

STUDENT GOVERNMENT ASSOCIATION OF WILLIAM PATERSON UNIVERSITY



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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. To responsibly manage all facets of the SGA operations, which include, but are not limited to mentoring all student clubs, organizations and committees chartered through the SGA, and 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:

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
 - a. If there are no qualified senators within the respective committee who wish to take the appointment, the SGA president may nominate a eligible member of the Senate to be approved as per *Section D* of Article IV.
- l. Assume the responsibility for the SGA Leadership Retreats 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 Guidelines
- r. Act as SGA liaison to the 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; attending 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

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 [Vice President] 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 with the Financial Guidelines
- 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; attending 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

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 Guidelines, 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. Spearhead the SGA Senate Recruitment event once a semester.
- n. Coordinate the SGA Awards Ceremony with the President and assistance from all Executive Board members
- o. Oversee and spearhead an SGA community outreach event once a semester
- p. Shall coordinate the process for the SGA composite (if purchased)
- q. 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
- r. Assist Vice President of Judicial Review Board in conducting election workshops to candidates interested in running as a Senator for respective committee
- s. Conduct training workshops for all newly elected or appointed Public Relations Senators
- t. Submit committee minutes to Executive Vice President prior to or at the Senate Meeting

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

The Vice President of Student Life of SGA shall:

- v. Chair Student Life committee meetings and vote only in the event of a tie
- w. Serve on the SGA Senate and Executive Boards
- x. Maintain at least six [6] weekly scheduled office hours in the SGA office
- y. Conduct Vice Chair duties for the Student Life Committee until Vice Chair is appointed
- z. Have the power to delegate committee related tasks to committee members
- aa. Submit a monthly report to the SGA President at the due date set forth by the SGA President
- bb. Appoint any vacant Student Life Senator or at-large member with a two-thirds [2/3] vote from the Senate
- cc. 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
- dd. Hold a Student Public Forum event twice a semester or more to make student body aware and collect feedback regarding student life issues
- ee. Invite faculty or staff members from various departments to attend committee or Senate meetings when discussion on student life issues are raised
- ff. Submit agendas and committee minutes to Executive Vice President prior to or at the Senate Meeting
- gg. Assist Vice President of Judicial Review Board in conducting election workshops to candidates interested in running as a Senator for respective committee
- hh. Conduct training workshops for all newly elected or appointed Student Life Senators
- ii. Serve as an SGA representative voting member to the William Paterson University Auxiliary Organization; attending all regularly scheduled meetings in which a substantive vote will take place, or when attendance is requested by the W.P.U. A.O.
- jj. Act in accordance with the current Robert's Rules of Order, the SGA Constitution, By-Laws, Policies, and Financial Policies and Procedures

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 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 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 student body aware of and 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

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 Guidelines and take the appropriate and corrective action; including but not limited to, freezing of funds and suspension of monetary privileges—if the Financial Guidelines are not adhered to. 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 Guidelines 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 Guidelines
 - 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; attending 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

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
- r.

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 Guidelines

Section C: Assumption and Term of Office:

- 1. Newly elected SGA Senate members shall assume their offices on June 1 (or immediately after a special election) and their term will end on May 31
- 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 an SGA senator 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 qualified senators within the respective committee who wish to take the appointment, the SGA president may nominate a 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 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
 - f. 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 position on the Senate
3. No one person shall run for or hold more than one 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. Sport 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 Guidelines.
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 Senate meeting if meeting bi-weekly or fourth 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 coordinating a Leadership Retreat for their respective Executive Board each semester
3. No individual is eligible to receive more than one 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 or respective annually budgeted origination's Leadership retreat.
 - a. SGA Senators may only attend the SGA Leadership Retreat in order to receive credit for participation
 - 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. If the applicant is an Annually Budgeted President, they must have a physical and active participation throughout their own organization's 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
- 5.

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 A Stipend Review Board decision may be appealed if an individual received a full denial of their stipend. The individual needs to provide new evidence, previously unavailable to the Stipend Review Board at the time of deliberation

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: Impeachment of an SGA Member

1. If an SGA member is not adequately performing their required duties as specified in the Constitution or is in violation of the conduct by-laws, he/she may be subject to impeachment and removal.
2. Any SGA Senator may present an article of impeachment stating the specific grounds for impeachment to the SGA President. The article of impeachment must be signed by two additional Senators. Only SGA Senators may bring an article of impeachment.
3. Upon receipt of the article, the SGA President shall immediately notify the respondent of the accusation(s) against him/her and the steps in the process.
4. The SGA President shall serve as presiding officer before the Executive Board, except in cases where recusal is required. If the SGA President is a party or witness in the case, the Executive Vice President shall serve as presiding officer. If both the SGA President and the EVP are parties or witnesses in the case, the Executive Board member with the highest classification by credit hours shall serve as presiding officer.
5. If any member of the Executive Board is involved in the case either as a party or a witness, they must recuse themselves from participation in the case. The presiding officer shall appoint any SGA Senator at their discretion as a replacement.
6. The presiding officer shall present the article of impeachment to the Executive Board to determine if the article is based on valid grounds for removal.
7. The article of impeachment must pass with a two-thirds [2/3] vote from the Executive Board members present at the impeachment meeting. Abstentions are treated as nay votes for purposes of achieving the [2/3] needed for the article to pass. The presiding officer is only permitted to vote in case of a tie.
8. If the article of impeachment fails, the respondent and complainants will be notified of the final result. No further action will be taken.

Section C: Notice

1. If the article of impeachment passes, the Judicial Review Board will set a date and time for a removal hearing.
2. The respondent shall receive notice of the time, date, and a copy of the article of impeachment with the specific accusations against them. The respondent must be given at least fourteen (14) days from the time of receipt of this notice to prepare for the hearing.
3. If the respondent is unable to attend the removal hearing on the date and time set, the respondent is entitled to one (1) extension of time to reset the hearing for a later date. Any further extensions of time may be granted at the discretion of the presiding officer for good cause.
4. If the respondent fails to appear at their removal hearing, the JRB will conduct the hearing in absentia.

Section D: Conduct of Removal Hearings

1. The Vice President of the JRB shall serve as presiding officer before the JRB, except in cases where recusal is required. If the Vice President is a party or witness in the case, the Vice Chair of the JRB shall serve as presiding officer. If both the VP and the VC are parties or witnesses in the case, then the Executive Vice President shall serve as presiding officer.
2. If any member of the JRB is involved in the case either as a party or a witness, they must recuse themselves from participation in the case. The presiding officer shall appoint any SGA Senator at their discretion as a replacement.

3. The hearing will begin with a representative from the Executive Board presenting the evidence against the respondent. The representative is entitled to present any relevant evidence by argument and/or through the calling of witnesses. JRB members are permitted to ask questions of the representative and/or witnesses called. The respondent is prohibited from asking questions during or interrupting the presentation of the evidence.
4. At the close of the presentation of the evidence, the respondent is entitled to present any relevant evidence in their defense by argument and/or the calling of witnesses. The respondent may recall and question witnesses who have previously testified. JRB members are permitted to ask questions of the respondent and/or witnesses called. The JRB Advocate General shall assist the accused with the presentation of their defense if requested by the respondent. The Executive Board representative is prohibited from asking questions during or interrupting the presentation of the defense.
5. At the close of the defense, the presiding officer shall permit JRB members to ask questions of either side in the case.

Section E: Removal of an SGA member

1. The JRB shall deliberate in private without any parties or witnesses in the case present and then hold a vote of removal.
2. The removal must pass the JRB by a two-thirds [2/3] vote of the members present at the removal hearing. Abstentions shall be treated as nay votes for purposes of the [2/3] requirement. The presiding officer of the JRB is only permitted to vote in case of a tie.
3. If the removal vote fails, the respondent and complainants will immediately be notified of the decision. No further action will be taken.
4. If the removal vote passes, the respondent and complainants will immediately be notified of the decision. The respondent shall be immediately removed from SGA membership and stripped of any Senate or officer positions in the SGA.

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 Guidelines

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 its 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 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 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 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 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 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 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 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 or more non- meeting infractions, the SGA President in conjunction with any combination of two 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 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 towards the members 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 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. 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 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 Vice President of Public Relations will 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 Vice President of Public Relations 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
 - e. When coordinating their retreat, Annually Budgeted Presidents should follow the intended purpose of conducting a Leadership Retreat as defined in By-Law 10.
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 Vice President of Public Relations and SGA President will 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 Vice President of Public Relations and 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 Vice President of Public Relations must seek assistance from all Executive Board as well as the, 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 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 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 Policies and Procedures 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 organization's 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 by the date set forth by the Executive Vice President

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.
 - i. Temporary Loss of Financial Privileges is a revocation of a club's right to request finances. If a sanction is imposed on a club after its financial request is approved no new financial request will be considered (whether through the club account or the club's operating line) until the sanction is lifted.
 - a. If multiple violations exist or a club has multiple events already approved, the club will be remanded to the Judicial Review Board to review all approved events. (Future requests, including all that have been previously approved may be canceled if more than one financial request was entered by the club).

- 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 acquired one [1] absence from Club/Sport Council Meetings per semester, then the sanction will be lifted once the club or organization has attended the next scheduled Club/Sport Council Meeting immediately following the sanction. If a club has acquired two [2] consecutive or two [2] cumulative absences from Club/Sport Council Meetings per semester, they will be referred immediately for suspension.
 - 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 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

Amendments

Amendments to the William Paterson University Student Government Association Constitution passed following ratification in the Spring of 2014 and implementation on June 1, 2014. Amendments may not be passed over the summer. The following amendments begin with the Fall of 2014 and were passed pursuant to procedures outlined in Article XI of this document.

Amendment I

Amended Article VII to resolve a conflict with regards to club council representatives being senators as well as executives within their respective clubs. This amendment struck part 'b' and changed it from executive officers to only "presidents

and vice presidents” of A.B.C.’s being barred from holding a seat on the SGA Senate. This also amended By-Law 11, Section 6(A) which established a percentage based system for allocating representation from various councils to the Senate. It changed to a ‘whole number’ scheme providing for a minimum/maximum, rather than 10% of active, non-suspended clubs.

Ratified October 14, 2014 by the William Paterson University SGA Senate
 Governing Custodian:
 VP of JRB- Joseph S. Oswald
 President- Mikaela Polchak

Amendment II

Amended Article IV to remove a requirement that the SGA President attend Faculty Senate meetings as a non-voting member being as that the Vice President of Academic Affairs was already required to go in a non-voting capacity. The amendment added a line of succession under the VP of Academic Affairs detailing who would go in the event that he/she could not. Ultimate responsibility belongs to the V.P. of Academic Affairs.

Ratified October 28, 2014 by the William Paterson University SGA Senate
 Governing Custodian:
 VP of JRB- Joseph S. Oswald
 President- Mikaela Polchak

Amendment III

Amended Article IV, Section A(1); A(2); A(4); A(6) to include a clause requiring the four executives (President, Executive Vice President, Vice President of Student Life and Vice President of Allocations respectively) to attend the meetings of the William Paterson University Auxiliary Board, which regularly meets once per semester. A friendly amendment included adding the provision that the Vice President of Allocations would also serve as the treasurer and Vice Chair of the WPU A.O. as per the organization’s By-Laws.

Ratified November 11, 2014 by the William Paterson University SGA Senate
 Governing Custodian:
 VP of JRB- Joseph S. Oswald
 President- Mikaela Polchak

Amendment IV

Amended Article XI: Amendments to change the process by which new amendments are proposed to the SGA Constitution. It removed the percentage requirement for a petition arising from the student body and replaced it with a whole number to include those members At-Large within the SGA. The amendment requires now that a senator must solicit the signatory support of 3 fellow senators in order to be considered for advancement. This replaced the previous rule allowing any senator to unilaterally propose amendments.

Ratified November 25, 2014 by the William Paterson University SGA Senate
 Governing Custodian:
 VP of JRB- Joseph S. Oswald
 President- Mikaela Polchak

Amendment V

Amended By-Law 9, Section A, to change the membership of the Stipend Review Board. It made the President of the SGA a full voting member and allowed the Vice President of the Judicial Review Board to vote only in the event of a

tie. The Vice President of JRB is the acting chair and non-voting members are now any others present in the room during the boards meetings. This removed the previous wording that made the SGA President the tie-breaker vote and the Vice President of JRB as a Non-voting member.

Ratified November 25, 2014 by the William Paterson University SGA Senate

Governing Custodian:
VP of JRB- Joseph S. Oswald
President- Mikaela Polchak

Amendment VI

Amended Article V, Section C, to give the Executive Board the option to vote on the cancellation of regularly scheduled meeting due to circumstances that would otherwise effectively prevent the Executive Board from meeting. The previous wording required the Executive Board to meet regularly each week, while the Senate was permitted a cancellation option for similar circumstances. Previously, the Executive Board required the use of the Emergency Meetings power [Art:5, Sec. C(2)], or the President's Time-Constrained Meeting power [Art:4, Sec. A(e)]. This amendment adds subsection (a.).

Ratified November 25, 2014 by the William Paterson University SGA Senate

Governing Custodian:
VP of JRB- Joseph S. Oswald
President- Mikaela Polchak

Amendment VII

Amended Article IV to reconcile changes with the Financial Guidelines in reference to the structure of the Budget Committee. Requires now that the Committee consist of the SGA President, Executive Vice President and Vice President of Allocation. It states that the VP of Allocations will choose three [3] Allocations Senators to sit on the Committee and clarifies that the Overall Financial Advisor votes on the Committee. Added Section "q" to SGA President, "o" to EVP and "p(i)" to VP of Allocations.

Ratified February 24, 2015 by the William Paterson University SGA Senate

Governing Custodian:
VP of JRB- Joseph S. Oswald
President- Mikaela Polchak

Amendment VIII

Amended various parts of the constitution to correct grammatical, spelling, formatting and other erroneous problems throughout the document. Passed as "Miscellaneous Constitutional Corrections."

Ratified February 24, 2015 by the William Paterson University SGA Senate

Governing Custodian:
VP of JRB- Joseph S. Oswald
President- Mikaela Polchak

Amendment IX

Amended Article IV by adding clause k(a) which allows the SGA President to select a qualified member of the senate to fulfill a vacant Vice President Position in the event there are no such members of the respective committee qualified and eligible to do so; in compliance with Section D of Article IV.

Ratified February 24, 2015 by the William Paterson University SGA Senate
Governing Custodian:
VP of JRB- Joseph S. Oswald
President- Mikaela Polchak

Amendment X

Amended Article IV under the Vice President of the Judicial Review Board; clarifying his/her role in receiving monthly reports from the SGA President for the Stipend Review Board.

Ratified February 24, 2015 by the William Paterson University SGA Senate
Governing Custodian:
VP of JRB- Joseph S. Oswald
President- Mikaela Polchak

Amendment XI

Amended Article IV's Vacancy Clause to add an Advise and Consent section. This requires the SGA President to have a nomination to fill a vacant Vice President position be confirmed by a majority vote in the Senate and that subsequently the Senate must vote as to whether or not the nominee will hold the position permanently or *Pro-Tempore* until a special election is held. This amendment also updates the resignation process for members of the Senate.

Ratified February 24, 2015 by the William Paterson University SGA Senate
Governing Custodian:
VP of JRB- Joseph S. Oswald
President- Mikaela Polchak

Amendment XII

Amended Article VI's Vacancy Clause to make it more specific to the Senate and not conflict with other vacancy clauses. This clarifies the voting privilege of an appointed member will be recognized at the next meeting of the Senate.

Ratified February 24, 2015 by the William Paterson University SGA Senate
Governing Custodian:
VP of JRB- Joseph S. Oswald
President- Mikaela Polchak

Amendment XIII

Amended Article XIII to add Section 2 and four [4] sub-clauses that outline in detail how voting procedures are to take place. It provides a stipulation that allows executive boards the power to suspend the rule on a per semester basis.

Ratified February 24, 2015 by the William Paterson University SGA Senate
Governing Custodian:
VP of JRB- Joseph S. Oswald
President- Mikaela Polchak

Amendment XIV

Amended Article X, Impeachment and Removal, to fix various formatting errors and provide for a more concise removal process. Specifically it requires all accusations of misconduct to be in writing and that timetables would be set up for the various hearings, including that individuals get separate hearings.

Ratified February 24, 2015 by the William Paterson University SGA Senate
 Governing Custodian:
 VP of JRB- Joseph S. Oswald
 President- Mikaela Polchak

Amendment XV

Amended By Law 2 regarding conduct to reconcile with Amendment XIV.

Ratified February 24, 2015 by the William Paterson University SGA Senate
 Governing Custodian:
 VP of JRB- Joseph S. Oswald
 President- Mikaela Polchak

Amendment XVI

Amended By Law 3 to clarify that the vice-chair of a committee does not assume the powers and privileges of the Vice President in the event of a vacancy in an executive officer; only that they assume chairmanship of the meetings themselves.

Ratified February 24, 2015 by the William Paterson University SGA Senate
 Governing Custodian:
 VP of JRB- Joseph S. Oswald
 President- Mikaela Polchak

Amendment XVII

Amended By Law 9 regarding Stipend Review Board to reconcile with Amendment X. It adds a line of succession in the event of a vacancy or lack of volunteers from the Senate for the SRB. The Amendment restructures the Appeals process of Section D to add that appeals must be submitted in writing and that if the appeal went into a subsequent semester, it could still be heard so long as it was initiated within the proper timeframe. It clarifies that a full denial of the stipend is necessary to request an appeal, not simply "a negative decision." It stipulates that there is no further appeal after the initial appeal, whether it be granted or denied. This does not over-ride Article IX Section E (2), which provides that any appeal can be granted if new evidence previously unavailable to the SRB can be introduced within the proper timeframe.

Ratified February 24, 2015 by the William Paterson University SGA Senate
 Governing Custodian:
 VP of JRB- Joseph S. Oswald
 President- Mikaela Polchak

Amendment XVIII

Amended By Law 11 regarding minimum meeting requirements of the Bi-Weekly Council. This was deliberately added under the By Law and not as a separate one because it only applies to club/sports council. It prevents the Chair

(Executive Vice President) and the representatives to the Senate from being penalized for absences due to school closure. It requires that the executive board be the approval body regarding the excused absences, on proposal from the EVP. This protects the Senator(s) and EVP from being penalized with a reduced stipend or for being charged with not fulfilling his/her constitutional duties.

Ratified February 24, 2015 by the William Paterson University SGA Senate
 Governing Custodian:
 VP of JRB- Joseph S. Oswald
 President- Mikaela Polchak

Amendment XIX

Amended By Law 1 to grant the Academic Affairs Committee the constitutional provision allowing access to the newly budgeted line for the committee. Added as an additional clause, (6), under By-Law 1: §3 (C). This reflects changes in the Financial Guidelines.

Ratified March 3, 2015 by the William Paterson University SGA Senate
 Governing Custodian:
 VP of JRB- Joseph S. Oswald
 President- Mikaela Polchak

Amendment XX

Amended Article IV, Section A, Sub-section 3 to clarify the language in regards to faculty senate. Currently the language is clunky and unless the individual reading the line previously has the knowledge of the intent of the statement there is no discernable way to understand the order of succession.

Ratified November 3, 2015 by the William Paterson University SGA Senate
 Governing Custodian:
 VP of JRB- Jacahri K. Smith
 President- Esaul Helena

Amendment XXI

Amended Article IV, Section A, Sub-section 1: to align the President's duties with all other mentions of office hours. For the Executive Vice President and five other Vice Presidents, the line reads "maintain a minimum of [insert number of hours here] weekly scheduled office hours in SGA office. However, it can be interpreted that due to the wording, the President would be able to complete office hours not in the SGA office.

Ratified November 3, 2015 by the William Paterson University SGA Senate
 Governing Custodian:
 VP of JRB- Jacahri K. Smith
 President- Esaul Helena

Amendment XXII

Amended IV Section D: Vacancies to clarify the current contradiction that occurs within the two vacancy clauses within the constitution. In addition, the instance when there is no qualified senator within the respective committee, this will allow the SGA President to nominate an eligible senator to fulfil the roll.

Ratified November 3, 2015 by the William Paterson University SGA Senate

Governing Custodian:
VP of JRB- Jacahri K. Smith
President- Esaul Helena

Amendment XXIII

Amended Article VII, Section D, Sub-section 2 to remove all SGA mandates to the Board of Trustee Representative(s). Words such as (must and required) were replaced with the word (encouraged), being that the SGA has no jurisdiction over the Student Trustee our organization cannot imposes any requirements. (Except during the time of Elections).

Ratified December 1, 2015 by the William Paterson University SGA Senate
Governing Custodian:
VP of JRB- Jacahri K. Smith
President- Esaul Helena

Amendment XXIV

Amended Article V. Section B: Powers and Duties: The purpose of this amendment is to reflect the power and duties of the allocations committee; as they are the first body to approve or deny any financial request appeals. However in the event that allocations is unable to conduct business the executive board will act as the allocations committee and the second body to approve or deny any financial appeals.

Ratified December 1, 2015 by the William Paterson University SGA Senate
Governing Custodian:
VP of JRB- Jacahri K. Smith
President- Esaul Helena

Amendment XXV

By-Law 1, Section-1, 2, 3, 4, and 5: The purpose of this amendment changes Financial Guidelines to Financial Policies and Procedures

Ratified February 9, 2016 by the William Paterson University SGA Senate
Governing Custodian:
VP of JRB- Jacahri K. Smith
President- Esaul Helena

Amendment XXVI

Article XII Constitutional Supremacy: The purpose of this amendment is to change the name of the Financial Guidelines to the Financial Policies and Procedures

Ratified February 9, 2016 by the William Paterson University SGA Senate
Governing Custodian:
VP of JRB- Jacahri K. Smith
President- Esaul Helena

Amendment XXVII

Article IV Executive Officers: The purpose of this amendment is to change the name of the Financial Guidelines to the Financial Policies and Procedures

Ratified February 9, 2016 by the William Paterson University SGA Senate

Governing Custodian:
VP of JRB- Jacahri K. Smith
President- Esaul Helena

Amendment XXVIII

Article VI, Senators: The purpose of this amendment is to change the name of the Financial Guidelines to the Financial Policies and Procedures

Ratified February 9, 2016 by the William Paterson University SGA Senate
Governing Custodian:
VP of JRB- Jacahri K. Smith
President- Esaul Helena

Amendment XXIX

By-Law , Section 3, Academic Affairs Committee: The purpose of this amendment is to clarify the designation of at large members in the Academic Affairs committee.

Ratified February 23, 2016 by the William Paterson University SGA Senate
Governing Custodian:
VP of JRB- Jacahri K. Smith
President- Esaul Helena

Amendment XXX

By-Law 11, Club Council & Sports Council, 1: The purpose of this amendment is to change the number of meetings from bi-weekly to monthly.

Ratified February 23, 2016 by the William Paterson University SGA Senate
Governing Custodian:
VP of JRB- Jacahri K. Smith
President- Esaul Helena

Amendment XXXI

Article XI, Section B: The purpose of this amendment is to change the name of the Financial Guidelines to the Financial Policies and Procedures

Ratified February 23, 2016 by the William Paterson University SGA Senate
Governing Custodian:
VP of JRB- Jacahri K. Smith
President- Esaul Helena

Amendment XXXII

Article IX SGA Stipend, Section E: Stipend Review Board: The purpose of this amendment is to reflect By-Law 9 Stipend Review, Section D Appeals.

Ratified March 8, 2016 by the William Paterson University SGA Senate
Governing Custodian:
VP of JRB- Jacahri K. Smith
President- Esaul Helena

Amendment XXXIII

By-Law 12, Chartering Organizations, and Section C: Sanctions, Suspension and Deactivation of Charters: The purpose of this amendment is to clarify what a temporary loss of financial privileges entails.

Ratified April 19th, 2016 by the William Paterson University SGA Senate
Governing Custodian:
VP of JRB- Jacahri K. Smith
President- Esaul Helena

Amendment XXXIV

Article X Impeachment and Removal: This amendment condenses the impeachment and removal into one process. The original impeachment article was extremely lengthy and confusing.

Ratified April 26, 2016 by the William Paterson University SGA Senate
Governing Custodian:
VP of JRB- Jacahri K. Smith
President- Esaul Helena