



BY-LAWS

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.

ARTICLE II. JUDICIAL BRANCH

Section 1. The purpose of the Judicial Branch shall be to ensure that the Executive and Legislative branches are acting in compliance with the SGA governing documents. The Judicial Branch shall consist of the Director of Justice and the Student Government Association Review Board, hereinafter referred to as the SGA Review Board.

Section 2. The Director of Justice shall have the following powers and duties:

- A. To call and preside over the SGA Review Board;
- B. To appoint SGA Review Board members, in conjunction with the SGA Advisor(s) and Dean of Students, to be approved by Senate by a majority vote;
- C. To ensure that all actions taken by the respective branches of SGA are consistent with the SGA governing documents;
- D. To notify all relevant parties, in writing of all decisions rendered by the SGA Review Board.

Section 3. The Director of Justice shall be responsible for:

- A. Presenting the appointed SGA Review Board members to be approved by a majority vote of the Senate;
- B. Ensuring that before the start of the Fall semester, the SGA Review Board is established, approved by Senate, and functioning;
- C. Training the SGA Review Board in conjunction with the SGA Advisor(s);
- D. Holding a Review Board meeting within ten (10) academic days of a complaint;
- E. Voting in case of a tie in the SGA Review Board.

Section 4. The membership of the SGA Review Board shall consist of four (4) undergraduate students who have been approved by a majority vote of the Senate.

- A. The Review Board members shall be presented for approval at the first meeting of the Senate after the appointment of the members by the Director of Justice;

- B.** If the total number of Review Board members falls below 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 5. 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 SGA Review Board shall have the following powers and duties:

- 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 Procedures, 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 III. SGA FUNDS

Section 1. SGA Budget

- A.** The fiscal year for the SGA Annual Operating Budget shall begin on June 1st. Approval of the SGA Annual Operating Budget shall be confirmed by a two-thirds ($\frac{2}{3}$) majority vote of the Senate;
- B.** The incoming Council shall prepare the initial budget for SGA and the Director of Finance shall submit it to the Senate for approval within the first two weeks of their term;
 - i.** The initial SGA Annual Operating Budget shall be based on the total projected student activity fees allocated to SGA as provided by Financial Services or the SGA Advisor(s).
- C.** The SGA Operating Budget must be resubmitted to Senate for review at least twice: once within the last three (3) weeks of October, and once within the last three (3) weeks of March;
- 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. The Director of Finance shall be responsible for:

- A.** Monies withdrawn from SGA funds shall be accounted for by numbered check requests. The only exception to this will be the use of the Panther Card as deemed fit by the SGA Advisor(s).

- B.** All check requests shall indicate and/or summarize the event and the reason for the withdrawal of funds and be signed by the SGA Advisor(s), 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(s);
- 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. Requirements and Regulations Related to Specific Funds

- A.** All expenditures originating from officer-specific budget lines (budget lines intended for specific use by a particular officer in the course of their duties) must fall within the general responsibilities of the officer's position.
 - i.** Such budget lines shall not be used to circumvent the standard funding process, except by the invocation of an Emergency Expenditure as outlined in Section 4.
 - ii.** An expenditure out of a particular officer's budget line that would, in any other circumstance, be applied to another budget line shall automatically constitute the invocation of the Emergency Procedure.

Section 4. Emergency Expenditures

- A.** An emergency expenditure shall be defined as any expenditure which would be exempt from the rules governing the normal course of SGA business;
- B.** No expenditures can be made on behalf of SGA without prior unanimous approval of the Council and the SGA Advisor(s);
- C.** 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 IV. COMPENSATION

Section 1. The total compensation for all officers and others employed by SGA shall not exceed 25% of the SGA budget.

Section 2. Total budgeted compensation and amendments to Article VI must be approved by a two-thirds ($\frac{2}{3}$) vote of the Senate. Amendments to Article VI and compensation will not take effect until the start of the next term of office.

Section 3. Elected officers will receive compensation in the form of a fellowship.

- A. Fellowships will be administered in four (4) increments: the 7th academic week of the Fall semester, the 14th academic week of the Fall semester, the 6th week of the Spring semester, and the 12th academic week of the Spring semester.
- B. If an officer begins their term less than three (3) weeks before a pay period, they will not receive compensation for that period.

Section 4. Fellowships for the officer's complete term shall be as follows:

- A. Elected Executive Council Positions:
 - i. The President shall receive \$10,000
 - ii. The Vice President shall receive \$8,000
- B. Senatorial Positions:
 - i. The Speaker of the Senate shall receive \$2,400
 - ii. Chairs shall receive \$1,600
 - iii. Senators shall receive \$1,000

Section 5. Appointed Executive Council positions and remaining support staff of the SGA will receive compensation through the payroll process. These positions will be paid according to the current hourly pay.

- A. Compensation for the appointed Executive Council positions shall not exceed the following:
 - i. Director of Finance – \$12,700
 - ii. Director of Public Relations – \$5000
 - iii. Director of Elections – \$3,800

Section 6. The Director of Justice will receive compensation in the form of a fellowship and shall receive \$500 for their complete term which shall be administered in the increments listed in Article VI Section 3A.

ARTICLE V. SGA ADVISOR

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

- A. To act as an advisor to all SGA entities, including Senate, Council, the Elections 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 the 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 VI. THE PANTHER

Section 1. A student completing coursework or expressing interest in writing for The Panther, the university student newspaper, may still hold a position in SGA with certain limitations. The Council and 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 positions that would directly report SGA activities.

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

ARTICLE VII. SENATE COMMITTEES

Section 1. The Senate Committees shall be required to:

- A. Hold weekly committee meetings;
- B. Complete at least one relevant group advocacy per semester;
- C. Prepare a semester report of the committee's progress and accomplishments that will be published on the SGA website.

Section 2. Allocations Committee

- A. The purpose of the Allocations Committee is to oversee the allotment of monies from the SGA Budget and update the SGA operating documents as they pertain to the operations of the allocations committee on an as-needed basis.
- B. Membership
 - i. The Committee shall consist of at least five (5) members of the Senate, one of whom shall be appointed to serve as Chairperson, in accordance with the guidelines set forth by the Allocations Operating Procedures.
 - ii. At least one (1) member of the Committee must be a student organization senator.

D. Membership

- i.** The committee shall be comprised of at most four (4) members of the Senate, including one chairperson (made up of another member of the Senate).

Section 6. Committee Selection

- A.** Senators are required to submit a form to indicate committee preferences to the Vice President to be considered in the committee selection process.

ARTICLE VIII. SUBCOMMITTEES

Section 1. Subcommittees shall be defined as committees that are composed of members of the Senate to address more specific needs of the student body or possibly time-sensitive areas of campus life.

Section 2. A committee shall be established by a three-fourths ($\frac{3}{4}$) vote of the Senate with the Vice President or their designee(s) acting as Chair.

- A.** The committee shall be composed of at most four (4) members of the Senate in addition to their internal standing committees.
- B.** Senators are required to contact the Vice President to be considered in the committee selection process.
- C.** Following the recommended appointments by the Vice President, the Senate must confirm all committee members by a simple majority vote.

Section 3. The President shall serve as an ex-officio member of all subcommittees.

Section 4. Should it be deemed necessary, the Council, or any member of the Senate, may host additional open forums to gain insight and feedback from the student body.

ARTICLE IX. CONSTITUTIONAL REVIEW COMMITTEE

Section 1. The purpose of the Constitutional Review Committee shall be to oversee changes to the SGA Constitution.

Section 2. Membership

- A.** The Vice President shall preside over the committee as chairperson;
- B.** The committee shall be called together once every Fall semester that is an even year (example: Fall semester 2012), but may be called together at the discretion of the Vice President on an as-needed basis;
- C. Membership;**
 - i.** The Committee shall consist of the Vice President, who shall serve as Chair, the Director of Justice, who shall serve as an ex-officio member,

and three (3) senators who shall be appointed by the Vice President and confirmed by a simple majority vote of the Senate.

- D. All members of the Committee shall have voting power, with the exception of the Vice President, who shall only have voting power in the event of a tie.

Section 3. Meetings

- A. Meetings shall be 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 X. 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 Elections 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 Elections 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 ($\frac{2}{3}$) 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. Resignation

- A. If a member of SGA seeks resignation from their position, he/she/they must notify the President, Vice President, and SGA Advisor(s) in writing.

Section 4. Censure

- A. Censure is defined as:

- i. The public reprimand of an elected member's conduct that has been deemed by the Senate to have violated the policies, integrity, and/or mission of SGA. A censure does not remove the individual from office.
- B. A censure can be brought forth by any elected member of SGA via written notice to the President, Vice President, Director of Justice, and individual in question.
- C. The censure of an individual must be placed on the Senate agenda and presented before Senate by the individual who brought forth the censure. The member in question shall be given due process and adequate time to provide a defense. The deliberation regarding a censure can take place in either an open or closed meeting, so long as the discussion meets the criteria for a closed session; however, the official censure and vote must be made public.
- D. A two-thirds ($\frac{2}{3}$) vote of the entire membership of the Senate is necessary to achieve censure.
- E. Should the vote be insufficient to achieve censure, the matter shall be closed.
- F. Censure is not subject to appeal or review by the Review Board and cannot be reversed.
- G. Censures must be sent to the Vice President and signed within two (2) academic days of the scheduled Senate meeting. The signed censure shall then be sent to the Director of Public Relations within three (3) academic days of the scheduled Senate meeting and posted on the SGA website within five (5) academic days of the scheduled meeting.
 - i. If the Vice President is being censured then the censure shall be signed by the President.

Section 5. Removal

- A. Removal is defined as:
 - i. The removal of a Senator from his/her/their appointed position on a committee, as a committee chair, or as Speaker of the Senate. This does not remove the member from their elected position as Senator.
 - ii. The removal of a non-elected member of SGA, including the Director of Finance, the Director of Public Relations, the Director of Elections, the Director of Justice, a member of the Review Board, and a member of the Elections Committee, on charges of improper conduct.
- B. The grounds for the removal of a non-elected member of SGA are:
 - i. Egregious and/or intentional violations of SGA or University rules, policies, or procedures as they relate to the non-elected member'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 and authority of SGA or the office held by the individual in question.
- C. The removal procedure of a Senator from a given position;
 - i. Any undergraduate student may present a removal complaint including at least a description of the alleged improper conduct and the

grounds for removal. Complaints must be submitted to the SGA Director of Justice who will then 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 removal appears on the agenda.

- ii.** A motion and a second are required to commence a removal hearing.
 - iii.** 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.
 - iv.** The student filing the original complaint must be present.
 - v.** The individual facing removal may be present.
 - vi.** Removal is achieved by a simple majority vote of the Senate.
- D.** The removal procedure of a non-elected member of SGA.
- i.** Any undergraduate student may present a removal complaint including at least a description of the alleged improper conduct and the grounds for removal. Complaints must be submitted to the Director of Justice who will then 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 removal appears on the agenda.
 - ii.** Any non-elected member of SGA that required a majority vote of the Senate for approval will follow the procedure of Article XII, Section 3D ii-viii.
 - iii.** If the Director of Justice is facing removal, complaints must be submitted to the SGA Advisor(s) who will then ensure the complaint is put on the Senate agenda.

Section 6. Impeachment

- A.** Impeachment is defined as the allegation of an elected member of SGA on charges of improper conduct. Impeachment is required to initiate removal proceedings from an elected office;
- B.** Impeachment may be used to remove an elected member from SGA;
- C.** Proceedings to remove a member from a given position and proceedings to impeach 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 by the individual in question.
 - iv.** Continuous failure to perform the duties and responsibilities as required by the SGA governing documents

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 Director of Justice. The Director of Justice will then 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 are required to appear.
- x.** A motion and a second are 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 are needed to vote again on the impeachment. A two-thirds ($\frac{2}{3}$) vote in favor of

impeachment is required to reinstate the impeachment. No more appeals shall be permitted. Removal will be voted on at the next regularly scheduled Senate meeting.

H. Impeachment 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 ($\frac{3}{4}$) vote of the entire membership of the 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 impeached from the SGA shall automatically forfeit his/her/their position(s).
- J.** No member of SGA shall be twice put in jeopardy for the same incident.

ARTICLE XI. 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 at 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 on student service, leadership, and academics. The committee shall have at least one (1) member from the Senate, the faculty, and Student Affairs staff. The established committee shall solicit applications and select the recipients.
- D.** The minimum cumulative grade point average shall be a 3.3.
- E.** The scholarship recipients should be chosen no later than the end of April.
- F.** The recipients will be awarded at the Campus Leadership Awards.

ARTICLE XII. ARCHIVES

Section 1. A copy of all current SGA governing documents, including but not limited to the 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 agenda 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 XIII. AMENDMENTS

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



Student Government Association President
Rachel Berns