. Report to Student Government such matters concerning the representatives interest group as well as report back to said interest group concerning matters of Student Government.
2. Abide by all Sections listed under Article 3 for "Purpose and Duties of Senate."

Section 6. The advisor of the Senate shall be approved by the Vice President of Student Affairs.

Article 6: Senate Committees

Section 1. Social Committee

1. Shall be responsible for providing activities that promote senator bonding.

Section 2. Fundraising Committee

1. Shall be responsible for raising money through various means in order to support Senators and scholarships.

Section 3. Rules and Internal Affairs Committee

1. The chair of this committee shall serve as Parliamentarian.
2. Shall investigate all internal matters of Student Senate.

Section 4. Membership and Outreach Committee

1. Shall be responsible for reviewing new senator applications.
2. Shall be responsible for actively pursuing new members.
3. Shall be responsible for placing senators in the appropriate senate seats.

Section 5. All other committees may be included in the Senate Policy Book.

Article 7: Officers of Senate

Section 1. Officers of student Senate shall be elected during the second half of the spring semester, exact dates to be set by Senate. Nominations shall be submitted to senate in writing or made from the floor of Senate at two (2) consecutive meetings of student Senate. There must be at least one regularly scheduled Senate and Cabinet meeting between the second week of nominations and the election dates.

Section 2. The following officers shall be elected with minimum qualifications as indicated in the following order of succession:

1. President - 45 Credits, in pocket and have served one year as a senator at California University of Pennsylvania and must be a current active senator.
2. Vice President - 45 Credits, in pocket and have served one year as a senator at California University of Pennsylvania and must be a current active senator.
3. Financial Secretary - 45 Credits, in pocket, and also served during the budget meeting on Student Cabinet at California University of Pennsylvania must be a current active senator.
4. Corresponding Secretary - 15 Credits, in pocket and must be a current active senator.
5. Recording Secretary - 15 Credits, in pocket and must be a current active senator.

Section 3. Elected officers may not hold the position they were elected to for more than 2 years.

Section 4. The officers must have at least a cumulative 2.5 grade point average and shall retain

this average throughout their terms of office.

Section 5. The officers must be in good financial and academic standing with SAI and the University, and while in office they must be enrolled as a full time student.

Section 6. In the event of a vacancy in the Office of the President, the Vice President shall assume the President's duties until an election can be held from the Senate body.

Article 8: Powers and Duties of Elected Officers of Senate

Section 1. President

1. Shall preside at all regular and special meeting.
2. Shall call all special meetings.
3. Shall prepare the agenda of Senate and shall be sent within 2hrs of the meeting starting time.
4. Shall, with the consent of the 2/3 senate majority, appoint the following: executive board members in a leave of absence.
5. Shall serve in an advisory capacity to the Council of Trustees.
6. Shall serve as an ex-officio member of all senatorial committees.
7. Shall appoint, with three-fifths (3/5) approval of the executive board and majority approval by the Senate, representatives to campus-wide committees.
8. Shall represent California University of Pennsylvania's Student Government on the California University Forum and its Executive Committee.
9. Shall attend all meetings of the Board of Student Government Presidents. Unexcused absences may be grounds for impeachment.

Section 2. Vice President

1. Shall preside in the absence of the President or at his/her direction.
2. Shall serve as elections chairman.
3. Shall accept all official responsibilities and obligations deemed necessary by the Senate and/or the President of Senate.
4. Shall oversee all standing and ad hoc committees.
5. Shall organize the Big Event
6. Shall appoint all committee chairs

Section 3. Financial Secretary

1. Shall work with the CFO of the Student Association, Inc. and Budget and Finance Committee of the SAI Board of Directors in providing financial statements and information concerning Senate operations and interests.
2. Shall serve as chairman of cabinet.
3. Shall plan "Toys 4 Tots"

Section 4. Recording Secretary

1. Shall keep the minutes of Senate.

2. Shall distribute all duplicated minutes of Senate to the organizations and administrative personnel requesting same.
3. Shall submit the minutes of Senate to a public resource for all students to see (i.e. OrgSync, Cal Times.)
4. Shall maintain senate roster including organization of new senator petitions, impeachments and sabbaticals.

Section 5. Corresponding Secretary

1. Shall receive, record and send communications.
2. Shall assist the election chairman with elections.
3. Shall function as a liaison between all houses of Student Government and attend all meetings of both houses.
4. Shall manage advertising in partnership with the advisor to student Senate and the President of Senate.
5. Shall serve as coordinator of senator activities and services tracking.

Article 9: Purpose of the House of Representatives

Section 1. Shall be held monthly during the academic term, on the first Thursday of every month.

Section 2. Shall serve as a communication medium between the recognized clubs/organizations and their Executive Boards.

Section 3. Shall make recommendations to the Senate regarding policy, financial matters and student interest.

Article 10: Powers and Duties of the House of Representatives

Section 1. The House of Representatives shall function to keep the students at large apprised of the actions and responsibilities of the various clubs and organizations.

Section 2. The House of Representatives shall make recommendations to the Senate or the appropriate governing body regarding the various matters concerning student clubs and organizations.

Section 3. In the event the Lieutenant Speaker of the House assumes the duties of the Speaker because of resignation or impeachment, the membership of the house will vote to fill the vacant position by a 2/3 majority. No replacement Speaker can be seated without a 2/3 majority of the House or a formal appointment from the president of the Senate.

Section 4. Only one vote per person per recognized club or organization. No one member shall have more than one vote. No one member shall represent more than one (1) club or organization in the House of Representatives.

Article 11: Membership of the House of Representatives

Section 1. The House of Representatives shall be composed of the following:

1. A member of the elected or appointed executive board or officer from each allocated club or organization list on the SAI Club and Organization form. If one of the officers fails to attend the meeting, or if the SAI Club and Organization Form is incorrect, the club will be subject to a penalty.
2. A member of the elected or appointed executive board or an officer from each non-allocated and/or self-supported recognized student organization. These officers shall be listed on the SAI Club and Organization Form.

Article 12: Officers of the House of Representatives

Section 1. The officers of the House will be elected at the first meeting of the fall semester. Nominations shall be made from the floor of the House and only one representative from each organization can hold office/have voting privileges.

Section 2. The following officers shall be elected from the membership of the House:

1. Speaker of the House
2. Lieutenant Speaker of the House
3. Recording Secretary

Article 13: Powers and Duties of the Elected Officers of the House of Representatives

Section 1. Speaker of the House shall:

1. Preside over special and regular meetings of the House.
2. Shall hold a seat on Student Cabinet.
3. Call all meetings to order.
4. Prepare the agenda for all meetings.
5. Shall serve in office no more than one term.

Section 2. Lieutenant Speaker of the House shall:

1. Serve as interim-speaker of the House in the absence or vacancy of the Speaker of the House.
2. Shall accept duties and projects charged by the Speaker of the House.
3. Shall hold a seat on Student Cabinet.

Section 3. Recording Secretary of the House shall:

1. Take minutes of all regular and special meetings of the House.
2. Submit approved minutes to the Recording Secretary of student Senate to be published on a public source.
3. Shall hold a seat on Student Cabinet.

Article 14: Student Cabinet

Section 1. Student Cabinet shall have nineteen (19) seats. The seats are made up of the executive board of Student Senate, members of the Student Senate, executive board and members of the

House of Representatives.

Section 2. Membership

1. The President, Vice President, Financial Secretary, Recording Secretary, and Corresponding Secretary of Student Senate shall be members of Cabinet.
2. The President of the Student Association, Board of Directors or his/her student designee from Student Senate shall be a member of Cabinet.
3. Eight (8) representatives of Senate shall be elected by the Senate to serve on Student Cabinet during the first few weeks of the fall semester.
4. Two (2) representatives from the House of Representatives shall be elected by the House of Representatives to serve on the student cabinet at the first meeting of the fall semester.
5. The Speaker of the House, Lieutenant Speaker, and Secretary of the House of Representatives shall serve as members of the Student Cabinet.
6. Should any vacancies occur with the membership of Student Cabinet, filling those vacancies can only be done before the 13th week of the fall semester. Any additional vacancies after the 13th of the fall semester shall be left unfilled and a reassignment of club representatives shall occur at the discretion of the Cabinet chairman.

Article 15: Duties of Cabinet

Section 1. Student Cabinet shall prepare and submit to Student Senate a final budget for the Student Association, Incorporated, by the second meeting in April.

Section 2. Student Cabinet shall be responsible for the review and approval of new or existing organizations.

Section 3. Student Cabinet shall present to Senate at each meeting a current financial report by the financial secretary of cabinet.

Section 4. Student Cabinet shall recommend penalties for inappropriate club actions.

Section 5. Cabinet members that have two (2) unexcused absences and two (2) excused absences in one Cabinet term are subject to dismissal from Student Cabinet.

Article 16: Officers of Cabinet

Section 1. Chair

1. Shall preside over cabinet meetings.
2. Shall prepare all agendas.
3. Shall serve as main point of contact for clubs and organizations.

Section 2. Vice Chair

1. Shall assume the duties of chair in his/her absence.

Section 3. Secretary

1. Shall keep all minutes of the meetings of cabinet.

2. Shall receive, record and send communications.
3. Shall distribute all duplicated minutes of Cabinet to the members of Student Senate and administrative personnel requesting same.
4. Shall submit the minutes of Cabinet to a public resource for all students to see. (i.e. OrgSync, Cal Times, etc.)

Section 4. Election of Vice Chair and Secretary

1. Shall be nominated and voted on in the first meeting.

Article 17: Initiative and Referendum

Section 1. On any question concerning the general welfare of the students, a proposal can be presented to Senate requesting consideration of same.

Section 2. A student body referendum shall be initiated by a majority vote of Senate.

Article 18: Approved Organizations

Section 1. To be recognized as an approved organization, the proposed organization must follow the procedures set by the Student Association, Inc., business office, and Student Government, who must then refer the proposed organization to Student Cabinet and Student Senate for approval.

Section 2. Student Cabinet must approve the proposed organization by a simple majority, designating if the organization has been approved with or without potential for future allocation.

Section 3. Following Student Cabinet approval, Student Senate shall vote to approve the proposed organization by a simple majority.

Section 4. The charter for any organization shall be automatically revoked if it is inactive for four (4) consecutive semesters.

Article 19: Impeachment and Removal

Section 1. Any elected officer of Student Government may be impeached by a two thirds (2/3) vote of their respective body.

Section 2. Officer removal shall be accomplished by a two thirds (2/3) vote of Cabinet, serving as a trial board, and by a two thirds (2/3) vote of Senate. Student Senate's vote must be held at the meeting immediately following Student Cabinet's vote.

Section 3. Senator removal shall be accomplished by a simple majority vote of Student Cabinet, serving as a trial board, and by a majority vote of Senate at the meeting immediately following Cabinet's vote. Senators removed by impeachment may not submit a senator petition for fifteen (15) weeks.

Section 4. Grounds for impeachment will be defined as neglect of office, incompetence,

misdemeanor and/or mismanagement of funds.

Section 5. Members of Student Government may be removed as prescribed in this article.

Section 6. Senators are eligible for impeachment if not abiding by the rules in the policy book.

Section 7. If a Senator is confirmed as eligible for impeachment, all of their duties and responsibilities within Student Government are immediately suspended until the Student Senate votes upon the impeachment.

Article 20: Power to Veto

Section 1. The President of Student Senate shall have the right to veto.

Section 2. The veto may be overridden by a two-thirds (2/3) vote of Senate in attendance.

Section 3. The President of Student Senate must exercise the veto in the meeting at which the motion was presented.

Article 21: Amendments

Section 1. Amendments to the constitution of Student Government Association shall go through a three-step process of approval.

Section 2. Student Senate must approve changes with a 2/3 vote. Changes may be presented and voted upon in the same Senate Meeting.

Section 3. Following Student Senate approval, Student Cabinet must approve the changes with a 2/3 vote. Changes may be presented and voted upon in the same Student Cabinet meeting.

Section 4. Following Cabinet approval, the House of Representatives must approve changes with a 2/3 vote. Changes may be presented and voted upon in the same House of Representatives meeting.

Article 22: University President Advisory Committee

Section 1. The University President Advisory Committee shall consist of the officers of Student Senate, the officers of the Student Cabinet, the Speaker of the House of Representatives, the student officers of the SAI Board, and two (2) delegates appointed by the President of Student Senate for a term of one (1) semester. The committee shall be formed and available to meet with the University President when requested.

Article 23: Anti-Hazing Policy

Section 1. Each member of Student Government shall adhere to the California University Anti-Hazing Policy. This prohibits all forms of hazing by all members of Student Government. Any infraction of state, local, or federal guidelines reported to Student Cabinet will result in immediate action and can potentially result in elimination of the Student Government

Association.