Sacred Heart University

Student Government Constitution
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Preamble
We, the full-time undergraduate students of Sacred Heart University, to provide for the general welfare of the student body, do hereby ordain and establish this Constitution. As an extension of the Student Life Department and as our own organization, we serve:

A. To provide the social, physical, intellectual, career, emotional, and spiritual interests of individual students, the student body collectively, and the University community.
B. To establish representative systems, which embrace all facets of co-curricular and extra-curricular campus life and articulates views regarding student related concerns.
C. To provide significant opportunities for the development of the individual through leadership, as well as the fostering of community responsibilities, among the student body.
D. To help fulfill the University’s mission as a Catholic institution of higher education.

Article I: Name
The name of the organization will be the Sacred Heart University Student Government, hereafter referred to as SG.

Article II: Membership

Section 1: General Membership
Membership to SG is open to all full-time undergraduate students by virtue of their membership to one of the four academic classes. Leadership positions and voting members within the SG organizational chart are defined herein. No student will be denied membership in SG on any discriminating variable, including, but not limited to sexual orientation, race, or creed.

Section 2: Activity Fee
The University requires that all full-time undergraduate students pay a Student Activity Fee each semester. Funds are collectively allocated by the SG Vice President for Finance and the Student Life Department. The SG Vice President for Finance keeps records on all student clubs/organizations income and expenditures (see Appendix D).

Section 3: Leadership Roles
A student may hold only one SG Position within Article II, Section 3-A, 3-B, 3-C, 3-D and 3-E. Membership in-SG will consist of elected officer positions, appointed positions, and ex-officio members as identified herein:

A. Elected Members (by the Student Body):
   1. SG President
   2. SG Executive Vice President for Senate
   3. Class Officers (President, Vice President, Treasurer, Secretary of each of the four academic classes)
   4. Class Senators (four representatives of each of the four academic classes)

B. Appointed (by the SG President):
   1. SG Executive Secretary
   2. SG Vice President for the Council of Clubs and Organizations (CCO)
3. SG Vice President for Finance
4. SG Vice President for Judicial Affairs
5. SG Vice President for Public Affairs
6. SG Vice President for Student Events Team (SET)
C. Appointed (by the SG Executive Vice President for Senate):
   1. SG Secretary for Senate
D. Appointed (by the SG Vice President for Student Events Team):
   1. Chair(s) for Advertising Committee
   2. Chair(s) for Entertainment Committee
   3. Chair(s) for Novelty Committee
   4. Chair(s) for Public Affairs Committee
   5. Chair(s) for Relay for Life Committee
   6. Chair(s) for Retention Committee
   7. Chair(s) for Special Events Committee
   8. Chair(s) for Theme Committee
   9. Chair(s) for Trips and Travel Committee
   10. Secretary
E. Appointed by Class Presidents:
    1. Advertising Chair
    2. Community Service Chair
    3. Judicial Board Members (1)
    4. Public Affairs Chair
    5. Senior Pub Night Chair (Senior Class only)
    6. Yearbook Chair (Senior Class only)
F. Ex-Officio Members:
   1. Associate Dean of Students
   2. Dean of Students
   3. Senior Vice President, Enrollment, Student Affairs, and Athletics
   4. SG Advisors
   5. University President

Section 4: Qualifications of all Students Serving in SG Leadership Roles
A. Members must be full-time undergraduate students in good academic standing. Full-time is defined as the completion of a minimum of twelve credit hours each semester. The exception will be made in the Spring Semester when a senior holding a leadership role (under Article II, Section 3) may remain in office with a minimum of three credits, payment of the Student Activity Fee, and approval of the SG Advisor.
B. All Executive Board members must maintain a minimum 2.5 grade point average (semester and cumulative) to be in good academic standing.
C. All members (under Article II, Section 3) must maintain a minimum 2.3 grade point average (semester and cumulative) to be in good academic standing.
D. Members must be in good disciplinary standing in accordance with the University Judicial System, which is stated in the University Student Handbook. Any student sanctioned for disciplinary probation (or any more severe sanction) will be considered a loss of good standing, thus a loss of their SG position.

E. The SG Advisor shall be deemed overseer of all qualifications for students.

F. All SG members are required to sign the SG Social Media Contract before the formal Installation Ceremony. The contract is as follows: As a member of Sacred Heart University’s Student Government, I recognize that it is my responsibility to maintain my social networking sites and uphold the policies set forth by the University’s Code of Conduct. If I do not respect these policies, in accordance with the University's Code of Conduct, I may be subject to documentation and appropriate action will be taken.

Article III. Student Government Bylaws

Section 1. Student Government Standard Operating Procedures

A. Robert’s Revised Rules of Order will govern all meetings of organizations under the Executive Board. A majority vote will rule except in certain cases, labeled in this Constitution, where a two-thirds vote is needed.

B. A majority (half plus one) of the voting members constitutes a quorum. No motion may be officially passed if quorum is not present.

C. A consensus vote is an informal majority vote. This type of vote will be called for by the President/leader or motioned upon by another elected member of the board. Consensus voting can be used to include committee chairpersons/members in making decisions as a pre-vote to a motion to gain insight of what a formal vote will be, or in less serious matters that do not require a formal vote.

D. The SG Executive Board will meet weekly on Tuesdays at 9:30 AM. The SG Senate will meet weekly on Tuesdays at 7:40 PM.

E. A 24-hour notice must be given in a case when a special meeting is called. Only one meeting can be called to order within a 24-hour period.

F. All meetings of the Senate and the Executive Board will be open to the university community at all times, unless designated “closed” in advance for the following reasons not applicable to the Ex-Officio members:

1. Should the agenda include discussion of the candidacy of any student(s) for any position; the candidate(s) will not be present at the time of discussion or voting for the student’s candidacy.

2. Should the agenda include discussion on the conduct, performance, or action of a SG voting member, the meeting will be closed to students who are not voting members of that body.

3. Should any voting member wish to address a topic, which he/she deems to be sensitive, he/she may motion to close the meeting at any time to all students who are not voting members. This motion will be subject to the approval by a two-thirds vote of that body.
G. All votes of SG, except those listed in Article III, Section 1F, will be recorded and published by the SG Secretary. By request of any voting member, the ballot of each voting member will be listed in the official minutes.

H. All days that the University is open and classes are in session are considered to be academic days. An academic week consists of seven academic days (Sunday through Saturday). All University holidays and breaks are non-academic days. In the event of a day where classes are canceled and the University is closed, that day will not be counted toward the academic week.

Section 2. Standing Committees

Each branch of SG will be empowered to form committees within their respective branch for the purpose of conducting the work, responsibilities, and concerns of that branch. Standing Committees are listed on the organizational chart (see Appendix A); however, new committees may be deemed appropriate. The Executive Board will officially affirm each new committee at the meeting in which the respective voting member requests formal approval. Each Executive Board Member will appoint committee chairs within their respective branch. Membership to any committee will be open to the current full-time student body at large.

Article IV: Student Government Executive Board

Section 1: The Composition/Guidelines of the Executive Board

A. The steering body of SG is the Executive Board, which will consist of twelve students, each holding one of the following positions:
   1. SG President
   2. SG Executive Secretary (non-voting member)
   3. SG Executive Vice President for Senate
   4. SG Vice President for the Council of Clubs and Organizations (CCO)
   5. SG Vice President for Finance
   6. SG Vice President for Judicial Affairs
   7. SG Vice President for Public Affairs
   8. SG Vice President for Student Events Team (SET)
   9. Freshmen Class President
   10. Sophomore Class President
   11. Junior Class President
   12. Senior Class President

B. All appointed positions will be selected by the SG President or SG Executive Vice President for Senate (under Article II, Section 3-B and 3-C), for one term of office with the approval of the SG Advisor and two-thirds vote of Senate needed to confirm. To become eligible for the application process, one must complete the application and interview requirements.
Article V: Rights & Responsibilities of Student Government Members

Section 1: General Rights and Responsibilities

A. Every SG member will have the right to freedom of speech, of the press, of peaceful assembly, and to organize/join associations promoting their common interests provided the exercise of these rights does not present a conflict with the mission statement and the Code of Conduct of Sacred Heart University, as well as the Social Media Contract as set forth by SG.

B. Office Hours: Every student in a leadership role within SG has the responsibility to serve hours each week in the SG Office to ensure the facility is open and available for students. Hour requirements are as follows:
   1. Executive Board Members: 5 scheduled hours
   2. Class Officers: 2 scheduled hours
   3. Class Chairpersons: 2 scheduled hours
   4. SET Chairpersons: 2 scheduled hours (second hour can be used for SET event marketing or event oversight if working an event shift during the day in any given week)
   5. Senate Secretary: 2 scheduled hours

C. Mandatory Events:
   1. It is mandatory for all SG members to attend the following SG sponsored events. Not attending these events will result in a documentation:
      a. President’s Gala
      b. Fall Fest
      c. SHU Hoops
      d. Leadership Seminar
      e. Turkey Drive
      f. SG Winter Event
      g. Pack the Pitt
      h. Spring Fest
      i. Relay for Life
      j. Installation Ceremony
   2. Any organization or board requesting to add, change, or remove a mandatory SG wide event must propose it to the SG Executive Board one month prior to the event and have it approved by the SG Executive Board by a two-thirds vote.

D. Any SG member under Judicial Review (see Appendix E) has the right to due process.

Section 2: Responsibilities of the Executive Board Members

A. The Executive Board will meet weekly on Tuesday at 9:30AM with an agenda established by the SG President in consultation with the SG Advisor. Executive Board members will also be required to fulfill the following: meet with SG President monthly, submit monthly report to SG President, attend Executive Board meetings and be the liaison to their individual boards, meet with their Advisor for each position weekly, document infractions/incidents and be responsible for upholding the Social Media contract for their respective board members.

B. The Student Government President:
1. The SG President is the Chief Executive Officer, presiding over the Executive Board and the
general assembly of all student leaders (as defined by Appendix A) and serves as the Chair
for the Executive Board’s weekly meeting and of the general voting membership. The SG
President will be a non-voting member of the Executive Board, except to create or break a
tie. However, once a vote is cast to create a tie by the SG President, the SG President cannot
vote again to break the tie in the same vote. The SG President is also an ex-officio member
of all recognized clubs and organizations.

2. Represents the full-time undergraduate student body to the University Officials. This
includes, but is not limited to, serving as a member of any board or committee as the
representative of the student body, and meeting as needed with the University President.

3. Upholds the Sacred Heart University SG Constitution.

4. Establishes committees deemed necessary for the efficient functioning of SG.

5. Recommends students for appointed positions (two-thirds vote in Senate needed to
confirm).

6. Administers the Executive Board budget with the SG Advisor.

7. Normally serves as the student representative at all official Sacred Heart University
ceremonies/events. This may include, but is not limited to, delivering the Freshmen
Induction/ Convocation speech, and attending and speaking at all SHU Open Houses.

8. Submits a monthly report to the SG Advisor.

9. Responsible for the general well-being and development of the Executive Board and SG as a
whole. This may include, but is not limited to, coordinating retreats, conferences, and
outings, as well as helping to plan and execute Elections, the Installation Ceremony, and the
Final Four Awards.

   a. For each term of office the elected SG President will be required to work along with
the SG Advisor and additional Student Life Staff for two weeks following
Commencement and two weeks prior to the first day of classes in order to properly
plan the upcoming term of office.

10. Responsible for establishing and communicating the date of the SG Leadership Seminar by
June 1st. The Seminar is to take place in the Fall Semester within 14 days of the Freshmen
Elections. The SG President will work in conjunction with the SG E-Board to coordinate the
seminar that will be mandatory for all SG members.

C. The Student Government Executive Vice President for Senate:

1. Assumes the role of SG President in the event of the student’s absence, vacancy, or
removal/impeachment.

2. Serves as the Chair for the SG Senate meetings (weekly basis).

3. Presides over Executive Board meetings if such meetings address SG President issues.

4. Coordinates all Senate Committees, the appointment of Senators to committees, the
appointment of committee chairpersons, and the communication of committee progress.

5. Appoints a Senator as Sergeant at Arms for the current Senate term, which will facilitate the
Senate meetings in the absence of the VP.

6. Presides over the Judicial Affairs Committee in the case that the Vice President for Judicial
Affairs is absent or has a hearing.
7. Votes on matters of the Senate only to create or break a tie within the Senate meeting.
8. Serves as chair for the Constitutional Review Committee (every other year).
9. Responsible for the general well-being and development of the Student Senate. This may include, but is not limited to, coordinating retreats and outings, promoting communication and collaborating with students and administration.

D. The Student Government Vice President for Student Events Team (SET):
1. Develops activities on campus within the wellness model.
2. Establishes and facilitates all SET Executive Board meetings.
3. Is an Ex-Officio member of all SET Committees.
4. Oversees all committees/chairpersons of SET.
5. Meets with each committee chair. (see Appendix B, Article III, Section 3G)
6. Upholds the standards and rules in the SET Guidelines (see Appendix B).

E. The Student Government Vice President for the Council of Clubs and Organizations (CCO):
1. Assists in the development of clubs/organizations activities on campus within the wellness model.
2. Establishes and facilitates all CCO meetings and committees (monthly basis).
3. Is an Ex-Officio member of all clubs and organizations on campus.
4. Maintains updated files of constitutions and rosters for all active clubs/organizations.
5. Presents requests to approve or disapprove new clubs/organizations for active status to the CCO.
6. Prepares and administers the CCO budget along with the CCO Advisor.
7. Submits the list of active/inactive organizations to the SG Vice President for Finance.
8. Facilitates club/organization President and Advisor meetings/ communications.
9. Upholds the standards and rules in the CCO Guidelines (see Appendix C).

F. The Student Government Vice President for Finance:
1. Prepares and administers the Student Activity fee budgets along with the Finance Board Advisor.
2. Responsible for bookkeeping all income/expenditures of the Student Activity Fee.
3. Abides by the Finance Guidelines (see Appendix D).
4. Prepares Executive Board budgets.
5. Submits an expenditure report to the Finance Advisor & SG President at the beginning of each month and to clubs/organizations as needed.

G. The Student Government Vice President for Judicial Affairs:
1. Upholds the standards and rules set in the SG Constitution.
2. Responsible for maintaining attendance records and office hours of all SG Members.
3. Establishes and facilitates all SG Judicial Affairs Committee meetings (ad-hoc as needed).
4. Abides by the Judicial Affairs Committee guidelines (see Appendix E).
5. Calls all meetings when required and will file all paperwork, including warning letters and notice to parties involved in judicial hearings.
6. Votes to create or break a tie within the SG Judicial Affairs Committee.
7. Responsible for maintaining an opinion free from bias towards all SG members.

H. The Student Government Vice President for Public Affairs:
1. Responsible for the creation of all marketing plans for the SG Executive Board and for executive committees. This means, the Vice President for Public Affairs will be held responsible for the creation and coordination of all materials, including but not limited to:
   a. Advertisement graphics
   b. Video promotions
   c. Social media initiatives
   d. Increasing/Maintaining Social Media Followers
2. Shall be in charge of running the SG social media accounts, global email account, and the website.
3. Must collect all Social Media contracts that are to be completed by all SG members upon Election or Appointment and before the Installation Ceremony.
4. Responsible for assisting the Public Affairs Chair(s) on each class board in their marketing efforts.
   a. The Advertising and Public Affairs Chair(s) will make up the Public Affairs Committee and will meet biweekly at a time they decide to discuss the current SG advertising initiatives.
I. The Four Academic Class Presidents:
   1. Assists in the development of class activities on campus within the wellness model.
   2. Establishes and facilitates all class meetings (weekly basis).
   3. Appoints:
      a. One elected/appointed voting member from their respective class boards to the SG Judicial Affairs Committee.
      b. Class member to any vacancy in the Senate (of their class) and in Class Officer Position.
      c. Non-voting class members to various committees.
4. Oversees class budget prepared and administered by the Class Treasurer.
5. Has the right to establish rules pertaining to their specific board. Each rule must pass approval by two-thirds vote of that board.
J. The Student Government Secretary:
   1. Is appointed by the SG President, under Article II, Section 3-B (approval by two-thirds vote of the Senate).
   2. Attends and records the minutes of Executive Board meetings.
   3. Distributes minutes to Executive Board members and SG Advisors within 24 hours after the SG Executive Board Meeting. Copies of the minutes can be made available to the additional Ex-Officio members upon request.
   4. Sends correspondence as requested by the Executive Board.
   5. Performs other administrative duties as assigned by the SG President.
   6. Records weekly attendance at meetings.

Section 3: Responsibilities of the Student Government Senate
A. The Senate, as a whole, will address all concerns regarding the general welfare of the students, providing feedback and input to the University Administration.
B. The Senate will approve (with two-thirds vote) all designated appointments within SG, (except committee chairpersons who are appointed by the ranking Executive Board members), as stated in this Constitution.

C. Senators are voting members of their respective class board; duties may include, but are not limited to, the following:
   1. Must be able to attend weekly Class Board meetings set forth by the Class President
   2. Must be able to attend weekly Senate meetings on Tuesday at 7:40PM.
   3. Senate Committee assignments/Meet with Senate Link as needed
   4. Attend all mandatory SG events (listed in Article V, Section 1-C)
   5. The Senate Secretary will be responsible for recording minutes and attendance at all meetings and distributing to all members of Senate within 24 hours after the Senate Meeting.

D. Every Academic Year, the SG Executive Vice President for Senate is required to coordinate a variety of events that educate the student body on topics/concerns of the campus community.

Section 4: Responsibilities of the Class Officers
   A. These officers will represent the interests of their class in SG, as well as, coordinate the social activities of their class.
   B. The President’s responsibilities are outlined in Article V, Section 2I of this Constitution.
   C. The class Vice President assumes the role of the President in the event of the President’s absence, vacancy, or removal/impeachment.
   D. The class Treasurer will maintain financial records for the class and report the class financial status.
   E. The class Secretary will be responsible for recording minutes and taking attendance at all class officer meetings, and distribute the minutes to board members.

Section 5: Appointed Chair Positions
In addition to the elected officers, chair positions will also represent the class as non-voting members. Chair positions will work in areas designated by the Class President. Although these members cannot participate in a formal vote, they can vote in a consensus vote when appropriate. Chair positions are to carry out all responsibilities that are assigned to them. This includes attending weekly class board meetings, and supporting class sponsored events and programs. Chair positions are eligible for written documentation and can face Judicial Review by the Judicial Affairs Committee.

Article VI: Elections

Section 1: Election of Officers by the Student Body
   A. **Fall Elections**: Elections for the fall semester will be held over one to two consecutive days between the fourth and seventh week of the semester. Election dates are determined by the Student Life Department. Freshmen appointed positions must be approved by a two-thirds vote of the current senate at least 24 hours prior to Installation. A simple majority of those who vote is needed to win.
B. **Spring Elections:** Elections for the spring semester will be held over one to two consecutive days between the eighth and twelfth week of the semester. All appointed positions must be approved by a two-thirds vote of the current senate at least 24 hours prior to Installation. Election dates are determined by the Student Life Department. Freshmen, Sophomore and Junior students can participate in the spring elections. A simple majority of those who vote is needed to win an election.

C. **Term of Office:** Positions elected in the spring serve for a period of one year. An Installation Ceremony, shortly after elections, will be the official beginning and end to elected/appointed terms. Freshmen students elected in the fall will assume their positions at the Installation Ceremony held during the SG Leadership Seminar.

D. **Voting Qualifications:** All candidates must sign out an election packet. The election packet will contain all campaign rules and regulations necessary to run for a position.

E. **Qualifications:** All candidates for an elected office must meet the qualifications (listed in Article II, Section 4) at the time of elections. Candidates may run for only one elected position.

F. **Election Process:**

1. **Fall:** Executive Board members will serve as the Fall Elections Committee for Freshmen Student Elections, under the same supervision as the Spring Elections Committee. Voting will be set up by the SG Advisor and the handling of the results will be conducted by the SG Advisor with the SG President/Chairperson in attendance. Election tables will be organized by the Elections Committee. Election results will be posted within four hours of the closing of the polls. The Student Life Department will keep all results for a period of one week.

2. **Spring:** Any member of SG not running for any election, plus the current Senior Class Officers/Senators, will serve on the Elections Committee under the coordination/supervision of the SG President and the SG Advisor. If the SG President is running for re-election, the SG Advisor will select a chairperson from the current Executive Board.

G. **Election Appeal:** If a candidate believes that there has been voting misconduct of sorts, the student must file an appeal to the SG Advisor within a 48 hour period from election results being posted. The SG Advisor, along with the Elections Committee, will consider the appeal and decide whether a new election will take place.

### Section 2: Vacancies/Replacement of Members

All selected candidates must go before the existing Senate of which a two-thirds vote must take place for confirmation and installation. In the event a vacancy occurs within an SG appointed position, please refer to Article IV, Section 1-B.

A. **Vacancy/Replacement of Senate/Class Officers:** In the event of a vacancy in the SG Senate, or Class Officer Position, the President of the academic class in which the vacancy occurs will appoint a member of that class who meets the requirements of the Class Office/Senate. All vacancies must be advertised through email and social media for a period of seven days. All candidates interested in a vacant position must fill out a SG Vacancy Position Application.

B. **Vacancy/Replacement of Executive Board Members:** Replacements for vacated positions on the Executive Board, excluding Class President positions, will come from the SG President. Any
such appointment needs approval of a two-thirds vote of the SG Senate to go into effect. Any vacancy/replacement will be filled no more than two weeks after the date of vacancy.

C. **Vacancy/Replacement of Student Government President:** Should the SG President resign or be removed from office; the Executive Vice President for Senate will assume the office. In this case, the new SG President will select a new Executive Vice President for Senate from the pool of the current elected Senators. In the occurrence of a double resignation/impeachment of the SG President/SG Executive Vice President for Senate, a meeting shall be called of all Executive Board members, Senators, and Class Officers. This meeting shall be run by the SG Advisor in accordance with SG operating procedure. Vacancies will be announced and applications will be available to the members mentioned above for a period of one week. At the following meeting, applicants will be asked to speak before the SG members (members within Article II, Section 3-A and 3-B) and a majority vote by all members in attendance is needed for approval of each position, subject to a two-thirds vote of the SG Senate needed for installation. In the event that no member applies for either position, applications will be open to the current student body at large.

**Section 3: Oath of Office**

All newly elected and appointed Executive Board Officers, Class Officers, and Senators will take the oath listed below, to be administered by the current and/or new SG President at the SG Installation Ceremony. Freshmen Class Officers and Senators will take the below listed Oath of Office to be administered by the SG President at the SG Leadership Seminar.

> “I do solemnly affirm my commitment to faithfully execute the office of (name of office) and will, to the best of my ability, fulfill the responsibilities identified in the Constitution of the Sacred Heart University Student Government, so help me God.”

**Article VII: Amending the Constitution**

**Section 1: Constitutional Amendments**

A. This constitution will be amended in either of the following manners:

1. A proposal for the amendment will be submitted in writing, with a four-week time frame in mind, by any member of SG. The proposal will be given a second reading at the next regular meeting of the Senate and it will then be voted upon. A two-thirds vote of the SG Senate will be necessary for passage. When the amendment has been passed three times in the Senate, the approved amendment will go from the Senate to the Executive Board where a two-thirds vote of the Executive Board is necessary to pass. In the event that the Executive Board does not approve an amendment, the Senate can make changes and submit the altered amendment to the Executive Board after being approved once.

2. This Constitution may also be amended by a referendum of the student body. A petition signed by two-thirds of the current full-time undergraduate students, submitted to the SG President will qualify the amendment to be placed on a ballot. A special election will be established by the Student Life Department once a petition is received by the SG President.
A majority of the full-time undergraduate students who vote will put the amendment into effect immediately.

Section 2: Constitutional Review

Constitutional Review must be held every other year for the purpose of amending and making any changes to keep the Constitution revitalized and up to the current standards of SG. The Constitutional Review Committee will be chaired by the SG Executive Vice President for Senate, and comprised of three Senators, and three Executive Board members, with the Senate Advisor (and SG Advisor if needed) also present. This committee will convene in the spring semester of every other academic year, and the evaluation and approval of the Constitution must be completed by the Installation Ceremony of that year. After the committee convenes, the revised Constitution must be read in its entirety at the first Senate meeting, and highlighted changes must be read at the second and third Senate meetings. Once the Constitution is approved three times with a two-thirds vote in Senate, it must then be read in its entirety and approved by a two-thirds vote in the Executive Board to pass fully.

Appendix A: Student Government Flow-Chart

Figure 1: Student Government Flow-Chart

Appendix B: Student Events Team Preamble

We, the full-time undergraduate students of Sacred Heart University, to provide for the general welfare of the student body, do hereby establish this Constitution, as an extension of the Student Life Department and as our own organization, we serve:
A. To support an involved campus with fun, spirit, and pride within the boundaries of Sacred Heart University.
B. Through the Executive Board, the Student Events Team provides events throughout the entire academic year.

**Article I: Name**
The name of this organization shall be the Student Events Team, hereafter referred to as SET.

**Article II: General Membership**

**Section 1: General Membership**
General membership shall be open to any full-time undergraduate student at Sacred Heart University who wants to be active in the programming on campus. No student(s) will be denied membership to SET.

**Section 2: Role of General Members**
All general members are encouraged to program alongside the Executive Board and attend general member meetings.

**Article III: Executive Board**

**Section 1: The Composition of the SET Executive Board**
The governing body of SET is the Executive Board, each holding the following positions:

A. Student Government Vice President for Student Events Team (SET)
B. Chair(s) for Advertising Committee
C. Chair(s) for Entertainment Committee
D. Chair(s) for Novelty Committee
E. Chair(s) for Public Affairs Committee
F. Chair(s) for Relay for Life Committee
G. Chair(s) for Retention Committee
H. Chair(s) for Special Events Committee
I. Chair(s) for Theme Committee
J. Chair(s) for Trips and Travel Committee
K. Secretary

**Section 2: Appointing Executive Board Members**

A. The role of an Executive Board member is open to all full-time undergraduate students with a minimum GPA of 2.3. If a student receives lower than a 2.3, the student will be considered inactive and be removed from the position within the organization. All Executive Board members are held to the standards of SG members as set forth in Article II Section 4.

B. **Executive Board Appointment:** All students interested in a position on the Executive Board must fill out an application, which will be reviewed by the newly appointed SG Vice President for Student Events Team. All applicants will be interviewed by the new SG Vice President for Student Events Team and the SET advisor.

C. **Term of Office:** All appointed positions will be selected by the new SG Vice President for Student Events Team in the Spring Semester after SG Elections and will serve on Executive Board for one
academic year. Once the SG Vice President for Student Events Team and the SET advisor establish the Executive Board, the status of each board member is initiated.

Section 3: Rights & Responsibilities of SET Executive Board Members

The general rights and responsibilities of SET Executive Board members include the following:

A. Every SET Executive Board member will have the right to freedom of speech, of the press, of peaceful assembly, and to organize/join associations promoting their common interests provided the exercise of these rights does not present a conflict with the mission statement of Sacred Heart University.

B. Any SET Executive Board member under Judicial Review (see Appendix E) has the right to due process.

C. All SET Executive Board members and recognized student groups have a series of privileges afforded to them by Sacred Heart University through the Student Life Department.

D. Executive Board members must attend all Executive Board meetings, general member meetings and other events or conferences that the SG Vice President for Student Events Team makes mandatory. Failure to attend mandatory events/meetings will result in a written documentation.

E. The Executive Board chair must be present at all events organized by their committee, unless other arrangements have been made with the SG Vice President for Student Events Team.

F. The SG Vice President for Student Events Team must hold 1-on-1’s with each Executive Board member. Executive Board members hold the right to request a 1-on-1 at any time throughout the semester. If the SG Vice President for Student Events Team fails to hold 1-on-1’s, the SG VP for SET will be documented by the SET advisor or the SG President.

G. If at any time a requirement or duty is not fulfilled by an Executive Board member, he/she will be documented by the SET advisor, SG Vice President for Student Events Team or SG President.

Section 4: Duties of the Executive Board Members

A. Student Government Vice President for Student Events Team:
   1. Develops activities on campus within the wellness model.
   2. Establishes and facilitates SET Executive Board meetings.
   3. Is an Ex-Officio member of all SET Committees.
   4. Oversees all committees/chairpersons of SET.
   5. Meets with each committee chair. (see Appendix B, Article III, Section 3G)

B. Chair(s) for Advertising Committee:
   1. Responsible for coordinating with other Executive Board members to promote SET’s meetings and events.

C. Chair(s) for Entertainment Committee
   1. Responsible for booking acts that would fall under the entertainment category, including, but not limited to, musicians/bands, comedians, hypnotists, magicians, and films.

D. Chair(s) for Novelty Committee:
   1. Responsible for planning and running homegrown and novelty events.
2. Responsible for planning and coordinating monthly Bingo.

E. Chair(s) for Public Affairs Committee
   1. Responsible for utilizing advertisements created by the Chair(s) for Advertising Committee and promote all events and meetings campus wide via email, social media, and miscellaneous marketing platforms

F. Chair(s) for Relay For Life Committee
   1. Responsible for planning Relay for Life fundraising events.
   2. Responsible for organizing the American Cancer Society’s Relay for Life on campus.
   3. Previously been on the Relay for Life Committee (preferred but not required)

G. Chair(s) for Retention Committee
   1. Responsible for overseeing the general members: including facilitating meetings, planning activities and tracking membership.

H. Chair(s) for Special Events Committee:
   1. Responsible for planning and running special events, including Fall Fest, Siblings Weekend and Spring Fest.

I. Chair(s) for Theme Week Committee:
   1. Responsible for planning and running various events that are appropriate for the different themed weeks, including Harvest Week and Winter Week.

J. Chair(s) for Trips and Travel Committee:
   1. Responsible for organizing off-campus trips.

K. Secretary:
   1. Records the minutes of Executive Board meetings.
   2. Distributes minutes to Executive Board members and SET advisor.
   3. Keeps a record of SET members’ attendance at meetings and events.

Article IV: Student Events Team Bylaws

Section 1: Student Event Team Standard Operating Procedures

A. General Member Meetings
   1. The SG Vice President for Student Events Team is required to determine a meeting time and location for the general members. This meeting is open to all full-time undergraduate students. During this meeting, the SG Vice President for Student Events Team will announce upcoming events. Executive Board members will also meet with their general members to discuss upcoming committee- specific events and brainstorm new event ideas and advertising.

B. Executive Board Meeting
   1. The Executive Board meeting will be established and facilitated by the SG Vice President for Student Events Team.
   2. The Executive Board will meet weekly and discuss events and relevant SET affairs. Attendance is required for all Executive Board members. Failure to attend will result in written documentation by the SG Vice President for Student Events Team or the SET advisor.
Appendix C: Council of Clubs and Organizations

Section 1: CCO Rules and Regulations

A. All clubs/organizations must abide by the following rights and responsibilities. No club/organization shall deny membership on the basis of sex, race, creed, nationality, or physical challenge. All clubs/organizations must adhere to Sacred Heart University’s mission statement.

B. All Student Leaders:
   1. Must maintain a 2.0 G.P.A. on a semester and a cumulative basis. If a student receives lower than a 2.0, then the student will be considered an inactive member and removed from the position within the organization. Inactive status means the inactive student will not be allowed to participate in club activities, meetings, etc.
   2. Must be a full-time undergraduate, degree seeking student (full-time is defined as completing twelve academic credit hours. Exception applies to seniors in their second semester. They may be eligible if they take a minimum of nine credit hours).
   3. Will be ranked for class standings as follows:
      a. Sophomore 24-53 Credits
      b. Junior 54-83 Credits
      c. Senior 84 credits or more

C. Must abide by the Council of Clubs and Organizations Resource Guide

Section 2: Responsibilities of Active Clubs/Organizations in Good Standing

A. All Club Presidents must attend the President meetings monthly.

B. All clubs must submit a semester-end report to the VP for CCO by the end of each semester.

C. Within the first three weeks of each academic semester, clubs/organizations must submit the following to the VP for CCO:
   1. An updated constitution for the club/organization.
   2. A roster of members, officers and Advisor.
   3. If a club loses an Advisor, they have one month to find a new Advisor and submit the name to the VP for CCO. The CCO Advisor will be the interim Club Advisor until a new Advisor is found. If the club/organization fails to do this, they will become inactive and must meet with the CCO Advisor.
   4. Any club news should be brought to each CCO President’s meeting.

D. The club’s respective Advisor must approve all paperwork and event planning before final Student Activities approval.

E. Clubs must have active participation at all mandated Open Houses, Pioneer Days, Club and Organization Fairs, and other related events.
   1. Failure to adhere to this will result in the club becoming inactive and the president is required to meet with the CCO Advisor.

F. All clubs/organizations are responsible for submitting a funding request if needed and maintaining a financial account in accordance to the SG Financial Guidelines (see Appendix D).

G. At the end of April, all clubs must turn in an E-board roster for the upcoming academic year.

Section 3: Rights

A. All clubs/organizations may:
   1. Apply for funds from the SG VP for Finance.
3. Promote events/meetings with the approval of the Student Activities Department. Student Life must stamp any and all advertising before being displayed.

4. Have a mailbox in Hawley Lounge outside the SG Office. All mailboxes should be checked and emptied weekly.

5. Reserve University space free of charge for meetings/events.

Appendix D: Club/Organizations Financial Procedures

All clubs/organizations who would like to request funds from the Student Activity Fee must submit a Funding Request Form to the Vice President for Finance. The Vice President for Finance is responsible for directing the appropriations and expenditures of the Student Activity Fee under the advisement of the Student Life Department. All budgets are reviewed on a first come, first served basis and until all money is depleted. A club/organization must be in good standing to be considered for funds. The following guidelines have been developed to help your group better understand the role of the Vice President for Finance. They are to provide a concrete outline of the rules and regulations created and implemented by the SG Vice President for Finance of Sacred Heart University.

Article I: Eligibility for Funding

Section 1: Requirements

In order for a club/organization to receive funding from the Finance Board, it must be an active club/organization in good standing with the CCO. (see the CCO Resource Guide)

Article II: On-Campus Accounts

Every club/organization must have an on-campus account. Once the CCO has stated that your club/organization is presently an active group, you will automatically have an on-campus account. Off campus accounts are not permissible.

Article III: Beginning Balances

In the event that a new club/organization evolves, that club/organization will receive a beginning balance of $250. If a particular group has an outstanding deficit, the amount past due will be deducted from their budget request. The Vice President for Finance will keep track of where this money is spent. All clubs/organizations will have a beginning balance of the unspent fundraising dollars from previous years.

Article IV: Police at On-Campus Events

Section 1: Police for On-Campus Events

Police may be provided by the Finance Board for a campus-wide event located on campus per approval from the Student Life Department. This event must benefit the campus as a whole. Police will be provided free of charge upon submitting a Funding Request Form to the Finance Board. The request must be given to the Finance Board three weeks in advance, prior to the scheduled event. This form will then be submitted to Public Safety who will in turn hire the police for the event. In the event that your club/organization sponsors two or more on-campus events that are beneficial to the whole campus and require police, you must submit a formal request to the Finance Board.
Section 2: Police for Off-Campus Events
Any club/organization sponsoring a campus wide off-campus event should include police assistance in their budget when projecting their estimated total expenses. Though each request will be considered by the Finance Board, this does not guarantee that it will be approved.

Article V: Items Not Funded
Section 1: Items for Group Use Only
The Finance Board will not fund items that do not benefit the school as a whole. The Finance Board will have the final say in determining what items will have funding provided for. Examples of items that will not be funded may include, but are not limited to:

A. Personal entertainment for group members
B. Awards or prizes for group members
C. Group charter/Individual Dues
D. Jackets, sweatshirts, t-shirts, or any clothing for personal use
E. Uniforms
F. Equipment
G. Food and beverages

Section 2: Not Representative of the Whole School
The Finance Board will not fund the following items because they may not express the opinion(s) of the entire college community:

A. Charitable contributions
B. Partisans political activities
C. Outside Organizations (i.e. Political Organizations which have no ties to the University or do not represent this Institution.)

Article VI: Specific Item Funding
Section 1: Transportation
If a campus-wide event or a conference requires transportation, the Finance Board will fund 50% of the total transportation cost. The Finance Board, can only fund transportation for one campus wide event or conference each semester, per club/organization. If the event does not benefit the campus as a whole (to be determined by the Finance Board), no funding will be considered for the transportation. If the event/conference requires airfare or train fare, the Finance Board will fund up to 50%. Gas reimbursement is based on mileage.

Section 2: Retreats and Conferences
A. Each club/organization is permitted to attend one conference/retreat/competition each semester. Clubs/Organizations wishing to attend a conference/retreat/competition must furnish a brochure or other documentation advertising the event. Dates, locations and expenses must be itemized. The total amount allocated by the Finance Board is not to exceed the conference cap of $3,000.
B. The Finance Board will not fund retreats that are sponsored by individual organizations.
C. If hotel rooms are needed, there must be the maximum number of same gender individuals per room.
Section 3: Speakers/Lecturers
Expenses/fees for bringing speakers/lecturers to campus will be funded up to $2,000 per semester. It is the club/organizations responsibility to fund the remaining balance if necessary.

Section 4: DJ Expenses/Bands
The Finance Board will fund up to $500 for expenses pertaining to the hiring of a DJ or a band for a campus-wide event.

Article VII: Fundraising
Section 1: Purpose of Fundraising
Fundraising will allow for further internal revenue to help support your own club/organization.

Section 2: Items for Fundraising
Items that will be sold to raise funds for a club/organization will be approved for funding by the Finance Board on the condition that the cost of such items will be returned to the Finance Board within two weeks after the sale has ended.

Article VIII: Retrieval of Funds
At the close of each semester, all unused allocated funds remaining in a clubs/organizations budget will be returned to SG. Funds that are not returned to SG include the following:
   A. Any funds that were carried over from the previous year.
   B. Funds raised by the club/organization through fundraisers.
   C. $250.00 beginning balance given to new, active clubs/organizations.

Article IX: Receipts
Each club/organization is responsible for turning in all receipts to the Life Office within 72 hours of purchase. Any receipts not turned in will result in a freezing of the club/organization’s account until the receipts are received.

Article X: False Expenditures/Receipts
Section 1: Money Spent By Clubs/Organizations
If the receipts indicate a purchase made on something other than what was agreed upon by the Finance Board and that purchase is not in direct relation to the original idea/concept of which was specified (decision to be made by the VP for Finance), that club/organization will be held accountable for the money spent. They will be required to repay the Finance Board within a month on any unrelated expenditure that the Finance Board did not agree upon when reviewing that club/organization’s budget request form.

Article XI: Signing Contracts
No club/organization has permission to sign any kind of contract. Only the Associate Dean of Students has the authority to sign any and all club/organization contracts. In the event that a contract is signed by a club/organization member, without approval, it may result in personal financial liability on the part of the person or group of persons who signed the contract. It is not the responsibility of the Finance Board or the Student Events Team to facilitate money to the club/organization for the fulfillment of the contract in such an instance. The club/organization will either have to cancel the contract, if possible, or
absorb the cost themselves. Therefore it is in your club/organization’s best interest to speak to someone in the Student Life Department before putting your club/organization in jeopardy or at a risk for such a loss.

Article XII: Budget Requests
Section 1: Deadlines
   A. Clubs/organizations can request a budget a semester in advance.
   B. Budgets will be accepted for each semester until allotted money for requests is allocated.

Article XIII: Obtaining Checks
Each club/organization must expect at least a three week waiting period for a check to clear. So, plan ahead and be prepared to patiently wait in some cases. Purchase Orders must be brought to the Student Life Department after your club/organization obtains the signature of its respective Advisor. All checks will then be issued through the business department.

Article XIV: Fixed Budgets
Any club/organization can request a fixed budget or a set amount of money. The club/organization must submit a list of all expenditures that the club/organization may need, however it is done for the entire school year, and some of the same guidelines would not apply. Fixed budgets, although different from regular budgets, must still show that all costs benefit the campus as a whole.

Appendix E: Student Government Judicial Affairs Committee
Preamble
The purpose of the SG Judicial Affairs Committee is to monitor attendance and all responsibilities and/or job descriptions as outlined in the SG Constitution. Other incidents that may come to the attention of the SG Judicial Affairs Committee may be, but are not limited to, missed meetings or office hours, failure to attend a required function, and failure to turn in weekly reports or attendance sheets to the SG Judicial Affairs Committee.

Article I: Name
The name of this organization shall be the Student Government Judicial Affairs Committee.

Article II: Membership
Section 1: Judicial Affairs Committee
The SG Vice President for Judicial Affairs will oversee the SG Judicial Affairs Committee and all hearings. The Committee will be comprised of an elected/appointed voting member of each academic class board and two Student Affairs Staff Members.

Section 2: Selection of Committee Members
Each class President will appoint one member from their respective class boards no later than the third Monday of the first semester, with the exception of the Freshmen Class, which will be appointed the first Monday following elections. Staff members will be chosen from volunteers from the Student Affairs staff. Students and Staff selected will serve for the entire academic year. Once the committee members
have been selected, an Oath Reader and Secretary will be appointed by the Vice President for Judicial Affairs.

**Article III: Appeals Process**

A. A student may appeal the outcome of the hearing and/or the levied sanction(s).

B. A student has three business days from notification of the committees finding to appeal the decision. The student must appeal in writing to the SG Vice President for Judicial Affairs, the SG advisor, and Associate Dean of Students.

C. All appeals will be heard by the Associate Dean of Students.

**Article IV: Impeachment/Removal of Student Government Members**

Any student, from the Sacred Heart University Community, who believes that a SG member is not fulfilling the duties/responsibilities set forth by the Sacred Heart University SG Constitution, has the opportunity to present written or physical evidence to the SG Vice President for Judicial Affairs. The Judicial Affairs Committee will decide by a majority vote whether an impeachment/removal hearing is necessary.

**Article V: Student Government Judicial Bylaws**

**Section 1: Meetings**

A. All SG Judicial Board Committee Meetings/Hearings will be ad-hoc.

B. All committee members will be given at least 72 hours notice if a meeting/hearing is taking place during that week.

C. All meetings will be officially closed unless otherwise stated by the SG Vice President for Judicial Affairs.

**Section 2: Documentations**

For each infraction/incident, each organization should submit a documentation form detailing the infraction/incident. All documentation forms must be submitted to the SG Vice President for Judicial Affairs within seven business days of the infraction/incident, or else the infraction/incident will be summarily dismissed. This form is required to be submitted by the organization leader and be signed by the leader’s Advisor. In the case that the organization’s leader is being documented, the Advisor may document the incident. The SG Vice President for Judicial Affairs will hold all documentation forms for the length of one term of office.