



CONSTITUTION

PREAMBLE

ARTICLE I. PURPOSE AND MISSION

Section 1. The Student Government Association, as part of the greater academic representative voice of the student body, serves as the deliberate and consultative body vested with the power to advocate for students' rights, needs, interests, and welfare. The Student Government Association shall advocate for students at all University levels including but not limited to, the Board of Trustees, the President of the University, the Provost, the Dean of Students, the Faculty Senate, the administrative offices of the University, and the general public.

Section 2. The purpose and duty of the Student Government Association is:

- A.** To insist upon quality education for students and foster scholarship in an atmosphere of free and objective inquiry;
- B.** To insist upon academic responsibility and excellence;
- C.** To exercise and preserve students' rights according to the University policy and Student Conduct Code;
- D.** To protect students from any form of harassment and discrimination
- E.** To maintain a forum for expressing student views and interests;
- F.** To initiate, coordinate, and guide student efforts aimed at improving student life and activities;
- G.** To seek and obtain effective opportunities to develop student leadership skills;
- H.** To promote student involvement, leadership, and service within the community;
- I.** To administer part of the Student Activity Fee.

WORKING DOCUMENT

ARTICLE I. NAME AND MEMBERSHIP

Section 1. This organization shall be named the Student Government Association, hereafter referred to as the SGA.

Section 2. All undergraduate students, both full or part-time, at Chapman University, who have paid the established Student Activity Fee are subject to this Constitution and

all of the ordinances lawfully enacted. All members of SGA shall be entitled to the privileges of this membership.

Section 3. Non-discrimination clause: Chapman University is committed to providing an environment which is free of any form of harassment and discrimination based upon an individual's actual or perceived race, color, religion, sex, gender identity, gender expression, pregnancy, national origin, ancestry, citizenship status, age, marital status, physical disability, mental disability, emotional disability, intellectual disability, behavioral disability, medical condition, sexual orientation, romantic identity, military or veteran status, genetic information, or any other classifications protected by applicable state or federal law so that all members of the community are treated at all time with dignity and respect. It is the University's policy, therefore, to prohibit all forms of such harassment or discrimination among University faculty, students, staff, and administration.

ARTICLE II. ORGANIZATIONAL STRUCTURE

Section 1. The SGA shall be organized into three branches: Executive, Legislative, and Judicial branches.

- A.** The Executive Branch of this association shall be made up of the President, the Vice President, the Director of Finance, the Director of Public Relations, and the Director of Elections.
 - i.** The Executive Council shall be made up of the President, the Vice President, the Director of Finance, the Director of Public Relations, and the Director of Elections.
 - ii.** Additional support staff positions may be added to the Council as deemed necessary by the existing Council and approved by a majority vote of the Senate.
- B.** The Legislative Branch shall be comprised of the Student Senate chaired by the Vice President and comprised of seventeen (17) senators:
 - i.** Academic Senators shall account for ten members (one per college).
 - 1.** The colleges represented are: Argyros School of Business & Economics, College of Educational Studies, Dodge College of Film & Media Arts, Wilkinson College of Humanities & Social Sciences, College of Performing Arts, Schmid College of Science & Technology, Crean College of Health & Behavioral Sciences, School of Pharmacy, School of Communication, and Fowler School of Engineering.
 - 2.** If an additional college is added, one Senate seat shall be added to the total without an amendment.
 - 3.** Senators holding an Academic Senator seat must have a declared major within the represented college. If an Academic

Senator decides to change their major during their term, they will remain an Academic Senator for the position in which they ran.

ii. Class Senators shall account for two members: one upper-classmen and one lower-classmen senator.

1. Class rank is determined by the number of expected completed credits by the end of the Spring semester for Spring general elections.

2. For Fall general elections and any special elections, class standing will be determined by the current number of completed credits.

3. Lower-classmen shall be classified by less than 60 credits; Upper-classmen shall be classified by 60 credits or more.

iii. Student Organization Senators shall account for five members.

1. Two shall be elected in the Spring general election.

2. Three shall be elected in the Fall semester.

C. The Judicial Branch shall consist of the Director of Justice and the Student Government Association Review Board.

Section 2. No person or group of persons in any one of these branches shall exercise power belonging to the other branches, except as hereinafter expressly directed or permitted.

Section 3. No person shall hold more than one office in SGA at one time.

ARTICLE III. EXECUTIVE BRANCH

Section 1. The membership and qualifications of this branch shall include:

A. The SGA Executive Council, hereinafter referred to as the Council shall consist of five members: the President, the Vice President, the Director of Finance, the Director of Public Relations, and the Director of Elections.

B. The President and Vice President will be elected as described in the By-Laws.

C. The Director of Finance, the Director of Public Relations, and the Director of Elections will be appointed by the incoming and outgoing President and Vice President, the outgoing Director of Finance, Director of Public Relations, or Director of Elections, and the SGA Advisor(s).

D. Council members must be enrolled as an undergraduate student while in office and must maintain a minimum cumulative grade point average of 2.90 and a semester grade point average of 2.75 3.25 for the semester the member was elected and for each semester office is held. Council members must also receive a conduct clearance from the Dean of Students Office.

- E.** Individuals running for President and Vice President must have completed a total of at least sixty (60) units each by the beginning of the fall session following the Spring elections of that same year.

Section 2. The powers and duties of the President shall include:

- A.** To work with other members of the SGA Executive Council and Senate to coordinate their activities, advocacies, and philosophies;
- B.** To appoint all non-elected members, in conjunction with the Vice President, to be approved by the Senate;
- C.** To serve as an ex-officio, non-voting member of the Senate and SGA committees;
- D.** To work as a liaison with the University community at large, including the University administration (e.g. the Faculty Senate and the Board of Trustees, etc.);
- E.** To propose legislation and activities to the Senate;
- F.** To appoint and dismiss SGA executive committees and chairpersons at their discretion;
- G.** To have veto power, within a period of five (5) academic days, over any Senate legislation they deem appropriate;
- H.** To be ultimately responsible, in conjunction with the Director of Finance, for all SGA funds;
- I.** To review all check requests, as submitted by the Director of Finance, and to sign check requests if approval is given;
- J.** To report to the Senate on a monthly basis on their activities, goals, and progress of the Executive Branch;
- K.** To be ultimately responsible for the welfare of SGA.

Section 3. The powers and duties of the Vice President shall include:

- A.** In conjunction with the President, appoint non-elected members, to be approved by Senate.
- B.** To call and preside over sessions of the Senate and to be responsible for the content of the Senate agenda, in conjunction with the Speaker of the Senate at each session;
- C.** To serve as an ex-officio member of the Senate, only voting in the event of a tie, and to all Senate committees;
- D.** To work as a liaison with the University community at large, in conjunction with the President;
- E.** To propose legislation and activities to the Senate, in conjunction with the President;
- F.** To enforce the Senate expectations listed in the SGA governing documents;

- G.** To act as a liaison between Senate and the Executive Branch. This shall include being responsible for notifying, in writing, the Senate and the Council, within a reasonable time, of all Senate sessions and all relevant internal SGA and Senate matters, including, but not limited to:
- i.** Membership changes.
 - ii.** Budgetary concerns.
 - iii.** Changes to office policies and procedures.
 - iv.** To provide an agenda to the Executive Council and Senate twenty-four (24) hours prior to any emergency meeting.
 - v.** To notify all relevant parties in writing of decisions rendered by the Senate.
 - vi.** To maintain proper correspondence with other branches of the government and the campus community in reference to Senate bills.

Section 4. The powers and duties of the SGA Director of Finance shall include:

- A.** Serve as the Chief Financial Officer and manage all SGA funds.
- B.** Further details on the powers and duties of the Director of Finance can be found in the SGA By-Laws.

Section 5. The powers and duties of the SGA Director of Public Relations shall include:

- A.** Oversee all communication matters involving SGA and maintain engagement with the student body.
- B.** Further details on the powers and duties of the Director of Public Relations can be found in the SGA By-Laws.

Section 6. The powers and duties of the SGA Director of Elections shall include:

- A.** Oversee all SGA elections, including Senate elections, Presidential and Vice Presidential elections, special elections, and constitutional elections.
- B.** Appoint members to an Elections Committee, chaired by the Director.
- C.** Further details on the powers and duties of the Director of Elections can be found in the SGA By-Laws.

Section 7. Other duties of the Executive Branch shall be outlined in the SGA By-Laws.

ARTICLE IV. LEGISLATIVE BRANCH

Section 1. The legislative body of the SGA shall be known as the Student Senate of Chapman University, hereinafter referred to as Senate.

Section 2. The Senate shall be composed of seventeen (17) senators as described in Article II, Section 1, part B.

Section 3. The Senate shall have the power to:

- A.** Ratify committee chairpersons by a majority vote of the present members of the Senate;
- B.** Elect a Speaker of the Senate by majority vote;
- C.** Approve by a majority vote of the total membership, the budget of SGA, prepared by the Council, and submitted to the Senate by the SGA Director of Finance;
- D.** Initiate amendments to this Constitution;
- E.** Produce legislation to advocate for student concerns and present it to pertinent parties;
- F.** Establish rules for its proceedings;
- G.** Ratify by simple majority vote appointments and dismissals made by President.
- H.** Override the veto of the President with a two-thirds ($\frac{2}{3}$) majority of its total membership within fifteen (15) academic days after the President's veto.
- I.** Call for a special meeting of the Senate if a majority of the members approve.
- J.** Approve by a majority vote the appointments of the Director of Finance and the Director of Public Relations.
- K.** Approve by a two-thirds ($\frac{2}{3}$) majority vote the Director of Elections and the Elections Committee.

Section 4. There shall be standing committees that meet regularly and are composed of members of the Senate. The standing committees are: University and Academic Affairs Committee, Diversity Affairs Committee, the Allocations Committee, and the Community Outreach Committee. The Senate may, as it deems necessary, establish subcommittees in order to address more specific student needs. Each committee shall have a duly appointed chair for conducting the business of the committee.

- A.** In order to become the chair of a committee, a Senator must apply for a specific committee chairperson and undergo an interview process to determine the most qualified and appropriate Senator for the position.
- B.** The interview process for each chair position shall be conducted by the incoming and outgoing SGA Executive Council, the outgoing chair of the specific committee (unless an individual is reapplying for the same chair position), and the SGA Advisor(s).

Section 5. No act of the Senate shall be valid unless there is a quorum present. A quorum shall consist of the two-thirds ($\frac{2}{3}$) majority of the Senate's total membership at the time of the meeting.

Section 6. Any member of the Chapman community may address Senate by speaking upon recognition by the Speaker of the Senate, but shall not have the right to vote, or to make motions.

Section 7. A roll call shall be required at each meeting of the Senate, and shall be considered an official notice for records.

Section 8. All Senate meetings shall be open to the Chapman Community unless it is closed for a limited time by a three-fourths ($\frac{3}{4}$) vote of the Senate.

- A.** 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 an hour. If a meeting is closed, discussion is confidential, but the result of any vote must be recorded and made public.

Section 9. The Senate shall meet regularly, as deemed necessary by the Vice President, during the Fall and Spring semesters, when school is in session, with no more than seven (7) academic days in the Fall and Spring semesters passing between the time each meeting has been called.

Section 10. Senators must be enrolled as undergraduate students while in office and must maintain a minimum cumulative grade point average of 2.750 and a semester grade point average of 2.500 3.00 for the semester the member was elected and for each semester office is held. Senators must also receive a conduct clearance from the Dean of Students Office.

ARTICLE V. JUDICIAL BRANCH

Section 1. The Judicial Branch shall consist of the Student Government Association Review Board, hereinafter referred to as the Review Board, and the Director of Justice.

Section 2. The Director of Justice shall:

- A.** Act as a neutral party and chair ad-hoc committees;
- B.** Serve as head of the Review Board;
- C.** Cast the deciding vote in the case of a tie during SGA Review Board hearings;
- D.** Report directly to the SGA Advisor(s).

Section 3. The SGA Review Board shall:

- A.** Convene whenever the Director of Justice deems necessary or when SGA governing documents require;

- B.** In addition to the Director of Justice, the Review Board shall consist of at least four (4) full-time, undergraduate students, appointed by the Director of Justice and approved by the Dean of Students and/or their designee;
- C.** Hear cases relating to SGA issues.

Section 4. The Director of Justice shall be appointed by recommendation from the Dean of Students or their designees. The appointment is then subject to majority approval of the Senate.

ARTICLE VI. ELECTIONS

Section 1. There shall be an Elections Committee, chaired by the Director of Elections, comprised of additional Elections Committee members, to be determined by the current Director of Elections and confirmed by a two-thirds ($\frac{2}{3}$) majority vote of the Senate. More information on elections can be found in the Election Code.

ARTICLE VII. VACANCY PROCEDURE/SUCCESSION

Section 1. The order of succession shall be as follows:

- A.** If the President is unable to complete the term of office or is removed from office then the Vice President shall succeed them. If the Vice President is unable to complete the term of the former President then the Speaker of the Senate will fill the office Senate shall internally elect a committee chairperson to fill the office;
- B.** If the Vice President is unable to complete the term of office or is removed from office then the Speaker of the Senate shall succeed them. If the Speaker of the Senate is unable to complete the term for the former Vice President then the Senate shall elect a Senator to serve as a replacement at the following meeting;
- C.** If the Director of Finance is unable to complete the term of office or is removed from office then the Council will appoint a temporary replacement within ten (10) academic days. A permanent replacement must be appointed and pass with a majority vote from the Senate within four (4) weeks;
- D.** If the Director of Public Relations is unable to complete the term of office or is removed from office then the Council will appoint a temporary replacement within ten (10) academic days. A permanent replacement must be appointed and passed with a majority vote from the Senate within four (4) weeks;
- E.** If the Director of Elections is unable to complete the term of office or is removed from office then the Council will appoint a temporary replacement from the existing Elections Committee within ten (10) academic days. A

- permanent replacement must be appointed and passed with a majority vote from the Senate within four (4) weeks;
- F.** If the Director of Justice is unable to complete the term of office or is removed from office then the Advisor(s) and Dean of Students will appoint a replacement which must be approved by the Council and pass with a majority vote from the Senate within ten (10) academic days;
 - G.** If the Speaker of the Senate is unable to complete the term of office or is removed from office then the Senate shall elect a replacement at the following meeting;
 - H.** If a Senator is unable to complete the term of office or is removed from office, the office shall be filled as follows:
 - i.** If there are fewer than ten (10) weeks remaining in the Senator's term, the Vice President shall appoint an individual for the unexpired term of office subject to the approval of the Senate. Approval shall be given by a majority vote.
 - ii.** If there are more than ten (10) weeks remaining in the Senator's term, there shall be an official election within two (2) academic weeks, excluding the weeks in which interterm classes are held.

ARTICLE VIII. DEFINITIONS

Section 1. An academic day shall be defined as Monday through Friday during the fall and spring semesters, excluding finals week, University breaks or holidays.

Section 2. A majority shall be defined as fifty percent plus one of the members voting.

ARTICLE IX. ADVISOR

Section 1. The SGA Advisor(s) shall be appointed by the Dean of Students or their designees.

ARTICLE X. AMENDMENTS

Section 1. The Constitution may be amended in one of three ways:

- A.** A proposal of amendment may be initiated by securing a petition of at least ten percent (10%) of the SGA membership and submitting it to the Senate. The Senate must then vote on the proposal and confirm it with a two-thirds ($\frac{2}{3}$) majority vote.
- B.** The Senate may initiate a proposal for amendment by a two-thirds ($\frac{2}{3}$) vote in the affirmative. Upon presentation or approval of such petition, the proposal shall be submitted to the SGA membership no less than ten (10) academic days from the date of presentation or approval by the Senate. Election

procedures shall be followed as prescribed in the Election Code. A majority vote as well as twenty percent (20%) of the SGA membership voting shall be required to amend the constitution.

- C. The Senate may amend the Constitution for non-substantive purposes such as removing inconsistencies and ambiguity or to achieve proper formatting. A two-thirds ($\frac{2}{3}$) vote of the Senate is required to make non-substantive changes.

ARTICLE XI. STUDENT RIGHTS

Section 1. SGA shall function in accordance with the Student Conduct Code and other appropriate University regulations.

Section 2. No member of this association shall be deprived of office, status, or property without due process.