

STUDENT GOVERNMENT ASSOCIATION OF WILLIAM PATERSON UNIVERSITY

Student Government Association Constitution

Updated version including Amendment I through XIX as of February 11, 2016

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Article I

Name

The name of the Association shall be the Student Government Association of William Paterson University of New Jersey, hereafter, referred to as the SGA.

Article II

Purpose

The purpose of the SGA is to identify, understand, and promote the interest and welfare of the student body by providing a means through which members may express themselves effectively in matters that affect the students as members of the William Paterson University Community. The organization aims to responsibly manage all facets of SGA operations, which include but are not limited to, mentoring all student clubs, organizations and committees chartered through the SGA. In addition, SGA hopes to provide academic, cultural, educational, social, and physical activities for the student body through the management of the student activities fee.

Article III

Membership

Every student of William Paterson University, who has paid the current student activities fee, shall be a member of the SGA.

Article IV

Executive Officers

Section A: Powers & Duties of the Executive Officers:

1. The **President** of the SGA shall:
 - a. Be responsible for the general administration of the affairs of the SGA
 - b. Chair Senate meetings and vote only in the event of a tie
 - c. Serve on the SGA Senate, Executive & Stipend Boards
 - d. Maintain a minimum of eight [8] weekly scheduled office hours in the SGA office
 - e. Call emergency meetings for time sensitive voting matters
 - f. Attend SGA standing committee meetings at their discretion
 - g. Oversee and spearhead the SGA Senate Recruitment event once a semester
 - h. Collect and review all monthly reports from Senate members and submit to Stipends Review Board
 - i. Conduct training workshop(s) for any newly elected Vice President(s)
 - j. Coordinate the SGA Awards Dinner Ceremony held during the Spring semester
 - k. In the event of a vacancy of any Vice President, appoint a Senator from respective committee to assume duties until an election takes place
 - If there are no qualified senators within the respective committee who wish to take the appointment, the SGA President may nominate an eligible member of the Senate to be approved as per *Section D* of Article IV
 - l. Assume the responsibility for the SGA Leadership Retreat(s) in the absence of the Executive Vice President
 - m. Assign appropriate tasks as needed to the Senate
 - n. Be responsible for carrying out legislation enacted by the Senate
 - o. Be a non-voting member of all committees and any SGA body unless in the event of a tie, and cast the deciding vote in the Senate
 - p. Maintain open lines of communication with faculty and administration
 - q. Serve on the SGA Budget Committee in accordance with the Financial Policies and Procedures
 - r. Act as SGA liaison to University administration in all matters regarding SGA employees
 - s. Act as a signatory for the William Paterson University Auxiliary Organization and the SGA
 - t. Serve as an SGA representative voting member to the William Paterson University Auxiliary Organization; attend all regularly scheduled meetings in which a substantive vote will take place, or when attendance is requested by the W.P.U. A.O.
 - u. Act in accordance with the current Robert's Rules of Order, the SGA Constitution, By-Laws, Policies, and Financial Policies and Procedures

2. The **Executive Vice President** of the SGA shall:

- a. Assist the President in the general administration of the SGA
- b. Chair Executive Board and Club/Sport Council meetings voting only in the event of a tie
- c. Serve on the SGA Senate, Executive, & Stipend Boards
- d. Maintain a minimum of eight [8] weekly scheduled office hours in the SGA office
- e. Temporarily assume the powers and duties of the President of the SGA in the President's absence, when necessary
- f. Submit a monthly report to the SGA President at the due date set forth by the SGA President
- g. Attend SGA standing committee meetings at their discretion
- h. Act as the official liaison to all annually budgeted organizations
- i. Collect agendas and minutes (if applicable) from each standing committee meeting prior to or at Senate meetings
- j. Assist SGA Secretary in organization of all Senate, Executive, and standing committee agendas and minutes, which must be all available upon request
- k. Coordinate the SGA Leadership Retreat each semester
- l. Preside over Senate meetings in the absence of the SGA President
- m. Assist Vice President of Judicial Review Board in providing election workshops with the condition they are not a candidate of that upcoming election
- n. Sanction clubs and suspend them temporarily until Judicial Review Board can hold a hearing, pursuant to By-Law 12
- o. Serve on the SGA Budget Committee in accordance to the Financial Policies and Procedures
- p. Act as a signatory for the William Paterson University Auxiliary Organization and the SGA
- q. Serve as an SGA representative voting member to the William Paterson University Auxiliary Organization; attend all regularly scheduled meetings in which a substantive vote will take place, or when attendance is requested by the W.P.U. A.O.
- r. Act in accordance with the current Robert's Rules of Order, the SGA Constitution, By-Laws, Policies, and Financial Policies and Procedures

3. The **Vice President of Public Relations** of SGA shall:

- a. Chair Public Relations committee meetings and vote only in the event of a tie
- b. Serve on the SGA Senate and Executive Boards
- c. Maintain at least six [6] weekly scheduled office hours in the SGA office
- d. Conduct Vice Chair duties for the Public Relations Committee until Vice Chair is appointed
- e. Have the power to delegate committee related tasks to committee members
- f. Submit a monthly report to the SGA President at the due date set forth by the SGA President
- g. Appoint any vacant Public Relations Senator or at-large member with a two-thirds [2/3] vote from the Senate
- h. Must attend and/or provide representation where SGA must promote the organization at events, such as but not limited to: club fairs, summer orientations, and open houses
- i. Ensure SGA documents are updated on the official SGA website including but not limited to SGA Constitution, Financial Policies and Procedures, Election Guidelines, in addition to Senate membership
- j. Submit all financial requests for purchases pertaining to public relation materials or services as approved by committee or during the summer with approval of the Executive Board
- k. Be responsible for inventory of SGA purchases pertaining to public relation materials
- l. Oversee all SGA social media channels including the official University SGA website
- m. Oversee and spearhead an SGA community outreach event once a semester
- n. Shall coordinate the process for the SGA composite (if purchased)
- o. Act as the official liaison to campus media, university relations, alumni relations, and all other university departments or committees that directly deal with public relations
- p. Assist Vice President of Judicial Review Board in conducting election workshops to candidates interested in running as a Senator for respective committee
- q. Conduct training workshops for all newly elected or appointed Public Relations Senators
- r. Submit committee minutes to Executive Vice President prior to or at the Senate Meeting

- s. Act in accordance with the current Robert's Rules of Order, the SGA Constitution, By-Laws, Policies, and Financial Policies and Procedures

4. The **Vice President of Student Life** of SGA shall:

- a. Chair Student Life committee meetings and vote only in the event of a tie
- b. Serve on the SGA Senate and Executive Boards
- c. Maintain at least six [6] weekly scheduled office hours in the SGA office
- d. Conduct Vice Chair duties for the Student Life Committee until Vice Chair is appointed
- e. Have the power to delegate committee related tasks to committee members
- f. Submit a monthly report to the SGA President at the due date set forth by the SGA President
- g. Appoint any vacant Student Life Senator or at-large member with a two-thirds [2/3] vote from the Senate
- h. Act as the official liaison to public safety, food services, hospitality, commuter services, residence life, and all other university departments or committees dealing directly with student life issues
- i. Hold a Student Public Forum event twice a semester or more to make the student body aware, as well as, collect feedback regarding student life issues
- j. Invite faculty or staff members from various departments to attend committee or Senate meetings when discussion on student life issues are raised
- k. Submit agendas and committee minutes to Executive Vice President prior to or at the Senate Meeting
- l. Assist Vice President of Judicial Review Board in conducting election workshops to candidates interested in running as a Senator for respective committee
- m. Conduct training workshops for all newly elected or appointed Student Life Senators
- n. Serve as an SGA representative voting member to the William Paterson University Auxiliary Organization; attend all regularly scheduled meetings in which a substantive vote will take place, or when attendance is requested by the W.P.U. A.O.
- o. Act in accordance with the current Robert's Rules of Order, the SGA Constitution, By-Laws, Policies, and Financial Policies and Procedures

5. The **Vice President of Academic Affairs** of SGA shall:

- a. Chair Academic Affairs committee meetings and vote only in the event of a tie
- b. Serve on the SGA Senate and Executive Boards
- c. Maintain at least six [6] weekly scheduled office hours in the SGA office
- d. Conduct Vice Chair duties for the Academic Affairs Committee until Vice Chair is appointed
- e. Have the power to delegate committee related tasks to committee Senators
- f. Submit a monthly report to the SGA President at the due date set forth by the SGA President
- g. Appoint any vacant Academic Affairs Senator or at-large member with a two-thirds [2/3] vote from the Senate
- h. Attend Faculty Senate Meetings and report back discussions to committee
 - i. In the event that the Vice President cannot attend, the following succession shall occur: SGA President shall assume the non-voting faculty senate member position. If the President is unable to attend, the Executive Vice President shall then assume the non-voting faculty senate member position. If both the President and the Executive Vice President cannot attend, responsibility will fall back to the Vice President of Academic Affairs.
- i. Hold a Student Public Forum event twice a semester or more to make the student body aware, as well as, collect feedback regarding academic policies/issues
- j. Extend invitation to any dean, associate dean, or academic chair to attend committee meetings
- k. Inform the Senate of any administrative changes or searches in each college

- l. Invite faculty from various colleges to attend committee or Senate meetings when discussion on academic affairs issues are raised
 - m. Submit agendas and committee minutes to Executive Vice President prior to or at Senate meeting
 - n. Assist Vice President of Judicial Review Board in conducting election workshops to candidates interested in running as a Senator for respective committee
 - o. Conduct training workshops for all newly elected or appointed Academic Affairs Senators
 - p. Act in accordance with the current Robert's Rules of Order, the SGA Constitution, By-Laws, Policies, and Financial Policies and Procedures
6. The **Vice President of Allocations** of SGA shall:
- a. Chair Allocation committee meetings and vote only in the event of a tie
 - b. Serve on the SGA Senate and Executive Boards
 - c. Maintain at least six [6] weekly scheduled office hours in the SGA office
 - d. Conduct Vice Chair duties for the Allocations Committee until Vice Chair is appointed
 - e. Have the power to delegate committee related tasks to committee Senators
 - f. Submit a monthly report to the SGA President at the due date set forth by the SGA President
 - g. Appoint any vacant Allocations Senator or at-large member with a two-thirds [2/3] vote from the Senate
 - h. Upon request, at each Senate meeting report current balance of club account and any large approved requests from committee meeting
 - i. Enforce the Financial Policies and Procedures and take the appropriate and corrective action including, but not limited to: freezing of funds and suspension of monetary privileges due to failure of adherence of the Financial Policies and Procedures. Any action taken should be reported to the Senate at the next regularly scheduled meeting
 - j. Be responsible for conducting financial workshops in coordination with CASL of the SGA Financial Policies and Procedures for the remaining Executive Officers, Allocations Board members, and Presidents and their Treasurers of any SGA funded organization
 - k. Submit a budget for the next fiscal year to the Executive Board, Senate, and the succeeding Vice President of Allocations at the last Senate meeting prior to leaving office
 - l. Be responsible for planning the disbursement of the student activities fee in conjunction with allocation committee and with the consent of the University or its representatives
 - m. Assist Vice President of Judicial Review Board in conducting election workshops to candidates interested in running as a Senator for respective committee
 - n. Conduct training workshops for all newly elected or appointed Allocation Senators
 - o. Submit committee minutes to Executive Vice President prior to Senate Meeting
 - p. Serve on the SGA Budget Committee in accordance with the Financial Policies and Procedures
 - i. Select three [3] senators from the Allocations Committee to serve as voting members to the Budget Committee
 - q. Serve as an SGA representative voting member to the William Paterson University Auxiliary Organization; attend all regularly scheduled meetings in which a substantive vote will take place, or when attendance is requested by the W.P.U. A.O. The Vice President of Allocations will also serve as the Vice Chair and treasurer of the Auxiliary Organization according to their By-Laws and regulations
 - r. Act in accordance with the current Robert's Rules of Order, the SGA Constitution, By-laws, Policies, and Financial Policies and Procedures
7. The **Vice President of the Judicial Review Board** shall:
- a. Chair Judicial Review and Stipend Review Board meetings and vote only in the event of a tie
 - b. Serve on the SGA Senate and Executive Boards; ensure attendance is accurately recorded
 - c. Maintain at least six [6] weekly scheduled office hours in the SGA office

- d. Conduct Vice Chair duties for the Judicial Review Board Committee until Vice Chair is appointed
- e. Have the power to delegate committee related tasks to committee Senators
- f. Submit a monthly report to the SGA President at the due date set forth by the SGA President
- g. Appoint any vacant Judicial Review Board Senator or at-large member with a two-thirds [2/3] vote from the Senate
- h. Conduct election workshops and oversee the SGA Election process with assistance from Vice Presidents to conduct election workshops for candidates running within their committees
- i. Keep track of all passed amendments during the semester, and update the SGA Constitution by providing a digital copy to the Vice President of Public Relations and a paper copy to the overall SGA Advisor
- j. Collect and file each Senators monthly reports from the SGA President and submit to the Stipends Review Board
- k. Appoint an Advocate-General from the Judicial Review Board membership upon approval by a two-thirds [2/3] vote of the Judicial Review Board as needed to act as an advocate for defending parties in all hearings and appeals to the Judicial Review Board
- l. Act in accordance with the current Robert's Rules of Order, the SGA Constitution, By-laws, Policies and Financial Policies and Procedures
- m. Make preliminary rulings on constitutional and other preliminary issues until the questions can be decided by Judicial Review Board
- n. Act as Parliamentarian at SGA Senate meetings
- o. Have the right to suspend any club that fails to appear before the Judicial Review Board at the time arranged by that club's officer and the Vice President of Judicial Review Board for hearings or constitutional reevaluation
- p. Conduct training workshops for all newly elected or appointed Judicial Review Board Senators
- q. Formulate annually a concise list of those aspects of Robert's Rules of Order pertinent for SGA Meetings and disseminate it to the Senate

Section B: Qualifications for Executive Officer of the SGA:

At the time of elections and throughout the length of their term candidate must:

1. Have been enrolled and completed at WPUNJ
 - a. Two [2] semesters on the SGA Senate for eligibility of President or Executive Vice President
 - b. One [1] semester on the SGA Senate for eligibility of Vice President
 - c. A semester exemption can be made when the assumption of office will occur after the required semester is completed
2. Remain a student of William Paterson University prior to elections and throughout length of term
3. Have a cumulative GPA no lower than 2.75 throughout term
4. Act in accordance with the current Robert's Rules of Order, the SGA Constitution, By-laws, Policies and Financial Policies and Procedures

Section C: Assumption and Term of Office:

1. Newly elected SGA Senate members shall assume their offices on June 1st (or immediately after a special election) and their term will end on May 31st
2. Executive Officers may not hold executive office in any other SGA organization

Section D: Vacancies:

1. In the event of a vacancy in the office of the President or the Executive Vice President, the following order of succession will occur: Executive Vice President will assume as President; President will temporarily ensure the Executive Vice President duties will be completed until a

- new member is elected or a qualified Senator is temporarily appointed. The President has the power to temporarily assign or assume duties as they see fit.
2. A vacancy in the office of any Vice President shall be filled temporarily by a SGA senator who and Confirmed through a two-thirds [2/3] vote of the Senate until an election can be held.
 - a. The President shall appoint a senator from the respective committee to assume duties until an election takes place
 - i. If there are no eligible senators within the respective committee who wish to take the appointment, the SGA President may nominate an eligible member of the Senate to be approved.
 - b. At the same meeting the nominee is confirmed at; the Senate must then decide, by simple majority vote, if an election is warranted or if the nominee will hold the Vice President position through the end of the current term. If an election is ordered, the Executive Board will follow the process as per the Elections Guidelines "Special Elections" clause.
 3. Any SGA Senate member who wishes to resign from their position should do so through a letter stating their resignation directed to their respective Vice President, if applicable, the SGA President and the Senate.

Article V

Executive Board

Section A: Membership

1. Voting members of the Executive Board shall be the SGA Executive Vice President and all Vice Presidents
2. The SGA President will vote only in the event of a tie, with his/her vote being the tie breaker

Section B: Powers & Duties:

The Executive Board shall:

1. Facilitate the transaction of business at the Senate meetings by providing all data necessary to complete discussion of all business under consideration
2. Discuss and evaluate each officer role of the Executive Board and tasks accomplished
3. Act as the second body to approve or deny any financial request appeals
4. Act as the second body to approve or deny any newly chartered clubs in the process of activation
5. Coordinate and supervise the activities of all standing or ad-hoc committees
6. Adopt policy pursuant to Senate approval

Section C: Meetings

1. The Executive Board shall meet regularly each week
 - a. In the event that a regularly scheduled meeting cannot be held due to extenuating circumstances, said meeting may be cancelled by a two-thirds [2/3] majority vote
2. Any member can call a meeting of the Executive Board by petitioning one-third [1/3] of the members including their names and signatures
3. No Executive Board meeting may exceed one and a half [1.5] hours unless there is a two-thirds [2/3] vote of the members present. At time of extension, members of the Executive Board who must leave will notify the SGA Secretary

Article VI

Senators

Section A: Powers & Duties

All Senators must:

1. Work in coordination with Vice President receiving delegated tasks to fulfill purpose of said committee
2. Attend respective committee meetings
3. Attend and serve on the Senate as a voting member

4. Maintain at least two [2] weekly office hours in the SGA office
5. Submit a monthly report to Vice President of said committee

Section B: Qualifications for Senator of the SGA:

At the time of elections, and throughout their term, the candidate must:

1. Remain as a student of WPU
2. Have a cumulative GPA no lower than 2.50
3. Act in accordance with the current Robert's Rules of Order, the SGA Constitution, By-laws, Policies and Financial Policies and Procedures

Section C: Assumption of Duties & Term of Office:

1. Newly elected SGA Senate members shall assume their offices by the close of the Elections and their term will end on May 31st
2. Appointed Senate members shall assume their office immediately preceding final voting results
 - a. Newly appointed Senate members shall be eligible to vote at their second Senate meeting
3. Senate members elected during Special Elections shall assume their position upon confirmation

Section D: Vacancies:

1. In the event of a vacancy of any Senator who is not an executive officer, when an election is unwarranted or unsuccessful, the Vice President of the respective committee shall have the power to fill the vacancy by appointment upon a two thirds [2/3] approval of the Senate
2. Approved Senate appointees shall not be granted voting privileges to the Senate until the next meeting of the Senate.

Article VII

Senate

Section A: Membership

1. Voting membership in the Senate:
 - a. SGA Executive Vice President and Vice Presidents
 - b. Senators of each committee:
 - i. Up to eight [8] Senators for Public Relations
 - ii. Up to eight [8] Senators for Student Life
 - iii. Up to ten [10] Senators for Academic Affairs; two [2] from each college
 - iv. Up to eight [8] Senators for Allocations
 - v. Up to eight [8] Senators for Judicial Review Board
 - c. One [1] Representative from each Annually Budgeted organization
 - d. Up to five [5] Club Council Representative(s) as elected by the Club Council Committee
 - e. Up to two [2] Sport Council Representatives elected by the Club Sports Committee
 - ƒ. Two [2] Student Board of Trustee Representatives (Voting and Non-Voting)
 - a. Only the current voting member of The Board of Trustee is required to be a member of the SGA Senate. The Alternate Student Trustee will only be required to attend meetings of the Senate if they are assuming the role of the Voting Student Trustee in accordance with Article VII, § D. Both representatives must abide by the rules set forth as defined by the WPUNJ Board of Trustees
2. The SGA President will vote only in the event of a tie, with his/her vote being the tie breaker
3. Newly elected SGA Senate members shall assume their offices on June 1st (or immediately after a special election) and their term will end on May 31st

Section B: Eligibility

1. Any member of the SGA may run for a Senate position
2. No one person shall run for or hold more than one [1] position on the Senate
3. No one person shall run for or hold more than one [1] of the following positions
 - a. Member of the SGA Executive Board
 - b. President or Vice President of an SGA recognized Annually Budgeted Organization

Section C: Powers & Duties

The powers and duties of the Senate shall be:

1. To provide centralized administration of student affairs in such matters as:
 - a. Approving the charters of student organizations
 - b. Approving the annual budget derived from the Student Activities Fee
 - c. Overseeing and holding accountable all chartered organizations
2. To function with the administration and faculty in the execution of programs beneficial to the students, such as but not limited to: Athletics, Cultural Affairs, Student Services, Social Affairs, Fall and Spring Leadership Retreats, Public Relations and other campus governing bodies
3. To work with the administration and faculty, anticipate and assess long-range goals of the students in relation to their needs
4. To formulate policy in the best interests of the students

Section D: Description of Senate Representatives

1. The Annually Budgeted Representative shall
 - a. Report to each Senate meeting
 - b. Inform the Senate of respective organization matters, events, or issues
 - c. Submit a monthly report to the SGA President or, if a member of one of the five standing committees, submit a monthly report to the respective Vice President.
2. The Board of Trustees Student Representatives are described as follows:
 - a. A full-time regularly matriculated student at WPU (12 credits or more)
 - b. A student in good academic standing, the GPA requirement is at least that of an executive officer in SGA, but no lower than a cumulative GPA of 2.75
 - c. Eighteen [18] years of age or older
 - d. A citizen of the United States of America
 - e. Has served at least one full semester on the SGA Senate; and shall
 - f. Fulfill all duties as defined by the WPUNJ Board of Trustees attending all full board meetings, committee meetings and retreats
 - g. The representatives must adhere to Board of Trustee requirements as detailed in the NJ Trustees Guide and any William Paterson guidelines provided
 - h. Serve on SGA Senate as an ex-officio member with full voting rights when all requirements are fulfilled
 - i. The Student Trustee is encouraged to attend at least one meeting of the SGA Senate per calendar month. The Alternate Trustee may attend but is not required to do so. They may attend more meetings or activity, The Student Trustees are encouraged to attend the SGA Leadership Retreat.
 - j. Student Trustees are exempted from Senator Office Hour Requirements; and are exempted from attendance or standing committee requirements.
 - k. Student Trustees are encouraged to submit a monthly report to the SGA President
 - l. Inform the Senate of matters, events, or issues pertaining to the University Board of Trustees
 - m. The Student Trustees are encouraged to provide a report (either together or individually) to the Senate at least once per calendar month detailing the recent Board actions, decisions and discussions. At the request of the SGA President, the Student Trustee may be asked to provide updates to the SGA Executive Board
 - n. Eligibility and Selection shall be as follows:
 - o. The Alternate Student Trustee (Non-Voting Member of the Board) is elected to a two [2] year term, annually, serving as a non-voting member of the Board of Trustees in their first year and ascending to a voting member their second year.
 - p. Vacancies in either position are filled by the SGA Senate for unexpired terms only
 - q. The SGA President will interview eligible candidates; if qualified and eligible, the President will nominate a candidate who must receive at least a two-thirds [2/3] affirming vote to fill the unexpired term.

- r. Expired terms (not created by resignation or vacancy) are filled during regularly scheduled elections. The voting Student Trustee position is filled in the following succession; first by the Alternate Trustee, then during a regularly scheduled election 9(or special election when called for by majority approval of the Senate) and finally by appointment as referenced above.
 - s. Board of Trustee members are ineligible for compensation from the Student Government Association, but are entitled to reimbursement for all reasonable and necessary expenses as determined by the office of Campus Activities.
3. Club Council Representative(s)
 - a. Inform Club Council of current Senate matters
 - b. Inform the SGA Senate of Club Council discussions at SGA Senate meetings
 4. Sports Council Representative
 - a. Inform Sport Council of current Senate matters
 - b. Inform the SGA Senate of Sport Council discussions at SGA Senate meetings

Section E: Meetings

1. There must be a minimum of seven [7] meetings per semester if meeting bi-weekly or a minimum of fourteen [14] meetings per semester if meeting weekly
2. Standing committees traditionally meet weekly or bi-weekly. However, there must be a minimum of seven [7] meetings per semester if meeting bi-weekly or a minimum of fourteen [14] meetings per semester if meeting weekly
 - a. The Allocations and Judicial Review Boards shall meet regularly each week
 - b. In the event of a university closure that prevents a regularly scheduled meeting from occurring, members will not be penalized for failing to have the minimum number of meetings for that academic semester, specifically with regards to stipend eligibility
3. Any member can call a meeting of the Senate or said committee by petitioning one-third [1/3] of the members including their names and signatures
4. The Executive Board, by majority vote at any time, may mandate a meeting of the Senate
5. No Senate meeting may exceed two [2] hours unless there is a two-thirds [2/3] vote of the members present. If the meeting is to be extended, there shall be quorum for official business to be conducted and a short recess, at which time members of the Senate who must leave will notify the SGA Secretary

Section F: Vacancies in the Senate

In the event of a vacancy in any position other than the Executive Officers, the vacancy may be filled by an appointment by the respective SGA Vice President (or President in the absence of the VP) with the approval of two-thirds [2/3] of the members present at a Senate meeting. In the event of a preponderance of open or unfilled positions, a special election can be called for according to the rules set forth in the Elections Guidelines.

Article VIII Advisor

1. The Senate of the SGA shall choose at least one [1] overall SGA Advisor yearly typically by the first meeting of their new term. Its choice shall be voted by a two-thirds [2/3] vote of the membership of the members present
2. Each chairperson of each committee shall choose at least one [1] Advisor yearly typically by the first meeting of their new term. Its choice shall be voted by a two-thirds [2/3] vote of the membership present
3. All Advisor(s) shall be a member of the full-time faculty or a full-time professional employee of William Paterson University.
4. The Advisor must attend Senate and Executive Board Meetings and major SGA events

- a. The SGA Financial Advisor must sit as a voting member to the Budget Committee as per the Financial Policies and Procedures.
5. In the event the overall Advisor does not meet his/her responsibilities to the needs of the Student Government Association adequately, the following procedure must be followed:
 - a. Charges shall be submitted in writing by any Senate member to the Vice President of the Judicial Review Board and reviewed by the Judicial Review Board. A recommendation shall then be forwarded to the Senate by a two-thirds [2/3] vote
6. In the event a standing committee Advisor(s) does not meet his/her responsibilities to the needs of the Student Government Association adequately, the following procedure must be followed
 - a. The committee shall review the original charges and make a recommendation to the Executive Board by a two-thirds [2/3] vote
 - b. The Executive Board shall review the recommendation of the standing committee. The Executive Board shall then vote upon the original charges. A two-thirds [2/3] vote of the members present is required for removal

Article IX

SGA Stipend

Section A: Stipend Amounts

1. President and Executive Vice President of the SGA Senate, and all annually budgeted Presidents of the SGA (if eligible) shall receive a flexible stipend amount of up to \$3,500.00 for either the Fall and/or Spring semester
2. All Vice Presidents of the SGA Senate (if eligible) shall receive a flexible stipend amount of up to \$3,000 for either Fall and/or Spring semester
3. All Senators and/or Representatives of the SGA Senate (if eligible) shall receive a flexible stipend amount of up to \$250.00 for either Fall and/or Spring semester

Section B: Eligibility

1. Any SGA Senate member or representative, who was in office prior to the close of the second [2] Senate meeting if meeting bi-weekly or fourth [4th] meeting if meeting weekly, of the semester, is eligible to receive an SGA Stipend based upon the following requirements:
 - a. He/she submits to the SGA Vice President of Judicial Review Board prior to the deadline, a Stipend Application reviewing his/her term in office
 - b. He/she meets the criteria of one or more categories as outlined in Section D
2. The President of an Annually Budgeted organization will be eligible to receive their stipend, assuming that they fulfill their respective duties as mandated by their constitutions and also partially contingent upon actively participating at the SGA Leadership Retreat for that semester
3. No individual is eligible to receive more than one [1] SGA stipend per semester
4. Unforeseen or foreseen circumstances where an SGA Senate member does not complete his/her full term will not be eligible for a stipend if all duties of said member are not fulfilled or violates the meeting attendance policy

Section C: Payment Allocation of Stipend

1. Compensation for payment allocation of stipend will be contingent upon fulfillment of a category system where each category that applicant fulfills will be a percentage earned based off total possible stipend amount as referred to in Section A: Stipend Amount
2. The following categories will be as follows:
 - a. Office hours
 - b. SGA Leadership Retreat
 - c. Attendance
 - d. Overall Performance
3. Each category will be equally weighted at twenty-five percent [25%] of the maximum stipend amount applicable
4. Annually Budgeted organizations will recommend to Stipend Review Board a percentage based on presidents responsibilities as outlined by their constitutional duties.

Section D: Description/Fulfillment of Categories

1. To fulfill the Office Hours category, a full completion of office hours pertaining to position as outlined in By-Law 5 must be completed
2. To fulfill the SGA Leadership category, the stipend applicant must have a physical presence and active participation throughout the SGA Leadership Retreat
3. To fulfill the Attendance category, stipend applicant must remain in compliance with By-Law 2, Section B: Attendance Policy
4. To fulfill the Overall Performance category, will be at the discretion of Stipends Review Committee that will carefully review the applicant's constitutional duties including but not limited to, submission of monthly reports and completed committee duties to determine eligibility upon a committee vote

Section E: Stipend Review Board

1. The power to award SGA Stipends shall be vested in the members of the Stipend Review Board; as prescribed in By-Law 9
2. All decisions of the Stipend Review Board may be appealed, providing that new evidence, previously unavailable to the Stipend Review Board at the time of deliberation, becomes available

Article X**Impeachment and Removal****Section A: Dismissal of Members from Ad-Hoc Committees or Sub-Committees who are not current SGA Senate Members**

1. Members of Ad-Hoc Committees serve at the pleasure of the SGA President and can be removed at his/her discretion
2. Members of Ad-Hoc Sub-Committees serve at the pleasure of their respective committee chairperson and can be removed at his/her discretion
3. There can be no appeals in this matter

Section B: Removal of At-Large Committee Members who are not Senate members of the SGA

1. All At-Large Committee members who are not members of the SGA Senate can be removed in one of four ways:
 - a. The Chairperson of committee may call for a motion to remove a standing committee member, requiring the approval of a two-thirds [2/3] vote of members present
 - b. A member of a standing committee may make a motion to remove a standing committee member, requiring the approval of a two-thirds [2/3] vote of members present
 - c. An SGA Senate member may motion to remove a standing committee member, requiring the approval of a two-thirds [2/3] vote of the Senate
 - d. In violation of the conduct policy under By-Law 2
2. Said member may request an appeal of the removal decisions. This must be done within five [5] business days from the date of action by written request to the Vice President of Judicial Review Board
 - a. The Vice President of Judicial Review Board may overturn the decision to remove if he/she deems it unjust or unconstitutional. A simple majority of the Judicial Review Board is necessary to overturn the decisions to remove, should the Vice President of the Judicial Review Board decide to grant the appeal
 - b. If the Judicial Review Board does not overturn the decision to remove there will be no further appeal
 - c. During the appeal process the said member may not serve on said committee

Section C: Removal of an Individual Pursuant to the Conduct By-Law

1. If a member of the SGA Senate is in violation of the Conduct By-Law, then he/she shall be temporarily removed from said body by the Chair of the respective body. If the individual does not contest the removal, they will be taken off the membership roster for that body. If the individual chooses to appeal the removal, they cannot re-assume their former duties or privileges until a final decision has been made by the Senate for matters regarding attendance or office hours, or the Judicial Review Board for matters including but not limited to those involving conduct unbecoming, impeachment or misconduct
2. Removals against an individual due to absence, lateness, early departure, or unfulfilled office hour requirements shall not affect one's eligibility to serve on any other SGA body.
3. After appeal of the removal, if applicable, has been exhausted, then said person shall be impeached from their position due to their failure to fulfill their Constitutional duties
4. In the event that a member of the SGA Senate is removed for conduct unbecoming, they shall be removed from all bodies of the SGA
5. Appeal of Removal
 - a. In the event that an SGA Senate member is removed due to excessive absence, lateness, early departure, or unfulfilled office hours they must be voted upon, by two-thirds [2/3] vote of said body they were removed from to re-assume their position, if the vacancy created by their removal is still open. However if appeal is granted said member shall not be stipend eligible.
 - i. An individual can only re-assume their position once per academic year, and in the event that they are removed a second time he or she cannot be reappointed again until the following academic year. This does not affect one's eligibility to run in an SGA election
 - b. Any appeal of removal stemming from conduct unbecoming shall be considered the same as an impeachment proceeding at the Senate, and the Judicial Review Board (or Executive Board in the case of Judicial Review Board) shall hold a hearing to determine if the SGA member should be removed from their office. The Vice President of Judicial Review Board will report Judicial Review Board's recommendation to remove, whereby a two-thirds [2/3] vote of the Senate shall be necessary to remove the SGA Senate member from his/her position in an appeal

Section D: Impeachment and Removal of an SGA Senate member

1. If an SGA Senate member is not appropriately performing the required duties as specified in the Constitution and its by-laws, but is not in violation of § 1 thru 4 of By-Law 2, he/she may be subject to impeachment and removal. A motion for impeachment can be made by:
 1. An SGA Senate member
 2. Any student who has acquired an SGA Senate member approval to make such a motion through verbally yielding the floor
2. If the impeachment motion passes by a majority vote of the Senate, then the Vice President of Judicial Review Board shall summon to a hearing of both the impeached member and student/member who made the motion to impeach. The Vice President of Judicial Review Board will review all of the evidence for removal of the impeached SGA member.
3. The Vice President of the Judicial Review Board will set a separate hearing date for each individual subject to impeachment. The date and time of the hearing must be provided to the individuals involved and the Senate within three [3] business days following the Senate vote. The hearing must be scheduled no later than five [5] business days from the date the hearing notice was provided. The Judicial Review Board will make a final decision requiring a two-thirds [2/3] vote to remove
4. An impeached members who is in the process of removal will remain in office until a decision to remove has been adopted by the Judicial Review Board. Any member that is impeached from their position due to absence, lateness, early departure, or unfulfilled office hour requirements may still sit on other bodies of the SGA however, if the individual is impeached for any other reason, they will be removed from all bodies of the SGA. Depending on the severity of the violation, the

Judicial Review Board may recommend that the removed individual be barred from serving on the SGA for subsequent one [1] academic semester

Section E: Impeachment and Removal of Regular Judicial Review Board Senator

1. If a Judicial Review Board member is not appropriately performing the required duties as specified in the Constitution and its by-laws he/she may be subject to impeachment and removal. A motion for impeachment can be made by an SGA Senate member or any Judicial Review Board member who has acquired an SGA Senate member's approval to make such a motion through verbally yielding the floor
2. If the motion to impeach passes by a majority vote of the Senate, then the Judicial Review Board Senator will have until the next Senate meeting to prepare for his/her defense. If requested, the individual may request assistance in preparing their defense from the Advocate-General.
3. At the next Senate meeting, the Vice President of the Judicial Review Board must make a motion to recommend the removal of the Judicial Review Board Senator to the Executive Board requiring a two-thirds [2/3] vote of the Senate
4. The Judicial Review Board member will have an opportunity to defend him/herself during discussion
5. If the motion still passes, the Executive Board will need to adopt the recommendation from the Senate by two-thirds [2/3] vote in order to remove the Judicial Review Board member
6. There is no appeal process if a Judicial Review Board member is removed

Section F: Consequences of Removal

A student who is removed from a body, and not granted an appeal, shall not be eligible to run for, or be appointed to, their prior position for a period of two consecutive semesters following removal.

Article XI

Amending the Constitution, By-Laws, and Financial Policies and Procedures

Section A: Proposing Amendments to the Constitution or its By-Laws

Amendments to the Constitution or its By-Laws may be proposed in either of the following ways:

1. In a proposal from any SGA Senate member, having obtained the signatures of agreement from at least three (3) fellow senators, to the Judicial Review Board for two-thirds [2/3] approval. It is then forwarded to the Executive Board for two-thirds [2/3] approval, and agreed upon by a two-thirds [2/3] approval vote of the Senate members present at two consecutive meetings
2. In a proposal originating in a student petition, signed by at least five (5) of the current SGA membership (Senator or At-Large member), and filed with the SGA Vice President of Judicial Review Board. Forwarded to the Judicial Review Board committee for two-thirds [2/3] approval. It is then forwarded to the Executive Board for two-thirds [2/3] approval and agreed upon a two-thirds [2/3] approval vote of the Senate members present at two consecutive meetings
3. During summer meetings no amendments may be passed
4. Upon ratification of an amendment to the constitution or it's By-laws, copies of the amendment will be affixed to the end of the three official copies of the constitution

Section B: Proposing Amendments to the Financial Policies and Procedures

Amendments to the Financial Policies and Procedures may be proposed in the following way:

1. In a proposal from any SGA Senate member to the Allocations Committee for a two-thirds [2/3] approval. It is then forwarded to the Judicial Review Board for a two-thirds [2/3] approval to ensure that they are not in conflict with the SGA Constitution or by-laws, and thus agreed upon by a two-thirds [2/3] approval vote of the Executive Board

2. After Executive Board approval, the Financial Policies and Procedures will be forwarded to the Senate members present at two [2] consecutive meetings for a two-thirds [2/3] approval vote
3. No Financial Policies and Procedures amendments may be passed during summer meetings

Section C: Publicizing Proposed Amendments

The Vice President of Judicial Review Board or Allocations shall make copies of the proposed amendments available to the Senate before ratification. The Public Relations Vice President shall publicly post any passed amendments for at least two [2] weeks after the final vote for ratification.

Article XII Constitutional Supremacy

This document is the supreme law of the SGA. Any portions of the SGA by-laws, Financial Policies and Procedures, Elections Guidelines or other SGA documents which are in conflict with this document are superseded. Any SGA chartered organization's constitutions that are in conflict with this document are null and void. Any acts of the Senate that are in conflict with this document are invalid.

Article XIII Governing Rules

The current edition of Robert's Rules of Order will govern meetings of the SGA whenever it is not in conflict with this Constitution and its supporting documents.

By-Law 1 Standing Committees of the SGA

List of SGA Standing Committees:

Public Relations
Student Life
Academic Affairs
Allocations
Judicial Review Board

All standing committees must have an Advisor chosen by the chairperson, and approved by the committee. At least four [4] Senators to each committee must be elected or appointed to conduct official business that requires voting. Two [2] Senate positions per committee shall be held open until Fall elections to allow potential participation for eligible students. It is the responsibility of the committee chairperson to execute and delegate the powers & duties of said committee.

Section-1

Public Relations Committee

Clause A: Purpose

The Purpose of the Committee shall be to provide an open forum for students to plan & promote SGA affairs, promote Senate vacancies & recruit students to join Student Government, and to create new ways to promote a positive public image of the SGA.

Clause B: Membership

Voting membership in the committee shall consist of

1. Public Relations Senators

2. Up to four [4] at large-members
3. The Vice President of Public Relations will only vote in the event of a tie

Clause C: Powers & Duties of Public Relations Committee

The Committee shall:

1. Plan and execute a Community Outreach event each semester
2. Be responsible to promote the SGA and recruit students during events such as club fairs, summer orientations, and open houses, or related events
3. Publicly advertise and participate in the SGA Senate Recruitment event
4. Create and distribute an official SGA promotional flyer or brochure
5. Create reports/articles about SGA news, events, or other information pertaining to the SGA and forward to campus media outlets including but not limited to The Beacon and Pioneer Times in addition to the SGA President
6. Update all social media networks and bulletin boards frequently to promote the SGA organization
7. Oversee purchase of SGA promotional items and ensure appropriate distribution
8. Vote on all promotional item purchases made with majority approval in accordance with the SGA Financial Policies and Procedures (When committee is unable to meet, Executive Board acts as approval body)
9. Inform the Senate, when necessary, on current vacancies and recruitment updates
10. Share, when necessary, SGA news pertaining to all public relation matters during Senate meetings
11. Be responsible to promote the SGA Elections and any special elections in advance of the nomination dates to the student body
12. Assist the Vice President in the process of coordinating the SGA Composite photo

Section-2

Student Life Committee

Clause A: Purpose

The purpose of the committee shall be to advocate for needs of students in all areas of student life. These areas include, but are not limited to food, public safety, residence life, & commuter services. This committee will work towards engaging the student body for the improvement of student life on campus.

Clause B: Membership

Voting membership in the committee shall consist of

1. Student Life Senators
2. Up to four [4] at large-members
3. The Vice President of Student Life will only vote in the event of a tie

Clause C: Powers & Duties of Student Life Committee

The Committee shall:

1. Provide an open forum for students to discuss campus issues including, but not limited to food, public safety, residence life, & commuter services
2. Draft proposals or resolutions in the best interest of students involving campus issues
3. Facilitate communication between various university student life related departments and the SGA
4. Review and discuss issues and policies pertaining to, but not limited to, university food, public safety, residence life, & commuter services
5. Inform the Senate when necessary on student life issues and upcoming events from student interest groups
6. Be responsible to keep open lines of communication between all student interest groups and University departments

7. Vote on final purchases for the Student Life Committee made with majority approval in accordance with the SGA Financial Policies and Procedures (When committee is unable to meet, Executive Board acts as approval body)

Section-3

Academic Affairs Committee

Clause A: Purpose

The Purpose of the Committee shall be to address the academic and educational concerns of students, and making recommendations regarding the University's academic policies.

Clause B: Membership

Voting membership in the committee shall consist of

1. Academic Affairs Senators
2. Up to five [5] at large-members; one [1] for each college
3. The Vice President of Academic Affairs will only vote in the event of a tie

Clause C: Powers & Duties of Academic Affairs Committee

The Committee shall:

1. Provide an open forum for students to discuss and share ideas or opinions on issues that have an impact on the academic environment of the student body in addition to representing the students' academic needs
2. Review and discuss issues raised at Faculty Senate and how SGA can appropriately take an active role in them
3. Facilitate communication between all colleges/academic departments and students on academic issues
4. Provide updates to the Senate on news or events occurring in each college, and discuss issues raised at Faculty Senate
5. Inform the Senate when necessary on academic affair issues and upcoming events from various university colleges
6. Vote on final purchases for the Academic Affairs Committee made with majority approval in accordance with the SGA Financial Policies and Procedures (When committee is unable to meet, Executive Board acts as approval body)

Section-4

Allocations Committee

Clause A: Purpose

The Purpose of the Committee shall be to take action on all financial matters. Responsibilities include, but are not limited to:

1. To provide an open forum for clubs and organizations to request funding for events and programming
2. To take necessary action on any SGA funded financial matters
3. To make recommendations to the Executive Board and the Senate on financial requests, appeals, or modifications

Clause B: Membership

Voting membership in the committee shall consist of

1. Allocation Senators
2. A minimum of four [4] committee members elected or appointed for this committee to be active
3. Up to four [4] at-large members

4. The Vice President of Allocations Board will only vote in the event of a tie

Clause C: Powers & Duties of Allocations Committee

The Committee shall:

1. Vote on event-budgeted financial requests and budget modifications proposed
2. Appropriately use student activities fee to allocate funding for clubs and organizations
3. Be content neutral when voting on funding requests
4. Take action on all financial matters
5. Make recommendations to the Executive Board on financial request appeals and amend the Financial Policies and Procedures as outlined in Article XI

Clause D: Inactive Status

Should Allocations Committee be unable to conduct business, all matters that would be heard by Allocations Committee shall be referred to the Executive Board, until such time that the Allocations Committee is minimally constituted.

Section- 5

Judicial Review Board Committee

Clause A: Purpose

The Purpose of the Committee shall be to make rulings on constitutional matters including but not limited to

1. Amendments and/or its By-Laws
2. Impeachments of SGA members
3. Activations, deactivations, and suspensions of SGA chartered clubs/organizations
4. To care for and monitor compliance of the SGA constitution and all related documents

Clause B: Membership

Voting membership in the committee shall consist of

1. Judicial Review Board Senators
2. A minimum of four [4] committee members elected or appointed for this committee to be active
3. Four [4] at-large members
4. The Vice President of Judicial Review Board will only vote in the event of a tie

Clause C: Powers & Duties of Judicial Review Board

The Committee shall:

1. Approve with a two-thirds [2/3] vote the appointment of the Judicial Review Board Advisor
2. Provide to the Executive Board an official, written majority interpretation of phrases from the Constitution and By-Laws of the SGA to any senator or committee that requests clarification of any part of the SGA constitution or related documents. If a voting member objects to the initial interpretation put forward by the Vice President of the Judicial Review Board, a vote must be taken. If Executive Board objects to the interpretation with a two-thirds [2/3] vote, it will be forwarded to the Senate. If a two-thirds [2/3] vote of the Executive Board is not obtained, the interpretation will be ratified as final and binding. If forwarded to the Senate, a two-thirds [2/3] vote will be required to sustain the Executive Board's objection, and in such, the interpretation will be deemed null and void. If the Senate does not enforce the Executive Board's objection with a two-thirds [2/3] vote, the interpretation will be ratified as final and binding. If the objection is sustained, the matter under interpretation will be returned to the Judicial Review Board for reconsideration and the Judicial Review Board cannot re-issue the same interpretation
3. Assist the SGA chartered organizations with the preparation and approval of their constitutions
4. Review the constitutions of all SGA chartered organizations every two [2] years as deemed necessary by the Vice President of the Judicial Review Board, or at the time of re-activation

5. Approve all amendments to the constitutions of all SGA chartered organizations.
6. Serve as the judicial body in matters concerning conflicts within the SGA
7. Serve as the final body of appeals in matters of conflict within SGA chartered organizations, administrative bodies or committees

Clause D: Inactive Status

Should Judicial Review Board be unable to conduct business, all matters that would be heard by Judicial Review Board shall be referred to the Executive Board, until such time that the Judicial Review Board is minimally constituted.

By-Law 2 Conduct

Section A: Applicability

Section B is applicable to all bodies of the SGA, including the Senate, Executive Board, and all other standing committees. Section D applies to conduct in the SGA office or related offices, as well as all events funded by the Student Government Association.

Section B: Attendance Policy

Attendance

1. The Attendance Policy will apply to each SGA Senate member or At-Large member. For bodies that traditionally meet weekly, an individual may have up to three [3] absences per semester. At time of fourth [4th] absence, said member shall be removed from the body which they serve. For bodies that traditionally meet bi-weekly, an individual may have up to two [2] absences per semester. At such time on their third [3rd] absence, said member shall be removed from the body which they serve. For bodies that traditionally meet monthly, at such time of a second [2nd] absence, said member shall be removed from the body in which they serve
2. There shall be no excused or unexcused absences
3. Attendance policy does not apply towards any unscheduled or emergency meeting called forth by the Chair

Section C: Infractions within a Meeting

1. Lateness
 - a. After a meeting has been called to order, anyone who is not present when their name has been called for Roll Call, but arrives after ten [10] minutes from when the meeting has been called to order, shall be considered late. Anyone who is late will be charged one half [1/2] of an absence for their tardiness
 - b. Any member who arrives to a meeting late, will be charged a full absence following their third [3rd] charged lateness
 - c. Any members who arrives later than halfway through the prescribed time of the meeting will be charged a full absence
 - d. Any member who has been charged a full absence and is present at the meeting, still maintains their voting rights
2. Early Departure
 - a. Anyone who leaves a meeting before the chair of the body has adjourned said meeting shall be charged one-half of an absence for leaving early
 - b. For bodies that traditionally meet weekly, an individual may have up to four [4] early departures per semester per committee in the event of an early departure. After exceeding four early departures, every early departure thereafter will be counted as one full absence. For bodies that traditionally meet bi-weekly, an individual may have up to two [2] early departures. Every early departure thereafter, will be counted as one [1] full absence. For bodies that traditionally meet monthly, an individual may have an early

departure per semester per committee. Every early departure thereafter, will be considered a full absence

- c. If an SGA member departs a meeting during an extension of the regular meeting time, said member will not accrue an early departure
3. Office Hour(s)
 - a. Should an SGA member have office hour requirements that are not fulfilled, after three [3] cumulative weeks of unfulfilled office hour duties, said person shall be reported to the SGA President by the SGA Secretary. The SGA President will investigate the issue and refer for removal
4. Conduct Unbecoming
 - a. Conduct unbecoming, in a meeting, shall be a three [3] strike policy. Conduct unbecoming may be defined as, but not limited to, speaking out of turn, disrupting the process of a meeting, or any measure of disrespect towards fellow SGA members, advisors, or WPUNJ faculty
 - b. Should an SGA member behave in a manner that is consistent with conduct unbecoming during a meeting, the following action will be taken against said person by the Chair of the body
 - i. A warning will be issued upon the first [1st] infraction.
 - ii. Said person will be asked to leave the table and remain silent for the duration of the meeting
 - iii. Said person, upon further unbecoming conduct at said meeting, will be told to leave, and upon request of the Chair, the matter may be referred to the Judicial Review Board for a removal hearing
 - iv. If said behavior occurs at a Judicial Review Board meeting, the matter will be referred to the Executive Board

Section D: Non- Meeting Infractions

In the event of one [1] or more non- meeting infractions, the SGA President in conjunction with any combination of two [2] SGA Senate members or At-Large committee members may, in writing, refer the accused individual to the Vice President of Judicial Review Board for removal hearing. If the individual is a Judicial Review Board member, the matter will be referred to the Executive Board. If the individual is the SGA President, he or she will be reported to the SGA Executive Vice President and the Vice President of Judicial Review Board. The Executive Vice President in conjunction with any combination of two [2] SGA Senate members or At-Large committee members may refer the accused individual to the Vice President of Judicial Review Board for removal hearing. Removal hearings will follow the same procedure and process of an impeachment hearing. Should the Vice President of the Judicial Review Board find grounds for removal, evidence in support of removal or receive a written affidavit formally accusing another member of the SGA of wrongdoing, he/she must set a hearing date within five [5] business days to address the issue. Such infractions include the following:

1. Abusive language- including but not limited to the following:
Mudslng, excessive cursing or excessive shouting. Should an SGA Senate member or SGA At-Large member exhibit abusive language he or she will be reported to the SGA President and the Vice President of Judicial Review Board
2. Physical abuses- Any SGA Senate member or SGA At-Large committee member who, in any capacity, physically abuses another will be reported to the SGA President and the Vice President of Judicial Review Board
3. Conduct Unbecoming- At the SGA President's discretion (or the Executive Vice President's discretion in cases concerning the SGA President), conduct by an SGA Senate member or SGA At-Large committee member may be deemed unbecoming

By-Law 3 Committee Vice Chair

Section A: Appointment of Vice Chair

Vice Chair will be appointed by a two-thirds [2/3] vote of committee members present after nomination by respective committee Vice President.

Section B: Vice Chair Duties

1. Act as chairperson of said committee in the absence of the Vice President by fulfilling his/her powers and duties temporarily.
 1. In the event of a vacancy in the position of Vice President, the Vice Chair only assumes the powers and duties of the Chairperson for the committee, not the Vice Presidency.
2. Supervise and coordinate the dissemination of agenda material, minutes, and other written material for said committee
3. Be responsible for taking accurate minutes including attendance during meetings and submit to said Vice President and Executive Vice President before the next Senate Meeting

By-Law 4
SGA Secretary Duties

Section A: Duties of the SGA Secretary:

These duties are not limited to the actual SGA Secretary Job description. Additional duties may apply as per the official job description the University sets forth

The Secretary of the SGA shall:

1. Act as the point of contact for any outside inquiries made to the SGA
2. Be responsible to print and file agendas, minutes, and other supporting documents before and/or after any SGA committee meeting is held
3. Correct any changes approved to the minutes
4. Maintain inventory of SGA office supplies and equipment
5. Supervise the allocation and purchase of SGA office supplies
6. Set forth a procedure for office hours announced no later than the second Senate meeting
7. Create a report that includes weekly and total office hours completed for each Senate member and submit to the Stipend's Review Board
8. Update the SGA Senate roster when elections or new appointments are held and record contact information
9. Be responsible to contact the SGA Computer Technician for any computer related issues
10. Organize and record all room reservation request(s) made for the SGA Executive Board room, UC 315
11. Update all SGA office mailboxes pertaining to members of the Senate and event budgeted clubs

By-Law 5
Office Hours

Section A: Description of Office Hours

1. Office hours shall be defined as time outside of scheduled meetings that an SGA Senate member is using for work associated with the SGA
2. Every member of the Senate must complete their required weekly office hours during the prescribed hours of operation
 - a. Regular hours are defined as opening and closing of the SGA office
 - b. Evening hours are defined as any hour after the closure of the SGA office until 7p.m.
3. Every member of the Senate must adhere to the procedure set forth by the SGA Secretary
 - a. Upon approval of the SGA President, certain activities may be counted toward the member's office hours including most SGA Senate events
4. The Executive Board must submit to the SGA Secretary their defined scheduled office hours and posted publicly no later by the second [2nd] Senate meeting

Section B: Office Hours Allotment

1. The SGA President and Executive Vice President must maintain a minimum of eight [8] weekly scheduled office hours with a minimum total of ninety six [96] hours per semester
2. All Vice Presidents must maintain a minimum of six [6] weekly scheduled office hours with a minimum total of seventy two [72] hours per semester
3. Executive Board Officers shall be allowed no more than two [2] evening office hours per week.
4. All Senators and Representatives must maintain a minimum of two [2] weekly office hours with a minimum total of twenty four [24] hours per semester during the regular hours of operation

By-Law 6
Elections

All SGA elections shall be governed by the SGA Election Guidelines.

By-Law 7
Finances

The Financial Guidelines are the financial rules and regulations of the SGA.

By-Law 8
Workshops

Section A: Description of a Workshop

A workshop shall be defined as a meeting in which an intensive discussion takes place on a specific position on the SGA Senate.

Section B: Election Workshop

1. An election workshop is a meeting when specific position and committee duties are outlined to a potential election candidate. This includes mentioning meetings held throughout the semester
2. The election guidelines are reviewed and explained to potential candidates during the workshop
 - a. A copy (paper or digital) must be provided to potential candidate
3. Said member conducting workshop must collect the official nomination form from student
4. Must provide to the prospective student a petition form, the link to the official SGA website, and a separate copy outlining position duties and committee description interested in
5. Election workshops may only be conducted when conductor is not running in the upcoming election. The position of conductor is limited to Executive Officers

Section C: Training Workshops

1. A training workshop is a meeting when the official winning candidate(s) of an SGA election or newly appointed member are given a workshop to ensure a smooth transition into said position
2. Training workshops should include but not limited to outlining specific position duties, meeting times and dates, committee powers and duties, and contact information
3. Training workshops are conducted by:
 - a. SGA President when newly elected Executive Officers serve on SGA
 - b. Vice Presidents of SGA when newly elected or appointed Senators serve on SGA specifically to their committee

By Law 9
Stipend Review Board

Section A: Membership

1. The membership of the Stipend Review Board shall consist of the following members:
 - a. Voting Members
 - i. Two [2] SGA Senators
 - ii. SGA Executive Vice President
 - iii. SGA Overall Advisor
 - iv. SGA Financial Advisor
 - v. SGA President
 - vi. Vice President of Judicial Review Board (chair-voting only in the event of a tie)
 - b. Non-Voting Members
 - i. Any other student or advisor that requests to be present at the meeting.
2. The Senator positions shall be open to any member of the Senate who has an intent to serve on the Stipend Review Board that does not sit on the Executive Board
 - a. These Senators shall be selected no later than one [1] week before the first Stipend Review Board meeting
 - b. If more than two [2] senators volunteer, they shall be selected at random during a regularly scheduled senate meeting.
3. Quorum, for meetings, shall consist of at least two-thirds [2/3] of the voting members

Section B: Powers & Duties of the Stipend Review Board

1. Review all applications for SGA Stipends, no later than one [1] week prior to final Senate meeting of the Semester
2. Review and determine applicants fulfillment for each category
3. Vote on each applicants fulfillment of Overall Performance category
4. Revise the Stipend Review Application, as necessary
5. Make recommendations to the Judicial Review Board in regards to policy changes

Section C: Required Submittal of Pertinent Documents

1. All applications for Stipend shall be submitted to the SGA Vice President of Judicial Review Board at the due date set forth by the Chairperson of Stipend Review Board
2. The following documents shall be submitted to the SGA Vice President of Judicial Review Board prior to the stated meeting:
 - a. All committee minutes and agendas from every standing committee by the Executive Vice President
 - b. All monthly reports from each SGA Senate member by the President of SGA
 - c. Full Senate, Executive Board, & Standing Committee attendance records from the SGA Executive Vice President
 - d. Full office hour completion records submitted by the SGA Secretary or President
 - e. Full attendance records of the SGA Retreat from the Executive Vice President
 - f. Other documents may be requested by the board or its chair and must be provided
3. The Chair reserves the right to report any failures to provide any of the documentation referred to in Parts 1 or 2 of this Section. Individual's failure to provide documentation by the deadline may be grounds for the Board to dismiss their stipend application

Section D: Appeals of Stipend Review Board Decisions:

1. If a full denial of the stipend is returned to an individual seeking an SGA Stipend, they shall have five [5] business days from the date of the release of the decision, to appeal. All appeals must be submitted in writing to the Chair of the Stipend Review Board as well as the Associate Vice President for Campus Life.
2. Appeal hearings will only be granted if new evidence, previously unavailable to the Stipend Review Board at the time of deliberation, becomes available. If both the Chair of Stipend Review and the Associate Vice President for Campus life agree that there are grounds for an appeal, a mutually agreeable hearing date will be scheduled as soon as is reasonably possible and may overlap into the subsequent academic semester.

3. All appeals shall be heard by a body consisting of the following four [4] individuals:
 - a. Voting Members
 - i. Associate Vice President for Campus Life (Chair)
 - ii. Two other full-time faculty or staff members as designated by the Associate Vice President for Campus Life
 - b. Non-Voting Member
 - i. Vice President of Judicial Review Board
4. If an appeal is not deemed valid or is subsequently denied after a hearing, there will be no further appeals

By-Law 10
Senate Events

Section A: Description of an event

A Senate Event is considered a planned public or social occasion on or off campus. All Senate Events should have a set time, date, location, itinerary, and be spearheaded by an Executive Officer providing this information.

Section B: Types of Senate events

1. SGA Senate Recruitment
2. SGA Leadership Retreat
3. SGA Community Outreach
4. SGA Student Public Forum
5. SGA Awards Dinner

Section C: Description of SGA Senate events

1. SGA Senate Recruitment shall be:

An on campus event with an intended purpose to recruit new students to ultimately join the SGA Senate and inform or educate students of the role SGA takes part in at William Paterson University

 - a. The President of the SGA will take an active role to spearhead the event
 - b. The event should take place once a semester with the participation of the SGA Senate
 - c. The outcome of the SGA Senate Recruitment should include a list of contact information from prospective students who inquired for more information
 - d. The event should be publicly advertised in advance of it taking place mainly through the Public Relations Committee
 - e. It shall be the responsibility of the SGA President to communicate all details and information of event to the SGA Senate and the follow-up with all inquiries at the event
2. SGA Leadership Retreat shall be:

An on or off campus event with the intended purpose to bring a bonding opportunity between organizational members while educating on leadership and applying it to the roles of present participants

 - a. The Executive Vice President of the SGA will take an active role to spearhead the event
 - b. The event should take place once a semester
 - c. The outcome of the SGA Leadership Retreat should be a better understanding of leadership pertaining to participants role while creating a bonding experience
 - d. It shall be the responsibility of the SGA Executive Vice President to effectively communicate all details about the event including but not limited to the SGA Senate, Club/Sports representatives and Presidents of all annually budgeted organizations
3. SGA Community Outreach shall be:

An on or off campus event with the intended purpose to provide services to populations who might not otherwise have access to those services

 - a. The Vice President of Public Relations will take an active role to spearhead the event
 - b. The event should take place once a semester

- c. The outcome of the SGA Community Outreach event should be for SGA to provide philanthropic service
 - d. It shall be the responsibility of the SGA Public Relations committee to communicate all details about the event to the student body
4. SGA Student Public Forum shall be:
An on campus event with the intended purpose to provide the students of William Paterson an opportunity to engage with the SGA on issues that affect them in addition to educating them on those issues
- a. The Vice President of Student Life and Academic Affairs will take an active role to spearhead their respective Student Public Forum event
 - b. The event should take place twice a semester
 - i. The outcome of the SGA Student Public Forum is to make WPU students aware and engaged with the SGA on issues that affect them
 - ii. It shall be the responsibility of the SGA Vice President of Student Life & Academic Affairs to communicate all details about the event to the student body
 - c. The Vice President of Judicial Review Board may also sponsor public forms to introduce candidates running for SGA elections
 - d. This event can also be used to introduce candidates running for SGA Senate but will not be counted towards the events for Student Life or Academic Affairs and must be overseen through the Vice President of Judicial Review Board
5. SGA Awards Dinner shall be:
An on campus event with the intended purpose to recognize student leaders that served on all bodies of SGA to celebrate their success and contributions
- a. The SGA President will take an active role to coordinate this event
 - b. The event should take place once during the academic year typically held in the Spring
 - c. The outcome of the SGA Awards Dinner is to recognize student leaders and groups of their success and contributions
 - d. It shall be the responsibility of the SGA President to communicate all details about the event to all recipients, nominees, university administrators, campus activities, SGA advisors, and all SGA bodies
 - e. The SGA President must seek assistance from all Vice Presidents including the Executive Vice President, SGA Overall & Financial Advisor in selecting the awards distributed at event

By-Law 11

Club Council & Sports Council

1. The Club Council and the Sports Council are convened to discuss club activities and ensure clear communication between the funded clubs and the SGA Senate.
 - a. The Club Council includes a representative from each event budgeted organization chartered by the SGA
 - b. The Sports Council includes a representative from each sports budgeted organization chartered by the SGA
 - c. An SGA chartered club may only send members of their Executive Board as proper representation to qualify for attendance and voting rights
2. The Executive Vice President of the SGA shall serve as Chairperson to both councils. In the absence of the Executive Vice President, the SGA President shall chair
3. The Chairperson is responsible for reporting to all council members all Senate matters club concerns, campus involvement, or club events
4. The Councils traditionally meet on a monthly basis or a minimum of four [4] times each, per semester
 - a. In the event that unforeseen circumstances prevent a minimum number of meetings from being feasibly or mathematically possible, the chair of the respective council may petition the Executive Board at a regularly scheduled meeting to excuse the missed days for purposes of determining stipend eligibility and completion of constitutional duties.

Unforeseen circumstances include, but are not limited to: natural disasters, declared State of Emergency, school closure due to weather events or holidays, University imposed changes to weekly schedules, etc. This cannot be used to excuse any meetings missed while the university is opening and functioning normally.

5. Council meetings shall help organize events, increase communication between all clubs as well as the SGA, and promote more effective club leadership
6. Each Council shall elect representative(s) to the Senate from among those fully chartered and non-suspended SGA clubs falling under the classification of Event Budgeted or Sports Budgeted respectively.
 - a. There shall be elected, at least two [2] but no more than five [5] representatives from each council
 - b. Eligibility: Individuals who are Executive Board members of any SGA Club that is fully chartered and non-suspended those are classified as either "Event Budgeted" or "Sports Budgeted" may be nominated to be elected to the Senate as a Club or Sport Representative
 - c. Nominations: Nominations shall be opened at a regularly scheduled council meeting and run for at least two [2] weeks prior to the holding of elections
 - d. Election: The elections shall be held at the last meeting of the council prior to the conclusion of the Academic Year. The candidate(s) with the plurality of the vote shall be declared the winner(s). The new representative(s) will take office concurrently with the other SGA Senate members
 - e. Special Elections: In the event that a vacancy occurs, the same requirements for eligibility, and the process of nominations and elections shall be followed, providing that the newly elected representative(s) will take office immediately
7. The Council representative(s) are required to inform the committee on budgetary or other Senate matters that pertain to the organizations
8. Removal of Council Representatives due to club suspension or withdrawal of Membership
 - a. Single Club Membership: If a representative is a member of only one [1] fully chartered and non-suspended club of the SGA, then in the event that an elected Council Representative's affiliation should be compromised due to suspension of their respective club or their membership ceases in said club, said Council Representative shall be remove
 - b. Multiple Club Membership: If a representative ceases to be a member of one [1] fully chartered and non-suspended club, but has additional memberships in other fully chartered and non-suspended SGA clubs, a Council Representative shall be permitted to retain their office
 - c. In reaction to the suspension of a club or the cessation of membership, a Council Representative cannot retain their SGA position by joining another club that is fully chartered and non-suspended by the SGA
9. Annually Budgeted organizations are not required to attend Club Council Committee unless requested to attend the following meeting by the Chairperson or two-thirds [2/3] vote of the committee

By-Law 12
Chartering Organizations

Section A: Requirements for Chartering

The process for becoming a chartered organization of the Student Government Association requires:

1. The interests and efforts of at least fifteen [15] SGA members
2. Successfully completing the chartering questionnaire
3. The preparation by the organization of a constitution and by-laws to be submitted to the Judicial Review Board
4. All constitutions to be submitted two [2] weeks before a regularly scheduled Judicial Review Board meeting for review
5. A two-thirds majority [2/3] approval by the Judicial Review Board of the Club's Constitution, By-Laws and other required materials. A two-thirds majority [2/3] approval of the Executive Board

- after Judicial Review Board vote. A two-thirds majority [2/3] approval of the Senate after the Executive Board approval will constitute chartering of the club
6. Depositing a copy of the constitution, by-laws, an official list of members, and a completed advisor sheet for the organization with the Office of Campus Activities and Student Leadership, the SGA Executive Vice President and the Vice President of Judicial Review Board
 7. The Judicial Review Board will not approve any constitution of a new club in which its purpose is similar or the same to an already existing SGA club or organization. Any organization that is denied a charter by the Vice President of Judicial Review Board may request an appeal to the SGA Executive Board within five [5] business days

Section B: Rights and Responsibilities of Chartered Organizations

1. Chartered campus organizations must comply with the SGA Constitution, By-Laws, Financial Guidelines and any SGA policies
2. Chartered campus organizations shall enjoy the privileges and services extended by the SGA and the University
3. The Executive officer of an event budgeted SGA-chartered campus organization must attend the scheduled Club Council Meetings held by the SGA Executive Vice President. The Executive officer of a sports budgeted SGA-chartered campus organization must attend a scheduled Sports Council Meeting held by the SGA Executive Vice President
4. All club officers must fulfill their duties as outlined in their respective organization constitution.
5. The SGA Constitution is the supreme document and overrides any club or organizations constitution
6. The SGA Executive Vice President shall have the ability to draft the Club Council Semester Report which all clubs must submit to the SGA Executive Vice President at the last scheduled Club Council Meeting of each semester

Section C: Sanctions, Suspension and Deactivation of Charters

1. Sanctions
 - a. A sanction is defined as a temporary loss of financial privileges imposed by the SGA Executive Vice President for a specific violation.
 - b. Sanctions may occur due to the following violations:
 - i. A club does not have at least four [4] executive board members listed on the roster
 - ii. A club does not have at least fifteen [15] members and/or their advisor listed on the roster
 - iii. A club does not have a full-time William Paterson Employee serving as an advisor
 - iv. A club has not submitted a Club/Sport Council Semester Report from the immediately preceding fall semester
 - v. The club is not in good standing with regards to regular meeting attendance
 - c. The timeframe for each sanction shall be as follows:
 - i. If a club has has two [2] consecutive or three [3] cumulative absences per semester from Club Council meetings, then the sanction will be lifted once the club or organization has attended two [2] consecutive Club/Sport Council meetings immediately following the sanction
 - ii. If a club has not submitted a roster with a minimum of fifteen [15] members and an Advisor(s) for the semester prior to the pre-determined deadline, then the club shall be sanctioned until a copy of the roster has been submitted. From the date of the sanction, a club shall have fifteen [15] business days to submit a copy of their roster before the club will be referred for suspension.
 - iii. If a club has not submitted their Club/Sport Council Semester Report from the fall semester, then a club shall have fifteen [15] business days from the date of the sanction to submit a copy of the Club/Sport Council Semester Report before the club will be referred for suspension

2. Suspension
 - a. Suspension is defined as a temporary loss of club privileges.
 - b. The Executive Vice President may suspend a club only on a temporary basis until the next meeting of the Judicial Review Board, where a hearing will occur for final determination
 - c. When a club has been issued a suspension, the Executive Officers and the Advisor of said club shall be notified by the Vice President of Judicial Review Board.
 - d. Suspensions may occur due to the following:
 - i. A sanction has not been resolved in the appropriate time frame
 - ii. A club has violated their respective Constitution or By-Laws, or the SGA Constitution, By-Laws or any related documents.
 - e. A simple majority vote of the Judicial Review Board would be needed to formally suspend a club, with a subsequent vote necessary to determine the disciplinary action accompanying the decision.
 - f. Suspensions may include:
 - i. Space privileges supervised by campus activities
 - ii. Loss of funding
 - iii. Cancellation of all on-campus or off-campus events
 - iv. Cancellation of all fundraising activities
 - g. A formal suspension must include a timeline
 - h. Suspended groups will require a re-evaluation by the Judicial Review Board in order to remove the suspension(s). If the violations continue or new violations occur, the Vice President of Judicial Review Board may continue the suspension or seek deactivation
3. Deactivation
 - a. Deactivation is defined as an adverse action taken against a club or organization that:
 - i. Had (a) violation(s), which led to their initial suspension
 - ii. Has had a series of suspensions
 - b. The Deactivation process is as follows:
 - i. Previously suspended group will be summoned to the Judicial Review Board in compliance with prescribed hearing procedures
 - ii. The results and recommendations of said hearing will be presented to the SGA Executive Board and Senate
 - iii. The Judicial Review Board will require a two-thirds [2/3] vote members present to deactivate a club or organization.
 - c. When a club has been deactivated, the Executive Officers and the Advisor of said club shall be notified by the Vice President of the Judicial Review Board
 - d. All activities and privileges of a deactivated club are lost
 - e. Deactivated clubs may seek re-activation the following semester. The re-activation process is to be identical to the new club chartering process
 - f. Recurring de-activation problems may cause a cancellation to a charter as prescribed in Section D

Section D: Cancellation and Relinquishing of Charter

1. Canceling a charter may occur if:
 - a. The organization fails to fulfill their constitutional objectives/purpose.
 - b. The organization violates its own Constitution and/or By-Laws
 - c. The organization violates the SGA Constitution and/or By-Laws
2. Cancellation of a charter by action of the SGA Senate shall require the following:
 - a. The filing of charges at a Judicial Review Board hearing by a member of the Judicial Review Board
 - b. Presentation of charges to the organization by the Judicial Review Board governed by hearing procedures established by the Judicial Review Board at its next regular meeting following the original date of the charges filed to the Judicial Review Board
 - c. The Judicial Review Board shall hold a hearing at its next meeting after official notification and the results and recommendations of said hearing will be announced within forty-eight

[48] hours after the conclusion of the hearing, and presented to the Club, Executive Board, and Senate

- d. When a club has a recommendation made to have its charter cancelled, the Executive Officers and the Advisor of the Club shall be notified by the Vice President of Judicial Review Board
 - e. The SGA Senate shall act upon the recommendation of the Judicial Review Board. Only an affirmative vote of two thirds [2/3] of the Senate members present is needed to cancel a charter. The chartered group shall be given the opportunity to share any additional information prior to the vote
 - f. Notice of the cancellation or relinquishing of a charter must be documented by the SGA President and sent to the president of the organization. This signed notice must be attached to the copy of the organization's charter and filed in the office of the Vice President of Judicial Review Board
3. Charters may voluntarily be relinquished by a vote of two-thirds [2/3] of the members of that chartered organization. Notice of relinquishment of a charter must be documented within the organization and filed with the SGA President and Vice President of Judicial Review Board

Section E: Advisor to Chartered Organizations

1. Advisors to SGA Chartered organizations must be members of the faculty or full time staff of William Paterson University
2. Agree to abide by all SGA policies, procedures, and guidelines