



# **CONSTITUTION**

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## **Preamble**

### *Statement of Purpose:*

The Xavier University Student Government Association exists to continuously improve the University and develop all undergraduate students - part-time and full-time, traditional and non-traditional alike, hereinafter all students - as responsible and involved members and leaders of society.

The Xavier University Student Government Association provides a forum for civic training and student participation in University governance and strives to preserve the rights and freedoms of all students.

To this end, the students of Xavier University do hereby ordain and establish this Constitution.

## **Article I General Provisions**

### *Section 1.*

This organization, including all parts authorized herein, shall be entitled the Xavier University Student Government Association, hereinafter Association. This Constitution will supersede all other student organization by-laws.

### *Section 2.*

The Association will serve the University community under the sponsorship of the Associate Provost for Student Affairs; all Association decisions are subject to the Associate Provost's approval. The Senior Director of Student Affairs will function as the Associate Provost's designee.

### *Section 3.*

The branches of the Association shall include an Association Executive, hereinafter Executive, a Student Senate, hereinafter Senate, and Student Representatives on University Committees. The Association shall endorse any petitions to form University Affiliated Organizations, hereinafter U.A.O., subordinate bodies, or clubs it deems necessary.

### *Section 4.*

All undergraduate students shall be members of the Association by virtue of their enrollment and are entitled to vote in all Association Elections. Active membership in any of its branches shall require the student member to maintain good standing as defined in the University's official Student Handbook, unless otherwise stated. Members of the Student Government Association Senate and Executive shall maintain a semester average GPA of 2.25 and cumulative GPA of 2.5 and must maintain a good conduct standing defined as the absence of a probation sanction, either university or residence life, and that all previously assigned conduct sanctions have been completed on time. Verification of such qualifications will be the responsibility of the Office of Student Involvement staff. Election or appointment to University Committees and/or offices established under this Constitution shall have the same requirement in addition to those imposed herein.

*Section 5.*

The Dean of Students may remove members of the Association based on conduct sanctioning that would disqualify their continued participation. The Office of Student Involvement may remove members from the Association based on academic ineligibility.

**Article II**

**Association Executive**

*Section 1a.*

There shall be an Association President and two Vice Presidents who together will comprise the Executive, elected from and by the student body each year under the provisions of the Elections Code. The Executive shall be elected prior to the Senate and shall serve a one-year term from January 1 until December 31.

*Section 1b.*

No person shall be elected as an Executive who has not completed twenty four (24) credit hours at this University by the time the election process begins and who does not have at least enough unfinished undergraduate credits remaining to complete the full term as an Executive.

*Section 2a.*

The Association President shall be the official student government representative to the University administration, faculty, staff, Board of Trustees, alumni and the larger community. The Association President shall keep in contact with all bodies of the Association and shall advise them in the course of their responsibilities. These duties may be delegated to other qualified students as needed.

*Section 2b.*

The Executive shall recommend to the Senate all students for appointment to University Committees. Applicants must apply for University Committee appointments, and may or may not be offered the opportunity to be interviewed for an appointment. The Executive must make present recommendations for University Committee appointments to the Senate before the end of the spring semester. With the Senate's confirmation, the names of these students will be forwarded to the Provost and Chief Academic Officer who will make appointments on behalf of the University President. The Association President will keep in contact with and advise the student members of the University Committees during their terms in office.

*Section 3a.*

The Executive may appoint any temporary (ad-hoc) committees or commissions to investigate issues, propose courses of action, or execute policy as may be necessary. These appointments are not subject to prior Senate approval but must be reported to the Senate. The report must include the names of the students participating, the purpose of the group and its projected completion date.

*Section 3b.*

The Executive will be responsible for all duties outlined in Article V – Association Budget of the Xavier University Student Government Constitution.

*Section 3c.*

The Executive may propose contracts to the Association Advisors on behalf of the Association with individuals, organizations, or companies for goods or services within the jurisdiction of the Office of Student Involvement.

*Section 4a.*

The Association President shall be present at the meetings of the Senate and shall preside over the Senate. The Association President shall be allowed to vote only if a decision is tied. The Vice Presidents shall assist the Association President in the execution of that officer's duties. The Vice Presidents shall report on their duties to the Senate as necessary. In the event that the President is absent, another member of the Executive may preside.

*Section 4b.*

In the event that the Presiding Officer must leave the room during a meeting of the Senate, they must rescind presiding duties to another member of the Executive.

*Section 5.*

There shall be biannual reports of the Executive. The reports shall be written documents submitted to the Senate, select members of the administration chosen by the Executive, the Xavier University student news publication and posted on the Student Government website at the conclusion of spring and fall semesters. These reports will include the names of all people to which the reports are sent. The reports shall consist of, but are not limited to, the initial platform or goals of the Executive and performance summary of their term in office (including met and unmet goals). They may also include a recommendation for the future of the Association.

*Section 6a.*

The Senate may impeach any member of the Executive for negligence, dereliction of duties, gross incompetence in the performance of position or any other actions that tend to discredit or reflect poorly on the Association. Impeachment signifies the permanent removal of a member of the Association. In order to initiate the removal of any member of the Executive, a Senator shall file a formal complaint. The complaint must be endorsed by five other members of the Senate. An impeachment board, consisting of the Advisor of the Executive, Advisor of the Senate and Chair of the Board of Elections, will meet with the complainant to discuss the claims within three (3) business days. The Associate Provost of Student Affairs may substitute for the Advisor of the Executive and Advisor of the Senate with alternative staff members at their discretion. They may also substitute the Chair of the Board of Elections with another student. If the claims are determined to be valid, the impeachment board shall meet with the accused member of the Executive within (2) business days following the meeting with the complainant. The impeachment board will attempt to mediate the issues to the satisfaction of the complainant. If the complainant is not satisfied, they may bring the complaint to the senate and move for impeachment. No motion may be brought to the Senate for removal if the accused has not met with the impeachment board. The Senate must approve the motion with two-thirds (2/3) of the vote.

*Section 6b.*

In the event that the President resigns their position or is impeached, the Senate shall vote between the Vice Presidents to decide who will fill the vacancy during a special meeting outside of the regular meeting time. This vote must have support of majority of the Senate to pass. This

special meeting will follow all aspects of the rules of order. This meeting shall be publicized as open to the entire university community to attend and speak during Public Forum.

*Section 6c.*

In the event that a Vice President resigns their position, is impeached or moves into the Presidency, the President will appoint a new Vice President to be confirmed by the Senate. This appointment requires a simple majority to pass. In the event that the term is coming to a close, it is at the discretion of the President to choose if an appointment will occur.

*Section 7.*

The Presiding Officer shall have the power to formally reprimand Senators for any actions that tend to disrupt Association proceedings, discredit or reflect poorly on the Association. Any member of the Senate that is out of order is subject to disciplinary action by the Presiding Officer after a verbal warning is given. If a member of the Association fails to comply with the Rules of Order after receiving a verbal warning, the member may be reprimanded. Formal reprimands may include actions such as suspension of voting rights, suspension of speaking rights and expulsion for the duration of the meeting. Actions that are subject to such disciplinary action include usage of unapproved technology during the meeting, failure to comply with the dress code determined by the Executive, untimeliness and speaking out of turn. Formal reprimands by the Presiding Officer may be overturned by members of the Senate with two-thirds (2/3) approval.

*Section 8.*

No member of the Executive can simultaneously serve on the Board of Elections.

### **Article III Student Senate**

*Section 1a.*

There shall be a Senate, elected from and by the student body each year under the provisions of the Elections Code. The Senate shall serve the student body and the University community in partnership with the Executive. The Senate shall be the policy-making board for the Association. It shall consist of twenty Senators elected during the fall semester from the undergraduate student body. The composition of the elected Senate will guarantee four seats for first year students during the Senate Election; the remaining sixteen seats will be elected at-large from students in any class year. Any Senate candidate must also be eligible to serve a full term on the Senate.

*Section 1b.*

Elected Senators shall serve their term from January 1 until December 31.

*Section 1c.*

No person shall hold a seat in the Senate while serving as a member of the Executive.

*Section 2a.*

The Senate shall meet throughout the academic year when classes are in session, at least once each full week on Monday from 3:00 to 5:00 pm except finals weeks and at the call of its Presiding Officer or a majority of its members. These meetings are open to the student body.

*Section 2b.*

Two-thirds (2/3) of all voting members shall constitute a quorum to do business, but a smaller number may meet to discuss issues and receive reports. The Senate shall determine its own Order of Business, based upon Robert's Rules of Order. The President shall serve as the Presiding Officer during the Senate meetings and shall have no vote unless the members are tied in a decision. Each Senator present shall have one vote on the Senate floor and in its committees. Members must be present to vote. In the event of an absence, if the Senator has been previously excused by the Presiding Officer, they still maintain this right. No votes taken outside of a meeting shall be official. Decisions of the Senate and official statements of the Senate opinion shall be made by a simple majority except in cases where a higher number is required. A Senator must have a sponsor, or a second from a fellow Senator, when introducing a motion during New Business.

*Section 3.*

Prior to initiating a project, Senators must present a preliminary proposal to the board. In order to carry out a project as a member of the Association, one must receive an endorsement from the Senate. This endorsement is received by approval of the simple majority of all voting members. In the event that a project is not endorsed by the Senate, the project initiator may not carry out the project in the name of the Association.

*Section 4a.*

The Senate shall establish standing committees to conduct its business. The standing committees shall be Academic Affairs, Off-Campus Living, Residential Affairs, Student Organizations, and Student Rights & Identity. Each committee shall determine and announce regular meeting times and places, at least once every week.

*Section 4b.*

The chair and members of each committee shall be decided by the Executive with the approval from the majority of the Senate. Terms as chair and member shall run concurrent to the Senate term. Every three (3) years the committees shall be reviewed by the Senate, Executive and Senate Advisor.

*Section 4c.*

The Senate, by recommendation and/or approval of the Executive, may also move to remove a chairperson with approval from the majority of voting members.

*Section 4d.*

The Senate may form any special committees that are deemed necessary. When any item of business is referred to any committee, the Senate shall specify what the committee is authorized to do. Committees may be instructed to research a question and recommend a course of action to the full Senate. Special committees have the same power as a standing committee. Committees may be authorized or instructed to perform the actions necessary to implement Senate policy.

*Section 5a.*

The Senate shall have the power to impeach members of the Executive for disorderly conduct for actions that tend to discredit or reflect poorly upon the Association at any time, or for failure to complete any duties of their office (see Article II, Section 6a).

*Section 5b.*

The Senate shall have the power to remove its members for disorderly conduct for actions that tend to discredit or reflect poorly upon the Association at any time or for failure to complete any duties of their office.

*Section 5c.*

The Senate may impeach any member of the Association for negligence, dereliction of duties, gross incompetence in the performance of position or any other actions that tend to discredit or reflect poorly on the Association. Impeachment signifies the permanent removal of a member of the Association. In order to initiate the removal of a Senator, a Senator shall file a formal complaint. The complaint must be endorsed by five (5) other members of the Senate. An impeachment board, consisting of the Advisor of the Executive, Advisor of the Senate and Association President, will meet with the complainant to discuss the claims within three (3) business days. The Associate Provost of Student Affairs may substitute for the Advisor of the Executive and Advisor of the Senate with alternative staff members at their discretion. They may also substitute the Chair of the Board of Elections with another student. If the claims are determined to be valid, the impeachment board shall meet with the accused member of the Senate within (2) business days following the meeting with the complainant. The impeachment board will attempt to mediate the issues as to the satisfaction of the complainant. If the complainant is not satisfied, they may bring the complaint to the senate and move for impeachment. No motion may be brought to the Senate for removal if the accused has not met with the impeachment board. The Senate must approve the motion with two-thirds (2/3) of the vote.

*Section 6a.*

Any member of the Senate has the ability to move into a Closed or Open Executive Session. The Executive Sessions are convened for the board to address important organizational issues. They may be initiated at any point during the meeting with two-thirds (2/3) of approval of all voting members. In the event that a Senator moves to enter into an Open Executive Session, the initiator of the motion now becomes the Presiding Officer for the duration of the session.

*Section 6b.*

In the event that a Senator moves to enter into a Closed Executive Session, the initiator of the motion may decide which non-voting members must exit the meeting room. Non-voting members include the Advisors of SGA, the Executive and any spectators. The initiator of the motion now becomes the Presiding Officer for the duration of the Executive Session.

*Section 7.*

The Senate shall have power to grant and revoke recognition and budgets for student clubs, U.A.O.s and subordinate bodies with final approval from the Associate Provost for Student Affairs or designee with two-thirds (2/3) approval. The Senate may terminate any such bodies when they are no longer necessary or beneficial to the student body, in consultation with the Office of Student Involvement and per Article IV.

*Section 8.*

The Senate will approve or not approve all student appointments and nominations proposed by the Association President.

*Section 9.*

The Senate may approve and help with the creation of rules for the conduct of all elections and appointment proceedings to any office of the Association. The Board of Elections may propose modifications to the Elections Code. Once these rules are established, the Board of Elections will be responsible for enforcing the rules for elections to any office of the Association with the help of the Senate.

*Section 10.*

No member of the Senate can simultaneously serve on the Board of Elections.

*Section 11.*

The Senate shall have authority to speak on behalf of the student body on issues that impact the quality of student life. The Senate may do so by the adoption of resolutions and/or statements of opinion or policy. The Senate may take any reasonable action not herein prohibited that seems beneficial to the student body.

*Section 12.*

The Senate may not provide compensation for its members, other than reimbursements for approved, official functions or reasonable out-of-pocket expenses relating to an approved activity.

*Section 13.*

Each Senator, individually, shall devote at least one (1) hour per week to respond to their Senate responsibilities. This hour shall not include any Association meetings and Committee meetings. Each Senator shall serve as a member or chair of one standing committee. Each Senator, acting as an individual student, may undertake any personal correspondence or public discussion of issues before the student body. Such correspondence must be made as personal expression unless backed by a majority decision of the Senate. Each Senator shall participate in the activities of the Senate and attend training workshops, as decided by the majority and as enforced by the Executives.

*Section 14a.*

The Senate shall identify multiple initiatives or projects that would enhance current student life. The projects are often focused within the respective committees.

*Section 14b.*

Upon completion of the project or initiative, or its sponsor's term of office, a final report that includes any information necessary to repeat or understand the project or initiative shall be prepared and entered into the Association's historical record. Duties common to all Senators will not be considered personal projects or initiatives.

*Section 15.*

Decisions of the Senate that address issues beyond the Senate itself, its activities, or funds must be presented to the Association President within two business days for consideration. If the Association President concurs with the action, they will sign it, and it will enter into force. If the Association President does not concur, they shall veto it by writing out their objections and returning it to its sponsor for reconsideration. If it is not returned within three working days of the Association President's having received it, or if two-thirds of the Senators present at the

meeting at which it is reconsidered approve it above the objections, it shall enter into force. The Association President may veto a specific part or item of the Senate decision by the same procedure. If the Association President does, the Senate may reconsider that part and approve it over the objections by a two-thirds majority. Decisions will be binding on all students seven days after entering force.

*Section 16.*

If a vacancy should occur in the Senate, an appointment process shall take place at the discretion of the Association President. After the first vacancy of a term, if there is any, the President will announce and circulate applications to the student body. Subsequent vacancies may be filled from the candidates for the first vacancy or from among candidates found during a new application period. All vacancy candidates are subject to the requirements stated in the Elections Code.

**Article IV**  
**Student Organizations**

*Section 1a.*

A club is a group of 10 or more current students, which is then placed into one of the following categories: Arts, Business, Club Sports, Education, General Interests, Health Professions, History Law and Politics, Honors, Identity, Language and Culture, Publications and Media, STEM, Service and Social Justice, Spirituality, and Wellness. Recognition granted by the Senate and the Association President that is approved by the Associate Provost of Student Affairs or designee, establishes a campus club. Clubs select for themselves faculty or staff advisor(s) that are full-time employees of the University. Clubs shall be operated by their student members and elected leadership to plan and conduct their own activities within the guidelines set by the Senate and the University. Clubs may receive Association funding, but are not guaranteed to be financed by the Association. Clubs are also given Association resources by the Senate and the Association President, including: general supplies, copying, banner paper and paint, and/or the use of any Student Organization Resource Room check-out items as well as access to request Student Organization Resource Funds (SORF) and an annual budget allocation from the Student Organizations Committee.

*Section 1b.*

The Office of Student Involvement shall supervise and enforce University policies and procedures related to clubs. When necessary, the Office of Student Involvement may intervene with clubs to address concerns related to club activities, inactivity, failure to comply with policies and procedures as well as other responsibilities of being an active organization. These interventions may lead to a revocation of privileges or recognition, in which the Senate would be notified. In addition, clubs are required to complete a Mid-Year and End of Year Report with the Office of Student Involvement.

*Section 1c.*

All clubs shall maintain their rights to exist and be recognized so long as they maintain an active membership, are sufficiently different from all other clubs, are consistent with the goals and mission of the University as a Jesuit, Catholic institution, and are of merit under the provisions of the Association Constitution.

*Section 2a.*

A Subordinate Body of the Association is a student organization that serves an official function on behalf of the student body by governing a select number of clubs or hall councils. Subordinate Bodies primarily govern smaller programming organizations and must have a faculty or staff advisor chosen by the group or appointed by the University to serve in an advising capacity to the group. They are responsible to the Association President for their areas of official function and are eligible to receive Association funding. One of the most common functions of a Subordinate Body is to directly distribute a dedicated pool of Association funds to the groups which they oversee. Subordinate Bodies may be given special authorities, granted by the Senate or the Association President related to their oversight of other organizations and the interest or needs of the student body. When a Subordinate Body is serving their function of governing other clubs and organizations, rules established by the body may not supersede existing policies, procedures and University regulations that already apply to the clubs and organizations.

*Section 2b.*

The Office of Student Involvement, along with other departments with whom the Subordinate Body is associated, shall supervise and enforce University policies and procedures related to Subordinate Bodies. When necessary, the Office of Student Involvement may intervene with subordinate bodies to address concerns related to their activities, inactivity, failure to comply with policies and procedures as well as other responsibilities of being an active organization. These interventions may lead to a revocation of privileges or recognition, in which the Senate would be notified. In addition, Subordinate Bodies are required to complete a Mid-Year and End of Year Report with the Office of Student Involvement.

*Section 2c.*

A club or organization petitioning to be a Subordinate Body must complete the Subordinate Body Recognition Process. The completed application must then be approved by a majority vote of the Senate. Subordinate Bodies are eligible for some of the resources granted to clubs by the Senate and Association President, including: general supplies, copying, banner paper and paint, and/or the use of any Student Organization Resource Room check-out items. These resources do not include any additional funding beyond the initial allocation, such as a request to the S.O.R.F. Board.

*Section 3a.*

A University-Affiliated Organization, hereinafter U.A.O., is an organization of students whose function is very similar to a club, but they have a special, elevated relationship with a University Department or Office. Their function serves to fulfill a greater student need on behalf of the University than that of a club. One of the major differences between a club and a U.A.O. is the level of support and non-financial resources that the U.A.O. receives directly from an office, namely in the human resources of advising as well as space given to the group by an office or department for use. These groups have a dedicated advisor or supervisor whose University role or job description directly includes the advising of this group. U.A.O.s are made up of 10 or more current students who join together for a common purpose and receive similar recognition to other Clubs – through the Senate and Association President as well as the Associate Provost of Student Affairs or designee. U.A.O.s shall be operated by their student members and elected

leadership to plan and conduct their own activities within the guidelines set by the Senate and the University. U.A.O.s are eligible for any resources granted to clubs by the Senate and Association President, including: general supplies, copying, banner paper and paint, and/or the use of any Student Organization Resource Room check-out items as well as access to request S.O.R.F. funding as permitted in the S.O.R.F Operating Document. A U.A.O classification permits the group to apply to receive priority funding (a line item of funds in the Association Budget) each year during prior to the funding process. To maintain the U.A.O. classification, these groups should annually receive at least a \$10,000 operating budget from the Association. Their budget is determined through the Student Activity Fee Budgeting process (facilitated by the Executives) and is a line item of the student activity fee.

### *Section 3b.*

The Office of Student Involvement shall supervise and enforce University policies and procedures related to campus University-Affiliated Organizations with a shared supervision taken on by the sponsoring department or office for this group. When necessary, the Office of Student Involvement may intervene with U.A.O.s to address concerns related to their activities, inactivity, failure to comply with policies and procedures as well as other responsibilities of being an active organization. These interventions may lead to a revocation of privileges or recognition, in which the Senate would be notified. In addition, U.A.O.s are required to complete a Mid-Year and End of Year Report with the Office of Student Involvement.

### *Section 3c.*

A club may be officially considered a U.A.O. if the organization meets all of the following criteria:

- A campus office or department agrees to provide an elevated level of support to the organization, including the specified responsibility of advising this club in the advisor's job description or duties,
- The organization receives at least \$10,000 in annual funding from the Association for their initial budget, and
- The operations of the organization are unique and critical to the mission of a University department or the needs of the student body, as deemed by the Senate, that if they were to no longer exist, the loss of programs or services would create a significant negative impact on the campus community.

### *Section 3d.*

To become a U.A.O., a club's U.A.O. Recognition Packet must be approved, and it must submit biannual progress reports to the Association President, updating the Association on their progress as an organization for the year.

### *Section 3e.*

All U.A.O.s shall maintain their rights to exist and be recognized so long as they maintain an active membership, are sufficiently different from all other organizations, are consistent with the goals and mission of the University as a Jesuit, Catholic institution, are of merit under the provisions of this Constitution, and continue to meet the three determining criteria to maintain their U.A.O. classification.

*Section 4a.*

The Association and each of its branches, bodies, organizations, and clubs shall have an advisor. The members of the organization and the Associate Provost of Student Affairs (or designee) together must accept and approve of the advisor. U.A.O.s, by nature, have a pre-determined advisor whose role is designated by their job description. The advisor will assist the students in the group with their own development as individuals and the development of the group as an institution. The advisor will inform the members of University policy that may apply to their activities or decisions.

*Section 4b.*

The senior student officeholder of each branch, body, organization, or club of the Association will certify in writing the name of that group's advisor. This Advisor Agreement Form shall include a statement that the advisor has been informed of the provisions of the Association Constitution concerning advisors and that the advisor and the members of the group agree to the relationship between them. A copy of this certification shall be forwarded to the Office of Student Involvement. A new certification will be made annually.

*Section 5.*

Revocation of the recognition of any branch of the Association (including clubs, subordinate bodies, and U.A.O.) due to failure to complete the requirements outlined in the Student Organization Manual, or because of actions that reflect poorly on the University, or that are not in accordance with policies in the University's official Student Handbook, shall be recommended by the appropriate Senate committee. The motion for official recognition revocation will come from the appropriate committee and will be voted on by the majority of the Senate in consultation with the Office of Student Involvement. Final approval will be granted by the Division of Student Affairs designee.

**Article V**  
**Association Budget**

*Section 1.*

The Association Budget, hereinafter Budget, will be funded through the student activity fee. The purpose of the student activity fee will be to fund student-led projects, initiatives, events, and student organizations that contribute to improving and benefiting student life. The Budget will be set for the Fiscal Year of July 1 to June 30.

*Section 2.*

At the start of the calendar year, the newly elected Executive will be charged with creating the budget for the next fiscal year.

*Section 3.*

The Budget shall be proposed before the end of March in order to approve the budget and notify organizations of their available funds for the upcoming Fiscal Year.

*Section 4a.*

The Executive will be responsible for soliciting proposals for funding student-led projects, initiatives, events, and student groups that will contribute to improving and benefiting student

life around campus. No item may go into the Budget without having been proposed for during this process.

*Section 4b.*

Executive leadership grants will be determined by the Senior Director for Student Affairs and the Associate Provost for Student Affairs. These are evaluated annually.

*Section 5.*

The Budget shall be approved with two-thirds (2/3) votes from the Senate. The Budget may be amended throughout the Fiscal Year with two-thirds (2/3) approval from the Senate.

*Section 6a.*

The Association Rollover will refer to any unspent SGA funds collected at the end of the fiscal year.

*Section 6b.*

Use of Association Rollover must be proposed by the Executive and receive majority approval by the Senate. During the summer, when Senate is not available to vote on the use of rollover, the proposal can be voted on by the committee chairs of the Senate and the Senate Advisor. Those members will have up to one week to respond to an email proposal for the use of rollover. If they do not respond, their vote will be nullified. When the fall semester resumes, all rollover spending must be reported to the Senate.

*Section 7.*

All student-led projects, initiatives, events and student organizations such as university-affiliated organizations and subordinate bodies that contribute to improving and benefiting student life and receive funding through the budget process must submit biannual reports to the Executive updating them on the utilization of their allocation. The Executive will then summarize the biannual reports and bring their findings to the Senate.

**Article VI  
Bill of Rights**

*Section 1.*

If a member of the student body petitions for an initiative and receives signatures from 250 members of the student body, then the Association must consider, debate and discuss the issue and take appropriate actions when necessary.

*Section 2.*

Each student has the right to express a complaint, concern, or suggestion to any Senator or member of the Executive. That officeholder may then act on the expressed issue.

*Section 3.*

The Senate and the Executive shall share responsibility for creating and maintaining an Office of the Student Rights Representative and Student Conduct Liaison in coordination with the Dean of Students Office.

*Section 4.*

The Senate and the Executive shall share responsibility for creating and maintaining a Board of Elections. The Board of Elections will perform all duties expressed in the Elections Code.

**Article VII  
Oath of Office**

*Section 1a.*

Any student entering into any elected or appointed office authorized under this Constitution shall take this oath:

I swear (or affirm) that I will perform the duties of (office) to which I have been elected (or appointed) and to uphold the Constitution of the Student Government Association to the best of my ability. I promise to always act in the best interests of the students I represent and to conduct myself in an upstanding and forthright manner. All for one and one for all.

*Section 1b.*

The Executive will administer this oath. It will be made orally and the student and the person administering it shall sign a written copy. The Association President will maintain records of these oaths.

**Article VIII  
Special Association Documents**

*Section 1.*

Special Association documents will include the SGA Elections Code, Student Organization Resource Fund, and the SOC Operating Document.

**Article IX  
Amendments and Interpretations**

*Section 1.*

Whenever three-fourths of the Senators present at a regular meeting agree it may be necessary, the Senate shall propose amendments to this Constitution. Any amendments so proposed must be approved by at least one of the following authorities, not including the proposing authority: the Association President, a majority of the club presidents or equivalent present at a public meeting called for that purpose, or a majority of students voting on a ballot referendum on the amendment. The Senate must obtain approval of another authority within one semester of the proposal. Amendments approved by the proper student authorities and the Associate Provost of Student Affairs or designee will enter into force seven days after final approval and shall become a permanent change to this Constitution.

*Section 2.*

Questions of interpretation arising under this Constitution shall be decided by the ballot vote of members of the Executive and the standing committee chairs of the Senate. These student officeholders shall meet within two (2) business days after the question arises and shall vote after a complete review of the positions of the parties involved. Decisions shall be made by a simple majority and shall be binding immediately on all parties. In the event of a tied decision, the balloting will continue until a majority is achieved.

*Section 3.*

This Constitution shall be reviewed at least at the end of every third year from the date of adoption to ensure that it remains constant with the needs and goals of the student body. This Constitutional review should be proposed as amendments as established in Article IX, Section I of this Constitution.

**Article X  
Adoption**

The agreement of two-thirds (2/3) of the Senators present and voting in a regular meeting, the Association President, and the Associate Provost of Student Affairs or designee shall be required to adopt this Constitution. Adoption of this Constitution shall nullify all previous Constitutions, by-laws, and orders which may have been adopted and that are in conflict with any provision herein. Circumstances present during the term in which this Constitution is adopted that prevent any provision herein from being enforced or complied with will not invalidate that provision. Enforcement or compliance with that provision shall be delayed until such circumstances have been alleviated; every effort to do so will be made by the Association President and the Senate. The determination that circumstances do not allow for enforcement or compliance shall be made by a three-fourths majority of the Senate and the Association President and may be made only during the term in which this Constitution is adopted.

## **Appendix One: Order of Business**

### **1. Call to Order**

The Presiding Officer calls the meeting to order at the specified time. Everyone takes seats. Senators will be in business casual attire. Cell phones must be set on silent or vibrate and must be out of sight. Any senator who answers their phone or is seen interacting with their phone during the meeting will be out of order. Exceptions may be made with prior approval of the Presiding Officer.

### **2. Roll Call**

A Vice President calls each Senator's name for attendance. All Senators must be present when called for attendance, or shall be considered late and lose their voting rights.

### **3. Xavier's Student Commitment**

The Student Commitment shall be said during every meeting:

We are Xavier Musketeers. We are unique individuals who come together in the spirit of St. Ignatius to learn together, to serve together, and we will succeed in changing the world together. We act with integrity justice and generosity. ALL FOR ONE AND ONE FOR ALL.

### **4. Public Forum**

Any member of the Xavier community may address Senate on any issue.

Three minutes per person allowed. Any person choosing to speak must answer any questions from the floor about their concern.

### **5. Report of the Administration/University Committee**

The Executives shall schedule a member of the university faculty, staff, or administration, or a member of a university committee, including students, to report certain aspects of the university to Senate. This shall occur at a majority of the regularly scheduled meetings. At this time Senate will have the opportunity to interact with, and ask questions of the guest. Senate will be notified at least one week in advance of any scheduled guest.

### **6. Opinion Entries**

Each Senator has the opportunity to read a statement on any topic, or topics they find pertinent. This must be a typed statement. The report shall be emailed to the Vice President responsible for minute-taking within 24 hours of the adjournment of that meeting or at the discretion of the Executive. Five minutes allowed per Senator.

### **7. Scheduled Business**

Items postponed from previous meetings or scheduled for this meeting will be listed on the Agenda and called in order by the Presiding Officer. For each item, the motion will be read, questioned, debated, and voted upon. All votes will be taken by one of the following methods with the Presiding Officer's discretion: Voice Vote, Show of Hands, or Roll Call. Any Senator may motion for a specific method of voting.

### **8. New Business**

Major proposals or main motions of an administrative nature may be introduced and

clarified. Following initial questions, all items will be placed in Scheduled Business for the following meeting. In cases of emergency, where delay in a decision could result in serious consequences for the Association, with the agreement of two-thirds (2/3) of its current membership, the Senate may find that such an emergency exists and choose to hear the main motion twice in the same meeting

9. Standing Committee Reports

The Chairs of the standing committees will report on committee business and propose courses of action arising from it. Senators may ask questions that address the report. This must be a typed statement. The Committee Report shall be emailed to the Vice President responsible for minute-taking within 24 hours of the adjournment of that meeting.

10. Special Committee Reports

The Chairs of any special committees will report as above.

11. Senator Reports

At this time Senators may bring issues to the floor that warrants the attention of the Senate. Senators may report on a project or a student concern. This must be a typed statement. The Project Report shall be emailed to the Vice President responsible for minute-taking within 24 hours of the adjournment of that meeting. No motions requesting action will be presented during this portion of the meeting. Senators will address questions concerning their projects or the issues they have raised.

12. Report of the Executive

The Executive may report on their activities since the last meeting, relay correspondence from outside of the Association that warrants Senators' attention, and express their opinions on issues of the day. This must be a typed statement. Seven minutes allowed. They will answer questions from Senators about their report or other issues. Three minutes of questions from the floor allowed.

13. Report of the Senate Advisor

The Senate Advisor may address any issue that they feel is relevant to the day. This must be a typed statement. The report shall be emailed to the Vice President responsible for minute-taking within 24 hours of the adjournment of that meeting. Seven minutes allowed. They will answer questions from Senators about their report. Three minutes of questions from the floor allowed.

14. Pass the Gavel

The Presiding Officer will pass the gavel around the table, and each Senator, upon receiving it, will say at least one word. Senators may take this opportunity to report to the Senate any issue, which was not presented during their previous report. Senators shall refrain from this during any other point in the meeting.

15. Adjournment

The Presiding Officer will adjourn the meeting if there is no objection. A majority vote may recall any item of the Agenda for more attention.

## **Appendix Two: New Club Recognition Procedure**

### **Step 1: Submit an Initial Proposal**

Students interested in forming a club should email the Associate Director for Student Involvement with the following information, creating an initial proposal:

- Potential Club Name
- Contact information for new organization's president, vice president, treasurer and advisor (faculty/staff member) including email addresses and Banner ID numbers for students
- Purpose of the group (mission statement) and a statement on how your group's mission supports the Jesuit mission of Xavier University
- Statement indicating how this group would be unique and/or different from other, similar, existing organizations or opportunities on campus (this statement should clearly demonstrate what needs this new organization would meet that are not currently being met by existing organizations, programs or university services)
- General membership description and/or criteria for membership as well as steps needed to join the organization
- If the organization is affiliated with a national organization, there must be proof provided that the national organization is permitting a local affiliated colony or chapter to form at Xavier
- Signed Advisor Agreement Form

After an initial review, the Associate Director will forward the proposal along with any comments or suggestions to the committee for discussion.

### **Step 2: Respond to Follow-Up Questions from the SOC**

The Student Organizations Committee will then communicate with the organization any additional questions or concerns related to the organization's proposal. When questions are posed, potential clubs are asked to respond promptly to allow the SOC to finalize their decision. If the potential new club fits with the university mission and provides a substantially different level of programming or opportunities to the student body, the committee will begin working with the organization to craft a Constitution or By-Laws to govern the organization.

If the committee does not endorse the potential club, it will contact the group with an explanation as to why it does not meet SGA's requirements. The committee may recommend a similar club to work with or give tips on redeveloping the proposal for the potential club to better meet SGA's requirements. The potential club may request to meet with the Student Organizations Committee to receive further explanation and details about why the group does not meet the requirements of a new club.

### **Step 3: Write a Constitution for the Club**

The SOC will ask the potential new club to initiate writing a constitution or by-laws for the organization. Groups are encouraged to not begin working on this document until the SOC has approved the group to move to step four. A template of a constitution for a student organization can be found here.

Constitutions should be submitted to the chair of the Student Organizations Committee.

Constitutions should include the following components:

- Official name of the proposed club
- Date of document creation and any revision dates for the document
- Mission Statement
- Explanation of Membership Requirements as well as expectations for members. Only student members of the Xavier University community are eligible to participate. Officers must be currently enrolled XU students. There must be a minimum of 10 members at any given time to maintain club status.
- Officer roles and associated duties/responsibilities
- Decision-making or voting procedures for the group
- Meetings (including types of meetings [committees, Exec board], frequency of meetings, who runs the meetings and requirements for attending the meetings)
- Finances (how funds are collected, maintained and disbursed)
- Amendments (process to amend or change the rules/constitution for the group)
- Faculty/Staff Advisor (process for selecting or replacing, expectations for relationship between club and advisor)

Questions related to developing your constitution can be directed to the chair of the Student Organizations Committee or the Associate Director for Student Involvement.

#### **Step 4: Begin Conditional Status**

Once the first four steps have been satisfactorily met, the organization can be granted Conditional status by a majority vote of the SGA Student Organizations Committee. When an organization has reached conditional status, the group is eligible for some of the rights and privileges granted to a student organization. Student Organizations must serve on a conditional status for 9 weeks from the time they have been approved by the SOC. This time period is to allow the organization to focus on recruiting members, developing their goals and to create a plan of action for how the organization will remain active and successful for future classes. Due to the number of organizations that are established and quickly dissolve, this 9-week time period is to ensure that there is a committed group of students that are going to successfully push the organization to meet its goals.

With a conditional status, the group is eligible for the following:

- Access to the Student Organization Resource Room resources and check-out equipment
- Eligible to reserve space on campus (for meetings, events, recruitment activities/interest meetings)
- Eligible to hold outdoor events and reserve outdoor space
- Ability to submit events to the campus digital signage
- Ability to submit events to the University Calendar
- Access to Resource Staff for student organization assistance, advising and resourcing

Under conditional status, the group is NOT eligible for the following:

- Access to an OrgSync Portal
- Inclusion in the official *List of Clubs & Organizations* directory, as registered in OrgSync
- Access to a Xavier Email Account for your organization

- Access to a University-assigned Fund
- Requesting an annual allocation from Student Government Association
- Applying for SORF (Student Organization Resource Fund) Funding
- Requesting storage space in the Student Organization Storage Room
- Mailbox in the Student Organization Resource Room
- Access to the Student Organization Resource Room resources and check-out equipment
- Fundraising or any raising of funds and financial expenditures
- Participation in *Club Day on the Yard* and *Spring Involvement Fair*

Conditional status clubs are ineligible for conducting any business on behalf of Xavier and may not travel, host activities off campus, fundraise, or acquire a university fund and email address. The group will become eligible for all of these resources once they are passed and approved with full club status.

### **Step 5: Complete Conditional Status**

Throughout the conditional status, the Student Organizations Committee will check-in with the organization and also attend a general meeting to ensure progress in developing the organization and recruiting membership. At the conclusion of the 9-week conditional status, the SOC can propose for the SGA to approve the organization for full club status. If during the conditional status period, the organization does not work to continue its development and to grow and expand the group, SOC may establish a list of requirements for the organization to complete to be eligible for club status or may recommend that the conditional club be disbanded.

Because club recognition is granted by the SGA, student senators have the opportunity to review each proposed organization and pose questions or offer concerns related to the group through the SOC. Senators will receive the club's submitted documentation via email and will be expected to offer opinions and suggestions related to the conditional club. The purpose of this is to ensure that the Senate is making an informed decision in passing or approving any new clubs on campus. The SOC will gather questions and comments from the senators and meet with the conditional club's leadership to address these topics.

### **Step 6: Receive Recognition from Student Government Association**

If the club is found to have completed all of the conditional requirements within nine weeks of starting their conditional status and the group has been approved by the SGA for full club status, the proposal and additional documentation will be submitted to the Associate Provost for Student Affairs for final approval.

Once approved, the Club is eligible for all of the privileges and responsibilities of a student organization at Xavier.

Articles in addition to, and amendment of, the Xavier University Student Government Association Constitution, proposed and ratified pursuant to the Eighth Article of the Constitution.

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