STUDENT GOVERNMENT CONSTITUTION

Preamble
The Students of California University of Pennsylvania, in an effort to promote the University’s core values (civility, integrity and responsibility), represent the interest of the students and establish a concrete and functional medium for open and civil communication among all constituencies, have established this form of governance. This governing body or any recognized organization thereof shall not endorse any political candidate or a federally registered Political Action Committee in any form. In the interest of establishing a non-partisan, unbiased governance structure we respectfully adhere to the ideals set forth in this constitution.

Definitions
SAI – Shall be in reference to the non-profit corporation, the Student Association Inc. of California University of Pennsylvania.
Paid member of SAI – Shall be in reference to any student who has no debts to the Student Association Incorporated.
Speaker – Shall be in reference to the Speaker of the House of Representatives.
President – Shall be in reference to the elected President of Student Government who shall be the President of the Senate.
In pocket – Shall be in reference to the current number of credits which appear on certified California University of Pennsylvania transcripts. Credits from classes currently being taken do not count until they appear on a current transcript.

Article 1: Purpose of Student Government
Section 1. Student Government shall be the representative body of the Student Association, Incorporated, and the elected representative voice of the student body of California University of Pennsylvania.
Section 2. Student Government shall serve as the designated medium for expressing student concerns pertaining to all matters.
Section 3. The Student Government shall advance charitable, educational, leadership, and scientific endeavors, but not limited to, developing a democratic and responsible student governance structure; acting as a liaison between and among all university constituencies; controlling the expenditure of the student activity fee; battle apathy and develop a well-rounded program of university life and activities at California University of Pennsylvania.
Section 4. The Student Government shall promote and adhere to the core values of California University of Pennsylvania; civility, integrity and responsibility.

Article 2: Membership of Student Government
Section 1. Student Government shall be composed of the following:
   1. The Student Senate
   2. House of Representatives
   3. Student Cabinet.
Section 2. In order to qualify for and maintain membership in Student Government, a student must be a paid member of the Student Association, Incorporated.

Article 3: Powers and Duties of Student Senate
Section 1. Senate shall represent the student interests and voice them in a continual effort to advocate for the students and in the best interests of California University of Pennsylvania.
Section 2. Student Senate shall consider from the student viewpoint such matters as may be referred to it by the administration, faculty and staff of the university.
Section 3. In the summer semester, senate shall be composed of all representatives. A majority of the representatives registered for that semester shall constitute quorum.
Section 4. To exercise the core values of Civility, Integrity and Responsibility in all settings, and branches of Student Government in any committee meeting/events.
Section 5. All meetings of Student Senate and committees shall be conducted according to Robert's Rules of Order, Newly Revised.

Article 4: Purpose of Senate
Section 1. It shall be the duty of Student Senate to consider such matters of student interest as presented by the students through their recognized organizations and representatives. All petitions or concerns at large must be submitted to the Student Government Advisor, or the President of Student Senate, who will refer them to the appropriate governing body.

Article 5: Membership of Senate
Section 1. Senate shall be composed of 70 Senators with the breakdown as follows:

1. Fifty two (52) Senators who are full time undergraduate students. Of that number at least:
   a. Three (3) Senators shall be seniors
   b. Three (3) Senators shall be juniors
   c. Four (4) Senators shall be sophomores
   d. Five (5) Senators shall be freshmen
2. Two (2) Senators shall be a full time graduate students
3. Ten (10) Senators shall be appointed seats from special University interest groups.
   a. Of that ten (10), the breakdown will be as follows:
      i. Two (2) representatives for NCAA athletes.
      ii. One (1) representatives for SAI recognized sports clubs.
      iii. Two (2) representatives for commuter students.
iv. One (1) representative for the SAI recognized Fraternities.
v. One (1) representative for the SAI recognized Sororities.
vi. Two (2) representative for the Multi-cultural affairs.
vii. One (1) representative for Inter Residence Hall Council (IRHC)

b. Appointed seats must have been nominated by their interest group then approved by the elected Student Government Officers.

4. One (1) Senator shall be the Speaker of the House of Representatives
5. Five (5) Officers will be elected positions by the student body at large in the spring each year (See Article 7 for stipulations)

Section 2. Elected and ratified members of Senate shall be referred to as "Senators."

Students wishing to become Senators must obtain 50 student signatures on a Student Senate petition; have it ratified by the Executive Board, as well as receive a seat designation by the recording secretary.

Section 3. Meetings of Senate and Cabinet shall be held weekly. Special meetings of Senate and Cabinet shall be called by the President of the Senate or the Chair of Cabinet (Cabinet meetings only).

Section 4. One half (1/2) and one (1) of the occupied seats of the Senate meetings shall constitute quorum.

Section 5. Proxy voting, or absentee voting, shall not be considered legal or valid in the Senate or any Student Senate committees. No member shall hold two seats simultaneously. No member of the Senate is endowed with more than one (1) vote.

Section 6. No member of the Senate shall be granted sabbatical for a period extending longer than one academic semester.

Section 7. No member of the senate shall also be an elected officer in the House of Representatives.

Article 6: Powers and Duties of Senate

Section 1. It shall be the duty and responsibility of the Senate to:
1. Advise the President of the University and other members of the administration of student needs, preferences, and opinions.
2. Participate in issues of student life to the extent of ten hours per traditional academic semester.

Section 2. Student Senate, through the elections chairman, shall organize and supervise the conduct of all elections involving the student body. The election chairman shall determine the time of all elections.

Section 3. Senate may refuse to seat any elected or appointed member by a two thirds (2/3) vote of Senate when just cause is shown regarding the withholding of seating privileges.

Section 4. In the event the Vice President assumes the office of president because of resignation or impeachment, Senate shall, by two thirds (2/3) vote, fill the vacant position. Such shall be the case for any other office as well.
Section 5. The Senate President shall establish special committees and or boards, as he/she deems necessary to carry out the mission of the Senate.

Section 6. Duties of appointed seats will be as follows:
1. Report to Student Government such matters concerning the representatives interest group as well as report back to said interest group concerning matters of Student Government.
2. Abide by all Sections listed under Article 6 for “Powers and Duties of Senate”.

Section 7. The advisor of the Senate shall be approved by the Executive Director of SAI.

**Article 7: Officers of Senate**

Section 1. Officers of student Senate shall be elected during the second half of the spring semester, exact dates to be set by Senate. Nominations shall be submitted to senate in writing or made from the floor of Senate at two (2) consecutive meetings of student Senate. There must be at least one regularly scheduled Senate or Cabinet meeting between the second week of nominations and the election dates.

Section 2. The following officers shall be elected with minimum qualifications as indicated in the following order of succession:
1. President...45 Credits, in pocket and have served one year as a senator at California University of Pennsylvania
2. Vice President...45 Credits, in pocket and have served one year as a senator at California University of Pennsylvania
3. Financial Secretary...45 Credits, in pocket and have served one year as a senator at California University of Pennsylvania
4. Recording Secretary...15 Credits, in pocket
5. Corresponding Secretary...15 Credits, in pocket

Section 3. The officers must have at least a cumulative 2.5 grade point average and shall retain this average throughout their terms of office.

Section 4. The officers must be in good standing with SAI and the University, and while in office they must be enrolled as a full time student.
Section 5. In the event of a vacancy in the Office of the President, the Vice President shall assume the President’s duties until an election can be held from the Senate body.

**Article 8: Powers and Duties of Elected Officers of Senate**

**Section 1. President**
1. Shall preside at all regular and special meeting.
2. Shall call all special meetings.
3. Shall prepare the agenda of Senate.
4. Shall, with the consent of Senate, appoint the following:
   1. One parliamentarian
   2. All members of standing and special committees necessary to facilitate the successful operation of the Senate.
5. Shall serve in an advisory capacity to the Council of Trustees.
6. Shall serve as an ex–officio member of all senatorial committees.
7. Shall appoint, with two thirds (2/3) approval of cabinet, representatives to campus–wide committees.
8. Shall serve as an ex–officio member of the House of Representatives.
9. Shall represent California University of Pennsylvania’s Student Government on the California University Forum and its Executive Committee or hold elections with the Cabinet.
10. Shall attend all meetings of the Board of Student Government Presidents unexcused absences may be grounds for impeachment.

**Section 2. Vice President**
1. Shall preside in the absence of the President or at his/her direction.
2. Shall serve as elections chairman.
3. Shall accept all official responsibilities and obligations deemed necessary by the Senate and/or the President of Senate.
4. Shall oversee all standing and ad hoc committees.

**Section 3. Financial Secretary**
1. Shall work with the CFO of the Student Association, Inc. and Budget and Finance Committee of the SAI Board of Directors in providing financial statements and information concerning Senate operations and interests.
2. Shall serve as chairman of cabinet.

**Section 4. Recording Secretary**
1. Shall keep the minutes of Senate.
2. Shall submit all minutes to the CFO of Student Association, Inc. to be duplicated and to the Director of New Media Services to be placed in the on–line archive.
3. Shall distribute all duplicated minutes of Senate to the organizations and administrative personnel requesting same.
4. Shall submit the minutes of Senate to the Cal Times newspaper and any Constitution Amendments as stated in Article 20.

**Section 5. Corresponding Secretary**
1. Shall receive, record and send communications.
2. Shall assist the election chairman with elections.
3. Shall function as a liaison between all houses of Student Government and attend all meetings of both houses.

**Article 9: Purpose of the House of Representatives**
Section 1. To serve as a communication medium between the recognized clubs/organizations and their respective constituents.
Section 2. To make recommendations to the Senate regarding policy, financial matters and student interest.

**Article 10: Membership of the House of Representatives**
Section 1. The House of Representatives shall be composed of the following:
   1. The President or student designee from each recognized club or organization.
   2. The President of the Student Senate shall be a full member of the House of Representatives.
   3. The Corresponding Secretary of the Senate will be an ex-officio member of the House of Representatives.

**Article 11: Powers and Duties of the House of Representatives**
Section 1. The House of Representatives shall serve as the lower house of Student Government.
Section 2. The House of Representatives shall function to keep the students at large apprised of the actions and responsibilities of the various clubs and organizations.
Section 3. The House of Representatives shall make recommendations to the Senate or the appropriate governing body regarding the various matters concerning the student clubs and organizations.
Section 4. In the event the Lieutenant Speaker of the House assumes the duties of the Speaker because of resignation or impeachment, the membership of the house will vote to fill the vacant position by a 2\3 majority. No replacement Speaker can be seated without a 2\3 majority of the House or a formal appointment from the President of the Senate.
Section 5. Only one vote per person per recognized club or organization. No one member shall have more than one vote. No one member shall represent more than one (1) club or organization in the House of Representatives. No voting member in the House of Representatives shall also be a voting member in the Senate.

**Article 12: Officers of the House of Representatives**
Section 1. The officers of the House will be elected at the first meeting of the fall semester. Nominations shall be made from the floor of the House and only one representative from each organization can hold office have voting privileges.

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<td>1/hr worked</td>
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Section 2. The following officers shall be elected from the membership of the House:

- Speaker of the House
- Lieutenant Speaker of the House
- Recording Secretary
- Parliamentarian

**Article 13: Powers and Duties of the Elected Officers of the House of Representatives**

Section 1. Speaker of the House shall:
1. Preside over special and regular meetings of the House.
2. Call all special meetings to order.
3. Prepare the agenda for all meetings.
4. Serve in an advisory capacity to the President of Student Senate.
5. Serve as a member of the Senate.
6. Shall serve in office no more than one term.
7. No representative may hold the seat of speaker for two consecutive terms.

Section 2. Lieutenant Speaker of the House shall:
1. Serve as interim–speaker of the House in the absence or vacancy of the Speaker of the House.
2. Shall accept duties and projects charged by the Speaker of the House.

Section 3. Recording Secretary of the House shall:
1. Take minutes of all regular and special meetings of the House.
2. Submit approved minutes to the Director of New Media, to place on the website.

Section 4. Parliamentarian of the House shall:
   1. Keep order in all regular and special meetings according to Robert’s Rules of Parliamentary Procedure, Newly Revised.

**Article 14: Student Cabinet**

Section 1. The executive committee of Student Senate shall be the Student Cabinet. The body will be elected from the membership of the Student Senate.

Section 2. Membership
   1. The President, Vice President, Financial Secretary, Recording Secretary, and Corresponding Secretary shall be members of Cabinet.
   2. The President of the Student Association, Board of Directors or his/her student designee from the Board of Directors shall be a member of Cabinet.
   3. Eight (8) representatives of Senate shall be elected by the Senate to serve on Student Cabinet during the first few weeks of the fall semester.
   4. Two (2) representatives from the House of Representatives shall be elected by the House of Representatives to serve on the student cabinet at the first meeting of the fall semester.
   5. The Chairperson of the House of Representatives shall serve as a member of the student cabinet.

Section 3. Duties
   1. Student Cabinet shall prepare and submit to Student Senate a final budget for the Student Association, Incorporated, by the second meeting in April.
   2. Student Cabinet shall be responsible for the review and approval of new or existing organizations.
   3. Student Cabinet shall present to Senate at each meeting a current financial report by the financial secretary of cabinet.
   4. Student Cabinet shall recommend penalties for inappropriate club actions.

**Article 15: Officers of Cabinet**

Section 1. Vice Chair
   1. Shall assume the duties of chair in his/her absence.

Section 2. Secretary
   1. Shall keep all minutes of the meetings of cabinet.
   2. Shall receive, record and send communications.
   3. Shall distribute all duplicated minutes of Cabinet to the members of Student Senate and administrative personnel requesting same.

**Article 16: Initiative and Referendum**

Section 1. On any question concerning the general welfare of the students, a proposal can be presented to Senate requesting consideration of same.
Section 2. A student body referendum shall be initiated by a majority vote of Senate.

**Article 17: Approved Organizations**
Section 1. To be recognized as an approved organization, the proposed organization must prepare and submit a constitution to the Student Association, Inc. who must then refer the proposed constitution to Student Cabinet and Student Senate for approval.
Section 2. The charter for any organization shall be automatically revoked if it is inactive for four (4) consecutive semesters.

**Article 18: Impeachment and Removal**
Section 1. Any elected officer of Student Government may be impeached by a two thirds (2/3) vote of their respective body.
Section 2. Removal shall be accomplished by a two thirds (2/3) vote of Cabinet, serving as a trial board, and by a two thirds (2/3) vote of Senate.
Section 3. Grounds for impeachment will be defined as neglect of office, incompetence, misdemeanor and/or mismanagement of funds.
Section 4. No officer can be removed by the club or organization he/she represents.
Section 5. Members of Student Government may be removed as prescribed in this article.

**Article 19: Power to Veto**
Section 1. The President of Student Senate shall have the right to veto.
Section 2. The veto may be overridden by a two-thirds (2/3) vote of Senate.
Section 3. The President of Student Senate must exercise the veto in the meeting at which the motion was presented.

**Article 20: Amendments**
Section 1. Amendment to the Constitution and Bylaws will be made by a two thirds (2/3) vote of Senate.
Section 2. All proposed amendments must be presented in writing at one meeting of the House of Representatives and voted upon at that meeting. Amendments must pass by (2/3) vote.
Section 3. All proposed amendments must be presented to Senate in writing at least one week prior to voting on which must pass by (2/3) vote.

**Article 21: University President Advisory Committee**
Section 1. The University President Advisory Committee shall consist of the officers of Student Senate, the officers of the Student Cabinet, the Speaker of the House of Representatives, the student officers of the SAI Board, and two (2) delegates appointed by the President of Student Senate for a term of one (1)
semester. The committee shall be formed and available to meet with the University President when requested.

**Article 22: Anti-Hazing Policy**

Section 1. Each member of Student Government shall adhere to the California University Anti-Hazing Policy. This prohibits all forms of hazing by all members of Student Government. Any infraction of state, local, or federal guidelines reported to Student Cabinet will result in immediate action and can potentially result in elimination of the Student Government.