

**ARTICLE I. MEMBERSHIP**

**Section 1.** As stated in the Constitution of the Student Government Association, hereinafter referred to as SGA, all undergraduate students, both full and part time, at Chapman University who have paid the established student activities fee are a member of the SGA.

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**ARTICLE II. THE EXECUTIVE COUNCIL**

**Section 1.** The SGA Executive Council, hereinafter referred to as the Council, will consist of the SGA President, the Vice President, the Director of Finance and the Director of Public Relations.

A. The Council shall have the following powers and duties:
   i. To act as chief executives and official representatives of SGA to the university community;
   ii. To act with the Senate and the members of the Council to enforce the SGA Constitution and to administer the policies, procedures, standards, and legislation of the Senate;
   iii. To be responsible for coordinating the initiatives and philosophies of, and to ensure communication between all branches of SGA, including the Council, the Senate, and the Review Board;
   iv. To have such other powers as are necessary for the fulfillment of the duties of this office that are consistent with the other provisions of the Constitution;
   v. To appoint additional support staff as necessary in consultation with the Dean of Students and/or the SGA Advisor.
   vi. Additional duties can be found in the SGA Job Description Papers.

Section 2. The Council shall be responsible for:

A. Conducting a monthly review to ensure that all SGA members meet their respective eligibility requirements, as specified in the Constitution;
B. Ensuring that at least four (4) academic weeks prior to an election, the Director of Elections and the Elections Committee itself are established, approved by Senate, and functioning;
C. Planning all SGA retreats and banquets;
D. The President shall attend monthly meetings of the Senate in order to better maintain communication between the Executive and Legislative branches;
E. The President shall set and coordinate the agendas for the forthcoming meetings of the Council.

Section 3. The membership along with the term of membership for the Council, shall follow the policy set forth in both the Constitution and the Election Code.

Section 4. The Council members shall receive compensation as determined by the Dean of Students, not to exceed 18% of the SGA budget, and approved by a 2/3 vote of the Senate.

Section 5. The Council shall hold a mandatory meeting every week at an agreeable time during the fall and spring semesters. These meetings will be to ensure and facilitate a constant dialogue between the separate branches of government. In pursuit thereof, each Council member will be responsible for presenting an oral report at each weekly Council meeting. Each report shall contain information pertaining to all actions taken by and all issues raised in that respective branch, since the last meeting of the Council.
Section 6. Council members cannot hold the position of Orientation Coordinator, Orientation Assistant, Lead Resident Advisor, Resident Advisor, President or recruitment/rush chair of Panhellenic Council, President of Interfraternity Council, or president or recruitment/rush chair of a Panhellenic or Interfraternity Council organization, University Program Board chair or director, Panther Editor, general manager of Chapman Radio while serving on the SGA Executive Council.

A. The President cannot hold the position of Chapman Ambassador while serving as President.
B. Council members shall be allowed to hold the above mentioned positions from May 1 through August 1 with the exception of the President being a Chapman Ambassador.

ARTICLE III. SENATE

Section 1. The purpose of the Senate is to act as a voice for students in a manner consistent with the purpose and mission of the Constitution. Senate shall be the active body by which the rights of students, as protected in the SGA Mission and Purpose, are upheld and evaluated. Additional duties can be found in the SGA Job Description Papers.

A. Elections

i. Eighteen (18) members shall be elected in the spring general election. The remaining five (5) members, or that number necessary to fill all twenty-three (23) seats of the Senate, shall be elected in the fall. The term of office and the method of selection shall follow the processes outlined in the Election Code.

Section 2. The Senate shall be empowered to:

A. Enact legislation necessary and proper for the general welfare of the SGA, according to the Constitution, By-Laws, and other governing documents of SGA;
B. Appropriate all monies and require an accounting of the funds received by and appropriate from the SGA accounts during the current fiscal year;
C. Establish the By-Laws, the Election Code, and Senate policies and procedures for the conduct of its business;
D. Establish standing or ad hoc committees;
E. Ensure that members of the Executive Council are eligible to hold office;
F. Maintain an Allocations Committee, Student Life Committee, Academic Affairs Committee and Campus Inclusion Committee;

Section 3. The Senate shall convene once a week at an agreeable time as defined by the Senate Operating Procedures.

Section 4. In the event of an emergency meeting, twenty-four (24) hours notice must be given to the SGA Executive Council.

Section 5. The first meeting of the Senate shall be held during the week following the spring elections.

Section 6. A quorum shall consist of two-thirds (2/3) of the Senators holding office. A quorum is needed to vote.

Section 7. All Student Organization Senators will be assigned a constituency to ensure that all student organizations are equally represented.

Section 8. The Vice President shall work with the Speaker of Senate to set and coordinate the agendas for the forthcoming meetings of the Senate.
Section 9. The Speaker of Senate or designee will take minutes during regularly scheduled Senate meetings and distribute a typed version of the minutes at the next meeting.

Section 10. The Speaker of Senate will hold one Open Forum per semester that is open to all Student Organizations and the student body. At least one representative from each standing committee will be present at this forum. Should it be deemed necessary, the Speaker of Senate, or any member of SGA, may host additional open forums to gain insight and feedback from the student body.

Section 11. All Senate meetings shall be open to the Chapman Community unless closed for a limited time by a three-fourths (3/4) vote of the Senate. Internal matters and issues of sensitivity to individuals are the only reason for a closed meeting. One must be stated as a purpose for a closure and a meeting may not be closed for more than one hour. If a meeting is closed, discussion is confidential, but the result of any vote must be recorded and made public.

Section 12. Actions of the Senate shall be governed by Robert’s Rules of Order, revised. Other policies shall be included in the Senate Operating Procedures which the Senate may amend or change at its discretion.

Article IV. Director of Justice

Section 1. The Director of Justice shall have the following powers and duties:
   A. To call and preside over the Student Government Association Review board, hereinafter referred to as the SGA Review Board;
   B. To notify all relevant parties, in writing of all decisions rendered by the SGA Review Board;
   C. To be responsible for training the SGA Review Board in conjunction with the SGA Advisor and the Assistant Dean of Students;
   D. To ensure that all actions taken by the respective branches of SGA are consistent with the SGA governing documents;
   E. To appoint SGA Review Board members, in conjunction with the SGA Advisor and Assistant Dean of Students, to be approved by Senate by a majority vote.
   F. Additional duties can be found in the SGA Job Description Papers.

Article V. Student Government Association Review Board

Section 1. The membership of the SGA Review Board shall consist of a minimum four (4) full-time, undergraduate students who have been approved by a majority vote of the Senate. This shall be done at the first meeting of Senate after the appointment of the members by the Director of Justice. If the total number of Review Board members falls before four (4), a new member must be appointed within ten (10) academic days after the removal or resignation and sworn in by a Senate majority vote within fifteen (15) academic days.

Section 2. The rulings of the SGA Review Board shall be enacted upon a majority vote of four (4) members, with the Director of Justice voting in case of a tie. The authority of the SGA Review board shall include:
   A. Interpreting all parts of the governing documents;
   B. Exercising primary judicial powers of SGA, granting such judicial relief, as is permitted by the Constitution and By-Laws of SGA;
   C. Investigating charges of violation of the SGA Constitution, By-Laws, and other rules and regulations of SGA;
D. To ensure that SGA is operating in compliance with the SGA Constitution, By-Laws, Election Code, Senate Operating Procedure, the Student Conduct Code, university policy, and all federal and state laws;
E. Hear appeal cases of removal of members of SGA from office.

**ARTICLE VI. SGA FUNDS**

**Section 1. SGA Budget**
A. The Council shall prepare the annual budget for SGA and the Director of Finance shall submit it to the Senate for approval in the spring semester. Approval shall be confirmed by a two-thirds (2/3) majority vote of Senate.
B. Appropriation of funding for Student Organizations, Conference Scholarships, Student Organization Conference Scholarships, and Co-sponsorships shall be a responsibility of the Allocation Committee as described in the Allocation Committee Operating Procedures.
C. The SGA budget shall be offered to The Panther for publication twice. Once as a draft copy and once after it has been approved by the Senate as the final copy.
D. In the event that any budget line is anticipated to exceed the approved amount, the Director of Finance must submit a request to the Allocations Committee for an adjustment. If approved by the Allocations Committee, it must be presented to the Senate and approved by a majority vote.
E. All expenditures shall follow Chapman’s fiscal policy.

**Section 2. Accounting of SGA Spending**
A. Monies withdrawn from SGA funds shall be accounted for by numbered check requests. The only exception to this will be use of the Panther Card as deemed fit by the SGA advisor.
B. All check requests shall indicate and/or summarize the event and the reason for withdrawal of funds and signed by the SGA Advisor, the President and the Director of Finance.
C. All original receipts indicating monies spent for events and/or supplies shall be securely attached to the check request.
D. A copy of all check requests shall be recorded monthly and kept in a file in the SGA office with the SGA Advisor.
E. All copies of receipts, check requests, and check stubs shall be filed in the SGA office for a minimum of five (5) years.
F. All SGA financial records shall be made available to any Chapman student and member of the administration upon request and as permitted by university policy.
G. Additional information may be found in the Allocations Committee operating procedures.

**Section 3. Emergency Expenditures**
A. No expenditures can be made on behalf of SGA without prior approval of three (3) members of the Council and the SGA Advisor.
B. All expenditures above the allocated allowance for student organization funding, conference scholarships and co-sponsorship funding become the responsibility of the individual unless approved by the Allocations Committee.

**ARTICLE VII. COMPENSATION**

**Section 1.** SGA officers may receive compensation as determined by the Dean of Students, the total compensation for all officers and others employed by SGA shall not exceed 18% of the SGA budget, and must be approved by a 2/3 vote of the Senate.
**Article VIII. SGA Advisor**

Section 1. The responsibilities of the SGA Advisor shall include but are not limited to:

A. To act as advisor to all SGA entities, including Senate, Council, the Election Committee, the SGA Review Board and other committees created by SGA;

B. To assist in the fulfillment of the purpose and mission of SGA as stipulated in the Preamble of the SGA Constitution;

C. To approve all check requests upon signature by the Director of Finance, and the President if approval is given;

D. To review, in conjunction with the President and Director of Finance, all contracts binding upon SGA before submitting to the person(s) authorized to sign contracts for the university;

E. To verify eligibility of all SGA officers, including all Council members and Senators;

F. To assure adherence to all SGA governing documents and university policy;

G. To assist in the selection process for all appointed positions;

H. To train and assist in the transition of all SGA officers, including the Council, Senate, and the Director of Justice;

I. To have the ability to terminate, if necessary, any non-elected member of SGA.

**Article IX. The Panther**

Section 1. A student completing course work or expressing interest in writing for The Panther, the university student newspaper, may still hold a position in SGA with certain limitations. The Council, Director of Elections, Director of Justice may not serve on The Panther staff, the only exception being that these positions may submit occasional articles for publication consideration.

Section 2. All other Senate members may serve on The Panther Staff, but may not hold positions on the editorial board, news sections staff, or any other position that would directly report SGA activities.

Section 3. Situations not covered will be considered on a case-by-case basis, by both Panther Staff and the SGA Executive Council.

**Article X. Allocations Committee**

Section 1. The purpose of the Allocations Committee is to oversee the allotment of monies from the SGA Budget.

Section 2. Membership

A. The committee shall be comprised of at least four (4) members of Senate, one chairperson (made up from another member of Senate) and the Director of Finance.

B. The Director of Finance shall serve as a non-voting, ex-officio member.

Section 3. The committee can receive recommendations from the President and the Vice President, but does not need to base their decision on any recommendations.

Section 4. A semester report of the committee’s progress and accomplishments will be published on the SGA website.

Section 5. Additional details of the Allocations Committee shall be found in the Allocations Committee Operating Procedures.
ARTICLE XI. CAMPUS INCLUSION COMMITTEE

Section 1. The purpose of the Campus Inclusion Committee is to address issues of diversity and equity affecting the Chapman community and to work to rectify those issues.

Section 2. Membership
   A. The committee shall be comprised of at least four (4) members of Senate and one chairperson (made up from another member of Senate).

Section 3. The committee can receive recommendations of potential issues or projects from the President and the Vice President, but does not need to base its agenda on any recommendations.

Section 4. A semester report of the committee’s progress and accomplishments will be published on the SGA website.

ARTICLE XII. STUDENT LIFE COMMITTEE

Section 1. The purpose of the Student Life Committee is to address the concerns relating to all aspects of student life of the student body and to work to rectify or alleviate these issues.

Section 2. Membership
   A. The committee shall be comprised of at least four (4) members of Senate and one chairperson (made up from another member of Senate).

Section 3. The committee can receive recommendations of potential issues or projects from the President and the Vice President, but does not need to base its agenda on any recommendations.

Section 4. A semester report of the committee’s progress and accomplishments will be published on the SGA website.

ARTICLE XIII. ACADEMIC AFFAIRS COMMITTEE

Section 1. The purpose of the Academic Affairs Committee is to address the concerns relating to academia and to work to rectify or alleviate these issues.

Section 2. Membership
   A. The committee shall be comprised of at least four (4) members of Senate and one chairperson (made up from another member of Senate).

Section 3. The committee can receive recommendations of potential issues or projects from the President and the Vice President, but does not need to base its agenda on any recommendations.

Section 4. A semester report of the committee’s progress and accomplishments will be published on the SGA website.

ARTICLE XIV. CONSTITUTION REVIEW COMMITTEE

Section 1. Purpose
A. The Constitution Revision Committee will oversee changes to the SGA Constitution and By-Laws as necessary.

Section 2. Membership
A. The Vice President shall preside over the committee and call the committee together as necessary, at least biennially. The committee shall be called together once every fall semester that is an even year (example fall semester 2012).
B. The committee shall be comprised of the Vice President, four (4) members from Senate that shall be chosen by the Senate, and the Director of Justice, who shall serve as an ex-officio member.
C. All members of SGA can be members, but only the five (5) mentioned above have voting powers.
D. The Vice President will serve as the tie-breaking vote if necessary.

Section 3. Meetings
A. All meetings are open to the Chapman community as a whole.
B. The Vice President may have the members sworn in at the first joint meeting in the fall, in order to have a standing committee if he/she so desires.

**Article XV. Referendums and Removals**

Section 1. Referendums
A. Any action taken by SGA shall be subject to a referendum initiated by a signed petition of no less than ten (10) percent of the SGA membership. This action requires the Election Committee to call a special election to be held no less than ten (10) and no more than fifteen (15) academic days after the presentation of the petition to the Director of Justice and Director of Elections. The Election Committee must verify the signatures on the petition before calling a special election. If the petition fails verification, it will be dismissed. The special election voting will be open for three (3) academic days. A majority vote as well as twenty percent (20%) of the SGA membership voting shall be required to initiate the referendum.

Section 2. Recall
A. Any elected member of SGA shall be subject to recall. No less than ten (10) percent of the student body is needed to initiate recall. The election is to be held no less than ten (10) and no more than fifteen (15) academic days after the presentation of the petition to the Director of Justice and Director of Elections. The Election Committee must verify the signatures on the petition before calling a special election. If the petition fails verification, it will be dismissed. The special election voting will be open for three (3) academic days. A two-thirds (2/3) majority vote as well as twenty percent (20%) of the SGA membership voting shall be required to remove a member from office. In the instance of a recall, no appeal will be granted.

Section 3. Impeachment
A. Impeachment is defined as the allegation of a member of SGA on charges of improper conduct. Impeachment is required to initiate removal proceedings.
B. Impeachment and removal proceedings may be used to remove a member from SGA or from his/her position on a committee, as committee chair, as a member of the Review Board, as a member of the Election Committee or as Speaker of the Senate.
C. Proceedings to remove a member from a given position and proceedings to remove an individual from SGA may not occur simultaneously.
D. Impeachment is achieved by a simple majority vote of the Senate.
E. The grounds for impeachment are:
i. Egregious and/or intentional violations of SGA or University rules, policies, or procedures as they relate to the individual’s duties as a member of SGA.

ii. Conduct that violates the mission of SGA or the University.

iii. Conduct that severely damages the integrity or authority of SGA or the office held by the individual in question.

iv. Appointment and/or legislative activity shall not serve as grounds or as support of grounds for impeachment.

F. Impeachment Procedure

i. Any undergraduate student may present an impeachment complaint to the Senate with a list of potential witnesses. Complaints must include at least a description of the alleged improper conduct and the grounds for impeachment. Complaints must be submitted to the SGA Advisor. The SGA Advisor will ensure the complaint is put on the Senate agenda. Complaints must be distributed to each Senator at least one (1) academic day before the regularly scheduled meeting where the impeachment appears on the agenda.

ii. A motion and a second are required to commence impeachment proceedings.

iii. Following a successful motion to commence impeachment, the Senate shall approve by a simple majority a list of relevant members required to appear before the Senate during the proceeding.

iv. During the next regularly scheduled Senate meeting, following the meeting during which the impeachment proceedings are commenced, a hearing shall be held by the Senate to determine the validity of the complaint.

v. The Speaker of the Senate shall serve as Chair of the hearing and determine the format. Should the Speaker of the Senate be the subject of the hearing then the Vice President shall serve as Chair.

vi. The student filing the original complaint must be present.

vii. The individual facing impeachment may be present.

viii. The individual facing impeachment may submit a list of relevant witnesses to appear before the senate impeachment hearing to the Chair a minimum of forty eight (48) hours prior to the hearing.

ix. The Senate may only question present witnesses listed on the complaint form, present witnesses submitted by the accused, and officers of SGA required to appear.

x. A motion and a second is needed to adjourn the questioning and discussion.

xi. Following the discussion, the Senate shall vote on the Impeachment.

xii. Impeachment is subject to review upon appeal by the Impeached party to the Review Board.

G. Impeachment Appeal

i. If an appeal is filed, impeachment decisions may only be reversed if it is determined that the alleged improper conduct does not qualify as grounds for impeachment, or the due process of the impeached officer was violated in a manner that significantly prejudiced the proceedings against the member.

ii. At the next regularly scheduled Senate meeting, the Director of Justice will present the Review Board’s decision on the appeal. If the Review Board vetoes the impeachment, a motion and a second is needed to vote again on the impeachment. A two-thirds (2/3) vote in favor of impeachment is required to reinstate the impeachment. No more appeals shall be permitted. Removal will be voted on at next regularly scheduled Senate meeting.

H. Removal

i. At the next regularly scheduled Senate meeting following a successful Impeachment vote, the Senate shall vote on the Removal of the individual in question.
ii. A vote to remove may not take place until all formal appeals of the Impeachment decision have been heard by the Review Board.

iii. A three-fourths (3/4) vote of the entire membership of Senate is necessary to achieve removal.

iv. Should the vote be insufficient to achieve removal, the matter shall be closed.

v. Removal by the Senate is not subject to appeal or review by the Review Board and cannot be reversed.

vi. Any vacancy created by either impeachment, removal or recall must be filled according to the procedures provided for in the relevant section of the governing documents.

I. Any member removed from the SGA shall automatically forfeit his/her position(s).

J. No member of SGA shall be twice put in jeopardy for the same incident.

ARTICLE XVI. SGA Scholarship

Section 1. Dougherty Service Scholarship
   A. The SGA Scholarship shall be known as the Dougherty Service Scholarship in honor of Cindy Dougherty, who served in various roles in the University from 1988-1996. Her service included the position of Vice President for Enrollment and Student Life. Cindy Dougherty was awarded the C.C. Chapman award in 1996 for her contributions to Chapman University.
   B. Annually, two scholarships of $500 each shall be given.
   C. A committee will be established by the President to determine the criteria of the recipient, based upon student service, leadership, and academics. The committee shall have at least one member from the Senate, the faculty, and the Student Affairs staff. The established committee shall solicit applications and select the recipients.
   D. The minimum cumulative grade point average requirement shall be a 3.3.

Section 2. International Service Scholarship
   A. The second SGA Scholarship shall be known as the International Service Scholarship in order to promote student engagement in international communities as global citizens through community service.
   B. Annually, two scholarships of $1,000 each shall be given for expenses occurred during the summer before the following year’s first semester begins.
   C. Annually, the SGA budget shall include $2,000 in order to fund the obligations of this scholarship.
   D. A committee will be established by the out-going President to determine the criteria of the recipient, based upon the proposed service project viability, academic record, and the student’s ability to meaningfully share their experience with the student body upon returning from their trip. The committee shall have at least one member from the Senate, the faculty, and the Student Affairs staff. The established committee shall solicit applications and select the recipients.

ARTICLE XVII. CEER Yearbook

Section 1. The CEER Yearbook shall be funded by SGA.

Section 2. The CEER staff shall consist of the CEER Editor and no more than three (3) additional staff members. These positions shall be paid.

Section 3. The CEER Editor shall be appointed by the SGA Advisor.
Section 4. The Editor must have at least two (2) semesters yearbook experience in high school or one (1) semester of college yearbook experience.

Section 5. The editors’ powers and duties shall include:
   A. To coordinate and check all layout and copy for the yearbook;
   B. To coordinate and advise the CEER staff;
   C. To maintain constant and open communication with outside contractors, adhering to all prespecified deadlines;
   D. To be familiar with and provide accurate representation in the yearbook of the dynamics of the campus community such as, but not limited to, athletics, campus life, clubs and organizations, and all students, faculty, administration and staff;
   E. To be selected by, to report to, and be under direct supervision of the SGA Advisor.

Section 6. The CEER Staff will be selected by an application process and approval by the CEER Editor and the SGA Advisor.
   A. The powers and duties of the CEER Staff shall include:
      i. To aid and assist the CEER Editor in the day-to-day operations relating to the production of CEER;
      ii. To be familiar with and provide accurate representation in the yearbook of the dynamics of the campus community such as, but not limited to, athletics, campus life, clubs and organizations, and all students, faculty, administration and staff;
      iii. To meet all deadlines as specified by the CEER Editor and the SGA Advisor;
      iv. To report to and be under the direct supervision of the CEER Editor and the SGA Advisor;
      v. To attend meetings that take place on a weekly basis or as needed according to the CEER Editor.

Article XVIII. Archives

Section 1. A copy of all current SGA governing documents not limited to but including SGA Constitution, SGA By-Laws, and SGA Election Code, shall be kept on file on the SGA website and shall be available to any student desiring them.

Section 2. Copies of the Senate Operating Procedures, all agendas minutes, and enacted legislation shall be kept on file on the SGA website and shall be available to any student desiring them.

Section 3. A copy of the current SGA annual budget shall be kept on file on the SGA website and shall be available to any student desiring it.

Section 4. These archives shall be maintained by the Director of Public Relations with approval for changes by the Director of Justice and the SGA President.

Article XIX. Amendments

Section 1. The SGA By-Laws may be amended by a majority vote of the Senate with approval of the SGA President. To override a President’s veto a two-thirds (2/3) vote is required by the Senate.