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- To uphold the SGA Constitution and follow the procedures set forth within the Constitution and by-laws in all matters pertaining to the SGA;
- o And as outlined by the student handbook and calendar.

Article II. Structure

Section I. General Assembly

Purpose

- o To provide a forum where undergraduate students may observe the functioning of the SGA and voice their concerns and/or suggestions to all SGA officers;
- o To hold the final vote on all issues originating from committees;
- o To consider new ideas or issues established by fellow undergraduate students and direct them to the appropriate Representative member for further investigation;
- o To review progress of all committee meetings as submitted each meeting by their respective committee chairs and secretaries:
- o And to allow non-elected students to participate in the SGA.

Regulations

- Each meeting shall be advertised to the University community at least one week before its scheduled time. Advertisements must clearly state the date, time, and location of the meeting as well as convey that the meeting is open to all undergraduate students.
- Each meeting must be open to all undergraduate students and be held in a location that can comfortably accommodate the expected meeting turnout.
- Meetings are to be held no less than once every two weeks unless cancelled due to extenuating weather conditions or some other emergency situation. Any meeting cancellation shall be relayed to all SGA members and posted at the advertised location of the meeting.
- o Members shall include the Executive Cabinet, Representatives, and General Members. All members shall obtain voting powers during their term.

Procedures

- o The Secretary shall record meeting minutes at every General Assembly meeting.
- Each meeting shall begin with a call to order, followed by roll call. Each of these procedures must be completed through a motioning process. Members will review minutes from previous meeting prior to attending our next meeting.
- o Each meeting shall proceed according to an agenda prepared by the President. This agenda must be approved by the advisor of the SGA and presented to all those in attendance during the meeting.
- Each meeting shall include an allotted amount of time for Committee Meetings, during which members and guests may introduce new goals as well as discuss the status of on-going goals until they reach resolution. It shall be during these meetings Representatives collaborate in working towards their
- Each meeting shall include a Committee Reports section, allowing for the committees to update the General Assembly on the progress made during their Committee Meetings.
- o Each meeting shall include an Open Floor section, during which anyone in attendance may speak.
- Each meeting shall conclude with the adjournment procedure, which must be completed through a motioning process.
- o An example agenda with all of these procedures can be found the Appendix I of the Undergraduate Student Government Association Constitution.

Media and Marketing Representative Veterans Affairs Representative College of Liberal Arts and Sciences Representative College of Health and Human Services Representative College of Professional Studies Representative

Section IV. Collaboration Commissioner

Purpose

o To plan and implement training and collaboration activities for the SGA at large

Expectations/Responsibilities

- o To plan team builder activities for trainings;
- o To plan three team bonding events per semester;
- o Cannot hold another position within the SGA;
- o Must provide the dates of Committee Collaborations at the beginning of the semester.

Elections

- o Must be approved by Executive Cabinet to run for position;
- o All other election requirements must be fulfilled.

Section V. Advisor

Appointment of Advisor

o The advisor shall be the Director of Student Activities and Leadership Development (SALD).

Purpose

- o To serve as the direct advisor for the Executive cabinet;
- o And to serve as the overall advisor for to the SGA.

Responsibilities/Expectations

- o To serve as the administrative link/source of knowledge for any member of the SGA in any matter and seek knowledge for any matter necessary;
- To assist in providing information and advice on how/where to pursue information relating to issues facing the SGA;
- o To preside over SGA training;
- The Executive Cabinet and Adviser to meet every two weeks as a cabinet to discuss progress of the SGA and push forward with new ideas;
- And to meet with each member of the executive cabinet every two weeks in a One-on-One meeting to discuss progress, issues, concerns and

Powers

- o The advisor does not have voting power, but shall advise the government in any matter.
- The advisor shall preside over any impeachment hearing and provide an objective standpoint to both sides being debated.

The advisor does have the right in special circumstances (alleged major violation of student code of conduct of other alleged violations of moral character) to meet with a member of the SGA to discuss such issues. If the circumstances are confirmed, the advisor does have the choice to remove the student from their position.

o Fall semester elections will be held to fill any vacant positions that were not previously filled in Spring I and Spring II elections. All first year and returning undergraduate students are eligible to run for any additional vacant positions, as long as General Requirements found in Section IV are met.

Advertisements

- o Advertisements for elections shall be posted two weeks before the date of the elections and shall include information on how to run, in addition to when, where, and how to vote.
- o Advertisements for individual candidates should be approved by the SALD office. Students may inquire with the SALD Office for appropriate places to hang advertisements.
- o The SGA will reimburse up to a previously established amount for advertisement costs to students running for an elected position.

Section II. Special Elections

In the event that a position becomes vacant mid-term, a special election shall be held. The special election is to be announced at the first General Assembly meeting following the position becoming open and held during the following meeting. The election is to be advertised to all undergraduate students for the two weeks following the announcement. Special Elections will be open to campus and follow the guidelines and regulations of General Elections.

Candidates shall each give a speech and voting shall take place immediately following through secret ballot. The tabulations shall be made by the members of the executive cabinet, excluding any members who may be running for a position. The decision shall be made by a simple majority vote.

In the event of a tie, the President shall cast their deciding vote.

Section III. Coordinator

The Vice President shall preside over all annual election proceedings including publicity, election procedures, and tallying. The Vice President shall also be the main point of communication for all candidates.

Section IV. General Qualifications

To be eligible to campaign for a seat on the SGA the following qualifications must be met:

- o To qualify as an Executive Officer, you must have participated as a General Member with voting rights for a minimum of one academic year.
- Must be a student in good academic and judicial standing (If the student does have violations of either, or, or both, the advisor of the SGA shall make a character call and have the final say as to if the student can run for office);
- o Must have a GPA of at least 2.50;
- o Must be a full-time undergraduate student;
- And must submit to the Executive Cabinet an application for candidacy at least one week before the elections date.

Section V. Term Limits and Study Abroad

The term limit for every SGA Officer is one academic year beginning in the Fall Semester after they are elected. Freshmen student terms begin immediately after their election into office. In the case of special elections, terms shall last from the time of election until the conclusion of the academic year.

Section VI. Procedures

Specific election procedures are to be left open for further progress. Examples include ballot boxes, online voting, etc. However, all methods used for elections shall be available for all undergraduate students, allowing only one vote per student, per electoral process.

Section VII. Tabulation and Results

The Vice President, with assistance from the Adviser, shall be responsible for the tabulation of votes within twenty-four hours of the polls closing. All candidates shall be informed of the results before they become public and shall be notified via email immediately following the tabulation of the votes.

Article V. Committees

Section I. Existence

Committees shall be created to assess and act upon the needs of the current Marywood environment. Thus said, committees shall be created at the beginning of each academic year and will complete three goals during each semester. These goals will be used to appease the needs of Marywood students or simply better serve the Marywood community.

At SGA fall training, the roles and descriptions of committees shall be described to all members. Members from the Executive Cabinet and Representative positions shall be assigned to their committees at this time. (Article III. Section I)

Section II. Purpose

To bring together the SGA members with similar interests and provide a forum for those members to accomplish goals. By dividing the General Assembly into committees, more goals can be accomplished within different areas of the University.

Section III. Committee Chairs

Section VI. Regulations

The list of the committees shall be stated in Appendix VI of the Constitution of the Undergraduate Student Government. Since issues facing the SGA can and do change throughout the years, the purposes and goals of the committees may be altered by the executive cabinet member and the members of their committee during the SGA calendar.

The committees may also change throughout the year if a special case arises. If this occurs, the President has the right to create a new special committee to work specifically on whatever specific challenge faces the SGA or the Marywood Community. Members of this committee may be Executive Cabinet Members or Representatives who are already members of previous committees.

Section VII. Procedures

Meetings shall occur at an allotted time slot within the regularly scheduled General Assembly meeting. This time slot shall be announced by the President at each meeting prior to breaking up into committees.

The secretary of each committee shall be appointed by the Committee Chair, therefore cannot be a member of the Executive Cabinet.

provided on the aforementioned topics.

Each meeting shall include a workshop consisting of discussion explaining how the information presented can be used to further advance progress of the goal.

Article VI. Vacancies/Removal from Office

Section III. Timeline for Approval

Section IV. Ratification Process

The President shall preside over the Ratification Process.

This process is set in place to make any changes (if felt necessary by the SGA) to the amendment as well as to pass the amendment.

o Changes to Amendments

Any elected member of SGA can propose a change, or amendment to the amendment. This must be done verbally and must be acknowledged by the President. Once acknowledged, the author of the change has the opportunity to explain the change. After explanation, the author shall field questions for no more than five minutes.

Once the time has el