

Constitution of the University of Evansville Student Government Association

Approved as amended by the Student Congress on 4/20/2023.

Preamble

“We, the students of the University of Evansville, to promote academic success, establish communication between students, administration, and faculty, ensure the continual improvement of the University, and nurture the welfare of the community within the University, do ordain and establish this Constitution for the governing body of our association.”

Non-Discrimination Statement

The Student Government Association of the University of Evansville does not discriminate based upon race, color, creed or religion, national origin, ancestry, sex, gender identity and expression, sexual orientation, age, ability, size, military involvement, or political affiliation in any of its policies, procedures, and practices. This policy will include, but is not limited to, recruiting, membership, organizational activities, or the opportunity to hold office.

Article I: NAME

The name of this association shall be the University of Evansville Student Government Association, hereby referred to as SGA.

Article II: DESCRIPTION

Section A: Title

This document shall be known as the Constitution of the University of Evansville Student Government Association, hereby referred to as the “Constitution”.

Section B: Purpose

This document intends to provide the framework of the University of Evansville SGA by growing in concurrence with the SGA by: structuring, recording, and organizing the general operating procedures used by the body. This document will also be used as a resource to guide, inform, and evaluate governing documents of SGA-recognized student organizations.

Article III: PURPOSE OF THE SGA

1. The SGA will:
 - a. Make requests and recommendations to the University administration that are representative of the ideas and opinions of the Student Congress
 - b. Propose a budget detailing the expenditures of the Student Activity Fee and submit it to the University administration for approval
 - c. Hear petitions from student organizations seeking SGA-recognized status

Article IV: MEMBERSHIP

Section A: University of Evansville Student Association

1. Each student who pays their Student Activity Fee as recognized by the University of Evansville will be a member of the University of Evansville Student Association.
 - a. Any student who is exempted from paying the Student Activity Fee by the SGA President or Dean of Students will be a member of University of Evansville Student Association
 - b. The University of Evansville Student Association will be represented by the University of Evansville Student Congress in concurrence with SGA

Section B: Student Congress

1. The Student Congress will consist of representatives of each SGA-recognized organization.
2. The Student Congress will:
 - a. Petition for and populate committees necessary for the operation of the SGA
 - b. Elect SGA officers and confirm or reject appointments made by the President and CEO
 - c. Vote on resolutions brought to the floor
 - d. Initiate resolutions on behalf of the Student Association

Section C: Officers of the SGA

1. Officers of the SGA will consist of:
 - a. President
 - b. Vice President
 - c. Chief Executive Officer (CEO)
 - d. Chief Operating Officer (COO)
 - e. Academic Fund Board (AFB) Chair
 - f. Chief Financial Officer (CFO)
 - g. Parliamentarian
 - h. Secretary
 - i. Enhancement Officer/Ombudsman
 - j. Chief Marketing Officer (CMO)
2. Officers of the SGA will collectively constitute the “Executive Board of the SGA” or the “Executive Board.”
 - a. Select officers will be a part of the Student Government Executive Committee (SGEC): President, Vice President, Chief Executive Officer, Chief Operating Officer, and Parliamentarian

3. Officers will take and uphold the following oath prior to entering office:

“I, (full name), do solemnly swear to carry out the responsibilities of the office to which I have been elected and now accept. I further agree to abide by and execute the provisions of the office as stated in the Student Government Association Constitution and to abide by all of the published policies and regulations of the University of Evansville.”

Article V: OFFICERS OF THE SGA

Section A: Qualifications of Officers

1. The President, CEO, AFB Chair, and CFO must meet the following criteria:
 - a. Be a member of the Student Congress
 - b. Have a minimum of sixty-two (62) hours of University of Evansville credit at the end of the semester of their candidacy
 - c. Have served as a voting member of the Student Congress for two (2) semesters
 - d. Have a 2.75 cumulative grade point average, which must be maintained during the term of office
 - e. Not be under substantial University disciplinary action as determined by the Dean of Students
 - f. Not have any outstanding debt to the University, per Student Financial Services
 - i. Reference Article VI section A for special circumstances for individuals who do not meet these requirements
2. The term of office is one (1) academic year in duration or until the successor takes office
 - a. The academic year will begin and end on the University Spring Graduation date
3. The Vice President, COO, Parliamentarian, Enhancement Officer/Ombudsman, Secretary, and CMO must meet the following criteria:
 - a. Be a member of the Student Congress
 - b. Have a minimum of thirty-one (31) hours of University of Evansville credit at the end of the semester of their candidacy
 - c. Have served as a voting member of the Student Congress for one (1) semester
 - d. Have a 2.75 cumulative grade point average, which must be maintained during the term of office
 - e. Not be under substantial University disciplinary action as determined by the Dean of Students
 - f. Not have any outstanding debt to the University, per Student Financial Services
 - i. Reference Article VI section A for special circumstances for individuals who do not meet these requirements
4. The term of office is one (1) academic year in duration or until the successor takes office

- a. The academic year will begin and end on the University Spring Graduation date

Section B: Expectations of the Executive Board

1. Members of the Student Government Association Executive Board shall maintain a professional code of conduct in all official meetings or acts of business. A professional code of conduct consists of:
 - a. Members are required to be attentive during meetings*
 - i. IE: No erroneous technology usage unless necessary to communicate for betterment of the meeting
 - b. Members must actively participate during all meetings and events*
 - c. Members shall arrive to meetings on time (within five minutes of meeting start time)**
 - i. Members shall not be late to meetings more than five times in a term of office, barring extenuating circumstances such as weather or emergency
 - d. Members shall be prepared for meetings with reports ready and delivered on time (as established by the Secretary)**
 - e. Members should not have more than one unexcused absence from a meeting**
 - i. Members should have no more than two unexcused absences from meetings***
 - f. Members should not have more than three excused absences from meetings.
 - i. If a member requests more than three excused absences, that member must present some form of documented proof for the reason of absence.
 - ii. The consequences should be at the discretion of the Executive Board.
 - g. Members shall attend their scheduled office hours regularly; and will alert the Executive Board and Congress of any office hour changes throughout the school year**
 - i. Consequences for more than three excused absences from scheduled office hours (or otherwise communicated changes) will be determined at the discretion of the Executive Board
 - h. Any hostile behavior such as: offensive language, hate speech, violent actions, making of threats, or other official misconduct according to the Student Handbook may result in the temporary suspension of the respondent until the outcome of an investigation.
 - i. Reports of such behavior will be reported to the SGA Advisor for advice on next steps using university processes.
 - i. Repeated (2+) or combined offenses will automatically be a ** or higher consequence, with **** being impeachment as the most significant punishment.
 - j. All offenses will be documented by the President of SGA. In the instance that the offenses are perpetrated by the President, the Vice President will take over documentation. All documented offenses will be included in the report brought to the SGA Advisor.
 - k. Consequences
 - * Verbal warning by members of the Student Government Executive Board
 - ** An official meeting to review conduct with the Advisor of SGA

- *** Deduction of salary up to the discretion of the Executive Board and approval by the Advisor of SGA
 - **** Member will be removed from the Executive Board and their salary shall be taken away removed
1. This amendment will be enacted by a report brought to the President of the Student Government Association. In the case that the claim is brought against the President, the Vice President will take over the claim. All claims will be approved by the Advisor of SGA.

Section C: Duties and Powers of the President

1. The President will:
 - a. Serve as a non-voting member of Student Congress
 - b. Be responsible for representing the SGA
 - c. Approve or veto all resolutions passed by the Student Congress within two (2) meetings of receipt
 - d. See that all legislation is faithfully executed
 - e. Attend the meetings of the Student Congress and inform congress of weekly activities pertaining to their office
 - f. Serve as a non-voting member of the Finance and Budget committee
 - g. Chair the Student Government Executive Committee
 - h. Communicate with Student Elected Trustees, SGA Executive Board, and Student Congress concerning SGEC meetings
 - i. Oversee the duties and responsibilities of the Vice President and approve their salary based on their completion of these responsibilities
 - j. Attend the meetings of the AFB and participate in resolution discussion and voting
 - k. Find and educate potential future candidates for President
 - l. Hold regular office hours to make themselves available to students
2. The President is responsible for being an active member in the following University of Evansville committees, as well as others deemed necessary by the Dean of Students or the President of the University:
 - a. The Faculty Senate
 - b. The Fiscal Affairs Committee
 - c. University Enhancement Committee
 - d. Student Government Executive Committee
 - e. Student Congress Elections Committee
3. The President will appoint representatives to the following University of Evansville committees and have the power to dismiss those representatives in congruence with a simple majority vote of Student Congress:
 - a. Two (2) students to the Martin Luther King Jr. Program
 - b. Two (2) students to the Admissions and Standards Committee
 - c. Two (2) students to the Academic Assessments Committee
 - d. Two (2) students to the Academic Services Committee

- e. One (1) student to the Honorary Degree Committee
 - f. Six (6) students to the University Honor Council
 - g. Two (2) students to the University Ceremonies Committee
 - h. Two (2) students to the Athletics Committee
 - i. Two (2) students to the Curriculum Committee
 - j. Two (2) students to the Inclusion Committee
 - k. Ten (10) students to the Judicial Board
 - l. Two (2) students to the Commencement Committee
4. The President will appoint the following positions:
- a. Vice President
 - b. University Enhancement Chair/Ombudsman
 - i. A vote of confidence is held and voted on by Student Congress passing upon a 2/3 majority vote
 - ii. Reference Article VI section B part 3 for more information

Section D: Duties and Powers of the Vice President

1. The Vice President will:
- a. Serve as a non-voting member of Student Congress
 - b. Be responsible for representing the SGA
 - c. Attend the meetings of the Student Congress and inform Congress of weekly activities pertaining to their office
 - d. Meet with the SGA President once per week to discuss common goals between the two positions and goals of the University
 - e. Plan the annual USI/UE collaborative dinner
 - f. Manage and maintain ACES Haven with Logistics and Supply Chain Management Club
 - g. Attend the meetings of the AFB and participate in resolution discussion and voting if the SGA President is unable to attend
 - h. Find and educate potential future candidates for Vice President
 - i. Hold regular office hours to make themselves available to students
2. The Vice President is responsible for being an active member in the following University of Evansville committees, as well as others deemed necessary by the Dean of Students or the President of the University:
- a. The Faculty Senate
 - b. University Enhancement Committee
 - c. Student Government Executive Committee
3. The Vice President will assume the duties of the President on any of their committees on any given occasion if the President cannot fulfill their role
4. The Vice President will appoint representatives to the following University of Evansville committees and have the power to dismiss those representatives in

congruence with a simple majority vote of Student Congress:

- a. One (1) student to the General Education Subcommittee
- b. One (1) student to the Writing Subcommittee
- c. One (1) student to the Andiron Lecture Committee
- d. Four (4) students to the Outstanding Teacher Award Committee

Section E: Duties and Powers of the CEO

1. The CEO will:
 - a. Serve as a non-voting member of Student Congress, except in cases of ties
 - b. Be responsible for representing the SGA
 - c. Preside over Student Congress meetings in the case that the COO is absent
 - d. Chair weekly Executive Board meetings
 - e. Chair the Elections Committee
 - f. Oversee the duties and responsibilities of the Student Congress Executive Board offices and approve salaries of these officers contingent upon the completion of their responsibilities
 - i. The CEO will not oversee duties, responsibilities, or salaries of the President or Vice President
 - g. Attend the meetings of the AFB and participate in resolution discussion and voting
 - h. Find and educate potential future candidates for CEO
 - i. Hold regular office hours to make themselves available to students
2. The CEO is responsible for being an active member of the following University of Evansville committee:
 - a. Student Government Executive Committee
3. The CEO will appoint the following positions:
 - a. COO
 - b. CMO
 - i. A vote of confidence is held and voted on by Student Congress passing upon a 2/3 majority vote
 - ii. Reference Article VI section B part 3 for more information

Section F: Duties and Powers of the COO

1. The COO will:
 - a. Chair Student Congress meetings
 - b. Perform all the tasks and duties of the CEO if the CEO is absent or unable to perform those duties
 - c. Direct and oversee all ad hoc committees of Student Congress
 - d. Prepare documentation concerning all resolutions passed by the Student

- Congress for approval of the President of the SGA within one (1) week from the voting meeting date
- e. Attend the meetings of the AFB and participate in resolution discussion and voting if the CEO is unable to attend
 - f. Find and educate potential future candidates for COO
 - g. Hold regular office hours to make themselves available to students
2. The COO is responsible for being an active member of the following University of Evansville committee:
 - a. Student Government Executive Committee

Section G: Duties and Powers of the AFB Chair

1. The AFB Chair will:
 - a. Serve as a non-voting member of Student Congress
 - b. Form and chair AFB meetings
 - c. Call monthly meetings of the AFB, to occur on the first Wednesday of each month during the academic year
 - d. Notify AFB members and petitioners of the meeting times and locations
 - e. Process approved requests from the AFB budget and to ensure compliance with the SGA Financial Bylaws
 - f. Make reports to the Student Congress on the activities of the AFB following each monthly meeting
 - g. Find and educate potential future candidates for AFB Chair
 - h. Hold regular office hours to make themselves available to students

Section H: Duties and Powers of the CFO

1. The CFO will:
 - a. Oversee the current SGA budget
 - b. Form and chair the Finance and Budget Committee each spring to revise and approve the SGA budget
 - c. Process requests from organizations for the Student Activity Fee and resolutions
 - d. Ensure that all budget entities are presented to congress
 - e. Maintain a ledger for the University of Evansville's Safe Rides Program and ensure timely payment of the Program's related bills
 - f. Attend the meetings of the AFB and participate in resolution discussion and voting
 - g. Find and educate potential future candidates for CFO
 - h. Hold regular office hours to make themselves available to students
3. The CFO is responsible for being an active member of the following University of Evansville committee:

- a. Student Government Executive Committee

Section I: Duties and Powers of the Parliamentarian

1. The Parliamentarian will:
 - a. Be knowledgeable of the SGA Constitution
 - b. Incorporate approved amendments into the Constitution
 - i. Interpret the Constitution on all constitutional questions and disputes that evolve from Student Congress or Executive Board meetings
 - c. Be knowledgeable in Parliamentary procedure and make efforts to educate Student Congress on Parliamentary procedure and the contents of the Constitution
 - d. Maintain order at all Student Congress meetings
 - e. Form and chair the Constitutional Audit Committee
 - f. Provide the most recent copy of the Constitution to the Director of the CSE
 - g. Review registered student organization constitutions upon submission or revision to ensure compliance with SGA Constitution
 - h. Record minutes during SGEC meetings to be provided to members of the Executive Board
 - i. Find and educate potential future candidates for Parliamentarian
 - j. Hold regular office hours to make themselves available to students

2. The Parliamentarian is responsible for being an active member of the following University of Evansville committees:
 - a. Student Government Executive Committee
 - b. Student Congress Elections Committee

Section J: Duties and Powers of the Secretary

1. The Secretary will:
 - a. Record minutes of the Student Congress meetings
 - b. Be responsible for roll call at all meetings
 - c. Type and distribute all minutes and resolutions of the Student Congress to the Student Body and record any corrections of amendments as necessary, within 24 hours
 - d. Keep running files of all corrected minutes, resolutions, and proposed legislation of the Student Congress to be made available upon request
 - e. Maintain an updated record of organization attendance to be distributed to representatives and presidents of each organization within 24 hours of meeting completion
 - f. Submit a physical copy of a list of organizations in bad standing to the Director of the CSE at the end of each semester
 - g. Notify the CFO and budget entities or organizations if any current year organizational budget entity or SGA-recognized organization falls out of

- good standing
- h. Organize the end of the year banquet with the assistance of the CMO
- i. Find and educate potential future candidates for Secretary
- j. Hold regular office hours to make themselves available to students

Section K: Duties and Powers of the Enhancement Officer/Ombudsman

1. The Enhancement Officer/Ombudsman will:
 - a. Bring resolutions to the floor concerning possible University enhancements
 - b. Create a University Enhancement Committee to discuss possible University improvements
 - c. Convey worthwhile complaints to the Student Congress in weekly meetings
 - d. Pursue enhancements either through Student Congress or through direct contact with the Executive Board
 - e. Have knowledge of the Student Handbook
 - f. Attend training provided by the Dean of Students
 - g. Inform the proper University staff and/or faculty of student complaints of improper activity conducted by faculty, staff, or administration of the University and serve as a resource for students
 - h. Pursue and be a participant in University student admission or retention committees
 - i. Find and educate potential future candidates for Enhancement Officer/Ombudsman
 - j. Hold regular office hours to make themselves available to students

Section L: Duties and Powers of the CMO

1. The CMO will:
 - a. Actively seek to communicate important information to members of the Student Association
 - b. Be responsible for all internal and external communications
 - c. Manage official SGA media including, but not limited to, social media
 - d. Manage distribution of items to promote student engagement
 - e. Chair the University Marketing Committee
 - f. Assist the Secretary with the end of the year banquet
 - g. Find and educate potential future candidates for CMO
 - h. Hold regular office hours to make themselves available to students

Article VI: ELECTIONS & REMOVAL OF OFFICERS

Section A: Eligibility for Office

1. Students wishing to participate as an executive member of SGA or Student Elected Trustee will sign an attestation letter. This attestation letter will then be vetted

through the Dean of Students. Individuals who do not sign, refuse to sign, or are found to have signed the letter dishonestly will be ineligible to participate in SGA as an officer position and will be removed as a candidate for the position. The attestation letter will state that the student is under the following:

- a. In good academic standing at the University of Evansville
 - b. In good financial standing at the University of Evansville
 - c. Have not been placed on any disciplinary probation due to Student Conduct issues
 - i. These requirements may not be waived or overruled by SGA under any circumstances
2. Candidates seeking an officer position must meet all position requirements outlined in Article V section A
3. Requirements for SGA officer positions may be waived if the candidate adheres to the following guidelines:
- a. A candidate requesting that a qualification be waived to allow them to participate in the Student Congress elections must form a petition outlining the qualification being waived. This petition must include a justified reason as to why the requirements were not met. The candidate must obtain ten (10) signatures from members of congress who are SGA Representatives and present the petition to the Elections Chair
 - i. For Congress elected positions, only a candidate that has already been nominated and seconded may present a petition to the Elections Committee
 - ii. For positions elected by the Student Body, a petition must be requested and submitted to the Elections Committee within a week of submission of all other election materials
 - iii. The candidate may not waive the GPA requirement stated in Article V section A, or any requirements that are included in the attestation outlined in Article VI section A part 1
 - b. Upon review by the Elections Committee, the petition will be presented to the Student Congress
 - i. Petitions will pass with a simple majority vote
 - ii. The petition must include the specific qualification(s) that will be waived to allow the candidate to be eligible to participate in the election
 - iii. The petition must provide an explanation as to why the candidate believes that they are qualified despite the requirement not being met
 - iv. If the petition does not pass, the candidate may not participate in the election
 - v. Petitions will be presented and voted on a case-by-case basis
 - c. No one candidate may violate more than one qualification, and only one petition may be presented on their behalf

Section B: Rules of Election

1. Ballots for the election of the SGA President, CEO, AFB Chair, and Student Elected Trustee will be provided to members of the Student Association through a medium decided upon by the Director of the CSE and winners will be selected through ranked choice voting
 - a. Voters will be allowed to rank their top three choices for each position
 - b. Any candidate receiving a simple majority of the vote will be declared winner
 - c. If no candidate for these positions receives a simple majority of the vote, the winning candidate will be determined through ranked-choice voting, where:
 - i. The candidate who receives the least first place votes will be eliminated
 - ii. Students who ranked the eliminated candidate as their first choice will automatically have their vote be cast for their second-place candidate
 - iii. This process will be repeated until there is a simple majority winner
2. Candidates for elected positions (Parliamentarian and Secretary) require a nomination, a second, and a simple majority vote from the representatives of Student Congress to be elected.
 - a. If no one candidate for these positions receives a simple majority of the vote, the winning candidate will be determined through ranked choice voting
3. Approvals for all appointed positions (Vice President, COO, Enhancement Officer/Ombudsman, and CMO) require a 2/3 vote from the representatives of Student Congress.
 - a. If an appointed candidate for approval does not receive the requisite percentage of votes, that candidate shall be dropped, and nominations will automatically re-open
4. Immediately after taking office, the CEO will provide a list of candidates for CFO to the Student Congress. The CFO will be elected by a simple majority.
 - a. If no one candidate for this position receives a simple majority of the vote, the winning candidate will be determined through ranked choice voting
5. Election or approval of officer positions by the Student Congress must occur no later than two (2) Congress meetings after elections for officer positions voted upon by the Student Association are completed.
 - a. Nominations for elected positions will be open immediately after general elections are completed
 - b. Officers will take office immediately upon election
 - c. Upon taking office, officers may no longer serve as an organization's SGA representative

Section C: Succession of Officers

1. If the office of President becomes vacant, the Vice President will immediately fill said vacancy and assume the role of the President.
 - a. The originally appointed Vice President will appoint a qualified candidate to fill their previous position to be approved within two weeks of the original vacancy
2. If the office of CEO becomes vacant, the COO will immediately fill said vacancy and assume the role of CEO.
 - a. The originally appointed COO will appoint a qualified candidate to fill their previous position to be approved within two weeks of the original vacancy
3. If the office of Secretary or Parliamentarian becomes vacant, the SGA will hold an emergency nomination for qualified candidates and elect one to fill said vacancy to be voted upon at the next Student Congress meeting.
4. If any other appointed office becomes vacant, the proper corresponding appointing officer assumes the responsibility of finding a qualified candidate to fill the position.
 - a. Appointment and approval of this position must occur within two weeks of said vacancy
 - b. If the vacancy occurs after the start of the second semester, the current Executive Board may distribute the responsibilities of the vacant office amongst themselves as they see fit

Section D: Removal of Executive Board Members

1. If an elected individual has been found responsible of a significant violation of the Student Code of Conduct, breaches guidelines detailed in the Constitution, or is otherwise unable to fulfil their duties as an executive officer, this individual may be removed from office.
 - a. Petitions for removal from office must be submitted in writing to the SGA President, Director of the CSE, and the accused officer
 - b. A petition must include the name of the accused and cite the reason for the petition for removal from office
 - c. If petitioning for removal of an officer holding an elected position, the petition must include as many signatures of members of the Student Association as were required for the accused to be considered for office
 - d. If petitioning for removal of an officer holding an appointed position, the petition must include at least fifty (50) signatures of members of the Student Association
2. An accused officer may accept terms of removal and resign from office without a

hearing if this officer feels that they are not prepared to continue to serve on the Executive Board.

3. If an accused officer feels that they were unfairly accused, they may seek a trial to be heard by members of the Removal Appeals Committee (RAC).

Article VII: ORGANIZATION STANDING

Section A: University-Recognized vs. SGA-Recognized Organizations

1. University-recognized organizations must meet the requirements set forth in the Student Handbook and Student Organization Guide and receive approval from the Director of the CSE.
2. SGA-recognized organizations must meet all the requirements of University-recognized organizations, as well as requirements set forth in the SGA Constitution.
 - a. Throughout this document, “SGA-recognized organization” includes all organizations that qualify for this title per the Student Handbook and SGA Constitution, as well as residential areas as defined by the Resident Student Association
 - b. SGA-recognized organizations will be allowed representation in Student Congress

Section B: Good Standing

1. SGA-recognized organizations in good standing:
 - a. May vote on legislation during Student Congress meetings
 - b. Will be eligible to request SGA funds through resolutions and the yearly budget
2. To obtain or remain in good standing, an organization must:
 - a. Designate at least one (1) representative for their organization and turn in the name of this representative to the Secretary and the COO before the first Student Congress meeting
 - i. One representative may not represent more than one organization in Student Congress meetings
 - b. Have a representative attend the meetings of their organization and represent the opinions of their organization in weekly Congress meetings
 - i. Representatives are responsible for conveying weekly Congress proceedings to the members of their organizations
 - c. Have a representative miss no more than 4 of the Student Congress meetings each semester
 - i. Every organization may send a proxy at any time instead of their

- permanent representative
 - ii. If the organization's representative changes permanently, the organization must inform the SGA Secretary and COO in writing before the next Congress meeting
3. Organizations newly recognized by the SGA shall begin in good standing.

Section C: Probation

1. Organizations which fail to meet the requirements to maintain good standing will be placed on probation with the SGA for the remainder of the current semester.
 - a. After the end of the semester when probation began, an organization may present an appeal to the SGEC to return to good standing.
2. SGA-recognized organizations on probation ("in bad standing"):
 - a. Will not be permitted to vote in Congress elections or on resolutions
 - b. Will not be allowed to present a resolution to Student Congress
 - c. Will maintain the right to contribute to discussions during Student Congress meetings
3. An organization may appeal their standing by submitting a written request to appeal its standing to the SGA Secretary.
 - a. A representative from the organization will present their appeal at the next standing review meeting of the SGEC, including requirements for good standing that were not met, reason for the appeal, and future plans to maintain good standing
 - b. If an appeal is approved and good standing is restored to an organization, a representative from the organization will attend a follow-up meeting with the SGEC to report challenges and successes in maintaining good standing and establish future plans to avoid probation
 - i. Organization standing will be reassessed after this follow-up meeting
 - c. If the SGEC does not approve an organization's appeal, the organization will remain on probation for the duration of the semester in which the appeal was presented
 - d. Only one appeal may be presented by an organization per academic year
4. After four (4) consecutive semesters that an organization remains on probation, it will no longer be considered an SGA-recognized organization.
 - a. An organization seeking to regain status as an SGA-recognized organization after four (4) consecutive semesters in bad standing must re-register as an organization
5. Any SGA-recognized organization that violates policies, behaves in a manner that is

unbecoming to the SGA, or anything of the like is subject to discipline by the University as well as separate discipline by the SGA.

- a. Discipline in such cases is subject to the discretion of the Executive Board on a case-by-case basis

Article VIII: AGENDA OF THE STUDENT CONGRESS

1. The agenda for the Student Congress meetings will be as follows:
 - a. Call to order
 - b. Approval of Previous Meeting's Minutes
 - c. Introductory activities and announcements
 - d. Reports
 - i. Student Congress Chief Operating Officer
 - ii. Student Congress Chief Executive Officer
 - iii. SGA President
 - iv. SGA Vice President
 - v. Student Congress Secretary
 - vi. Academic Fund Board Chair
 - vii. Student Congress Chief Financial Officer
 - viii. University Enhancement Chair and Ombudsman
 - ix. Student Congress Chief Marketing Officer
 - x. Student Congress Parliamentarian
 - xi. Director of Center for Student Engagement
 - xii. Student Activity Board
 - xiii. Resident Students Association
 - xiv. International Club
 - xv. Intramurals and Fitness Center
 - e. Unfinished Business
 - f. New Business
 - g. University Concerns and Student Concerns for the Betterment of the University
 - h. Announcements
 - i. Adjournment
2. The latest edition of "Robert's Rules of Order" shall be the parliamentary authority for all matters of procedure not specifically defined by the Constitution of the SGA.

Article IX: FINANCIAL BYLAWS

Section A: Annual Budget

1. All student fees, traditionally labeled as Student Activity Fees, which are specifically designated for the SGA by the University's Vice President of Fiscal Affairs will be deposited with the University of Evansville in the name of the SGA, allocated by the Student Congress, and approved by the SGA Chief Financial Officer.

- a. The SGA budget is defined as the Student Activity Fee monies collected less the Athletics share and Theater share of the Student Activity Fee
2. The Finance and Budget Committee of Student Congress will determine budgets and allocate the funds of the SGA with a 2/3 approval of the Student Congress.
 - a. Upon the approval of Student Congress, the budget will be submitted to the President of the University of Evansville for approval and to the Vice President of Fiscal Affairs of the University of Evansville

Section B: Budget Entities and Funding Eligibility

1. Budget entities receive funding from the SGA budget on a yearly basis.
2. Organizational budget entities are allocated to specific SGA-recognized student organizations.
 - a. Any student organization seeking annual funding through the SGA budget must be in good standing with the SGA and petition the Finance and Budget Committee of the Student Congress
 - b. All organizations that are recognized as organizational budget entities must remain in good standing for that budget item to receive its funds
3. Items in the SGA budget not tied to student organizations are defined as non-organizational budget entities.
 - a. Non-organizational budget entities will not be required to maintain a status as an SGA-recognized organization in good standing
 - b. To qualify as a non-organizational budget entity:
 - i. The money they received in the SGA budget must be used for a project, service, or event rather than to fund a group's activities
 - c. Non-organizational budget entities are not required to attend weekly Student Congress meetings. These entities will be required to attend select Student Congress meetings to justify the use of the funds they received
 - i. Each non-organizational budget entity will deliver a report to Student Congress each semester that SGA-funded events occur
 - ii. If meeting attendance and reporting requirements are not met, non-organizational budget entities may be subject to loss of funding as determined by the Finance and Budget Committee
 - d. The AFB is a non-organizational budget entity, and the pool of money allocated to the AFB each year from the SGA budget shall not exceed 20% of the total SGA budget

Section C: Resolution Pool

1. Any money collected through Student Activity Fees and designated for the SGA that is not allocated in the budget (i.e. monies allocated to budget entities), including money held in the reserve account, is available to be granted to SGA-recognized organizations through a resolution of the Student Congress.
2. A minimum balance of \$50,000 will be held in the SGA reserve account for use in an emergency.
3. If an allocation will cause the reserve account balance to fall below \$50,000, this allocation must be approved by the SGA President, CFO, Director of the CSE, and the University's Vice President of Fiscal Affairs.

Section D: Accounting Procedures

1. Once awarded funding, an organization can receive funding through an advance or reimbursement for an on-campus or off campus account via an Internal Charge Authorization (ICA) or check request.
 - a. For advance reports, receipts and an advance report must be turned into accounting two weeks after the completion of the approved event or two weeks before Reading Study day
 - b. Reimbursement requires an organization to submit all receipts upfront before an ICA or check request can be submitted to accounting
 - c. If a check request is desired, all receipts must be turned into the CFO and UE's accounting department upon completion of the event or two weeks before Reading Study day
2. When resolution funds have not been fully used, an organization must return the surplus of funds to accounting two weeks before Reading Study Day.
 - a. If organizations do not return surplus funds, the CFO or AFB Chair will contact the organization or group's advisor to ensure that all outstanding funds are returned to the SGA.
 - b. Special circumstances may apply at the accounting department's discretion
3. All UE accounting procedures will be followed.

Article X: COMMITTEES

Section A: Elections Committee

1. The CEO shall chair the Elections Committee
 - a. The elections committee will consist of the CEO, President, Parliamentarian, one (1) additional Executive Board member, and one (1) member of Student Congress
 - b. If the CEO runs for an elected office, they will step down from the chair of the

Elections Committee

- c. In such an event, the Parliamentarian will appoint a committee member who is not running for an elected position to chair the Elections Committee
2. The Elections Committee will bring forth a resolution stating all details and definitions of informal campaigning, formal campaigning, dates of elections, and any other details pertaining to the conduct or the administration of elections before Student Congress.
 - a. The Elections Committee will address any issue that arises and cannot be immediately brought before Student Congress; however, at the next Student Congress meeting, the Elections Committee is required to seek approval if the decision pertained to any change in the election rules

Section B: Student Government Executive Committee

1. The President will chair the Student Government Executive Committee (SGEC), which will consist of the President, Vice President, CEO, CFO, and the Parliamentarian.
2. The duties of the SGEC include, but are not limited to, the following:
 - a. Meeting with Student Trustees to discuss University activities
 - b. Reviewing organizations for recognition by the Student Congress
 - c. Providing guidance to SGA in the current year and planning for the coming year
 - d. Reviewing all budget entities annually to determine if they qualify as a non-organizational budget entity
 - e. Hearing appeals and follow-ups of organization standing
3. Concerning reviews of organization standing,
 - a. Hearings will be held three times per semester
 - b. Following an organization's initial appeal, members of the SGEC will discuss and vote upon the organization's standing
 - c. After an organization's follow-up meeting, members of the SGEC will discuss and vote upon the organization's standing
4. In the case of a vote within the SGEC, quorum is defined as four (4) members and legislation shall pass with a simple majority vote.
5. The SGEC will have the power to dismiss representatives to standing and ad hoc committees of the SGA with simple majority vote from the student congress.

Section C: Finance and Budget Committee

1. The Finance and Budget Committee must consist of the CFO, SGA President, and AFB Chair, and four (4) Student Congress representatives appointed by the CFO.

- a. Any member of the Finance and Budget Committee will not be allowed to deliberate on funding for an organization which they represent
2. The duties of the Finance and Budget Committee include, but are not limited to, the following:
 - a. Establishing an annual budget and reviewing the standing of all budget entities
 - b. Auditing the Financial Bylaws of the constitution
 - c. Deliberating on any resolution prior to its presentation before congress if deemed necessary by the CFO
 - i. The committee may request additional information from the entity sponsoring a resolution as needed
 - ii. The CFO shall present a recommendation to the Student Congress Executive Board regarding a reviewed resolution

Section D: Constitutional Audit Committee

1. The Constitutional Audit Committee shall be chaired by the Parliamentarian and consist of
 - a. The Director of the CSE, at least two (2) members of the SGA Executive Board (other than the Parliamentarian), and at least two (2) members of Student Congress

Section E: Removal Appeals Committee

1. The Removal Appeals Committee (RAC) will operate as an ad-hoc committee, consisting of:
 - a. One (1) chair nominated by the Dean of Students
 - b. Two (2) members nominated by the Director of the CSE
2. Nominated individuals must be the designated representative of an SGA-recognized organization, cannot be representatives of an organization of which the accused officer is or was a member, and may not be a member of the SGA Executive Board.
3. Trials for removal from office will proceed as follows:
 - a. Both the accused and the accuser will be provided opportunities to present their cases to the RAC during separate times limited to 30-minute sessions, including time for questioning
 - b. The RAC may call for any additional evidence that is pertinent to the case at hand
 - c. RAC deliberations on terms of removal will continue until a unanimous ruling is reached
 - d. A ruling by the RAC must be reached within three (3) weeks of initial receipt of a petition and must include a summary of charges levied against the accused,

a statement of guilt or innocence, and the reason for the decision of the committee.

- e. An accused officer will be informed of terms of removal immediately upon committee approval of said terms
4. The chair of the RAC will declare a ruling at the next Student Congress meeting.

Article XI: ACADEMIC FUND BOARD (AFB)

Section A: Proceedings of the AFB

1. Representation will consist of:
 - a. One (1) student representative from each of the eight (8) academic areas on campus (Humanities, Fine Arts, Natural Science, Social Science, Business, Education, Engineering, and Health Services)
 - i. The representative of each academic area will be appointed by the Dean of the college responsible for that academic area
 - ii. Each representative must be a current full-time student enrolled in a major within the academic area they represent
 - iii. Representatives must maintain a GPA of at least 2.75 and must have completed a total of thirty-one (31) credit hours prior to their appointment
 - b. The AFB Chair
 - c. The President
 - d. The CEO
 - e. The CFO
2. The AFB will allocate no more than 2/3 of its total budget for the academic year during the fall semester.
 - a. No more than 25% of the total AFB budget for the academic year shall be allocated to individuals and/or groups without SGA recognition
3. The AFB will hold a hearing on the first Wednesday (on which classes are held) of each month during the academic year to hear grant requests.
 - a. At least nine (9) of the voting AFB members must be present for a vote to be taken
 - b. If at least 9 members are not able to meet on the first Wednesday for a vote to be taken, the AFB must choose an alternate meeting time that must be within two (2) weeks of the first Wednesday of each month
 - c. Any request exceeding 10% of the total AFB budget for the year must be approved by 2/3 of the present, voting AFB members
4. After each meeting of the AFB, the AFB Chair will make a report to Student Congress at the next meeting with the results of each grant request heard by the AFB.

Section B: Eligibility for AFB Grant Requests

1. The AFB will only hear requests related to academic or professional development activities. Requests to be heard by the AFB include but are not limited to:
 - a. Any activity intended for the academic betterment of students (e.g. study tables, study/prep courses, standardized tests/exams)
 - b. Any competition, project, conference, or activity related to a particular academic field (department, major, or group of majors) or a particular academic subject or topic
 - c. Conferences or other professional development activities intended for or restricted to a specific academic area, major, or occupation
 - d. Funding for equipment, software, or other capital necessary to conducting academic research
 - e. Funding for equipment for students with disabilities
2. Only an SGA-recognized student organization in good standing, a full-time student, or a group of full-time students in good standing with the university may apply for AFB grant funding.
 - a. A meeting of the AFB can be held at the AFB Chair's discretion before the hearing to determine whether the resolution should be considered as an organizational, group, or individual resolution based on their standing in Student Congress
3. To be considered for funding, applicants must:
 - a. First seek funding from sources outside of the Academic Fund Board (i.e. outside grants, department funding, fund raisers, organization dues, etc.)
 - b. Provide their own meals for events that require travel
 - c. Fund all costs pertaining to faculty and professors (i.e. registration, lodging, and travel, etc.)
 - d. Not request funds to be allocated to pay membership fees (local, national, global, etc.)
 - e. Not request funds to be directly allocated to a philanthropic event's beneficiaries, but only for an event's operations

Section C: Application Procedures for AFB Grant Funding

1. To apply for grant funding through the AFB, applicants must complete and submit the online SGA/AFB Resolution Form through UEngage.
 - a. The application for AFB grant requests will be made available to all students, and any submitted request which conforms to the SGA Financial Bylaws, as determined by the AFB Chair, will receive a hearing

2. Upon receiving a resolution, the entire AFB will review the content of the resolution for any irregularities and errors that may need correction.
 - a. Should questions or concerns arise regarding a resolution, the AFB Chair will return these to the applicant for them to answer and/or resolve
 - i. Once all questions or concerns have been resolved, the AFB Chair will contact the individual, group, or organization to inform them of the location and date for the hearing of their request
 - b. If the AFB Chair believes a request is not appropriate to be heard by the AFB, the AFB Chair may decline to hear the request
 - i. If the request is declined, the applicant may present the request again to be heard along with a petition signed by at least 5 student congress representatives or by 5% of the student body
3. The AFB Chair will have final authority over permitting resolutions to come to the floor.

Article XII: RESOLUTIONS

Section A: Eligibility and Procedures for Resolution Applications

1. In order to be considered for funding from Student Congress through the passage of a resolution, an organization must:
 - a. Be an SGA-recognized organization in good standing
 - b. First seek funding from sources outside of Student Congress (i.e. grants, department funding, fundraisers, organization dues, etc)
 - c. Prove that requested funding is the sole source of an organization's operating budget
 - d. Provide its own meals for events that require travel
 - e. Not request funds to be directly allocated to a philanthropic event's beneficiaries, but only for the event's operations
 - f. Prove that the request is beneficial to the campus as determined by the Student Congress
 - g. Submit resolution request forms through UEngage, including all required information
 - h. Requests cannot be completed on behalf of other organizations
2. If the organization has not already provided this information, the COO can, at their discretion, request additional information from the organization including, but not limited to:
 - a. The budget for the event
 - b. Prior year budgets if this event has been held in the past
 - c. The organization's current campus account balance
 - d. An explanation if the organization will not use funds from their campus account
 - e. Whether or not the organization has sought Student Congress funding for the same or similar events in the past three (3) years, and the outcome of those

- resolutions
 - f. How much has the organization fundraised for this event
 - g. Success of the same or similar events held in the past and present or future changes
 - h. Proof of communication with and approval from relevant university administrative bodies
3. A non-monetary resolution may be submitted by any member of congress in good standing and will follow the same approval and voting proceedings as a monetary resolution.
 4. Upon the petition of five (5) members of Student Association, any resolution that the petitioners deem necessary will be submitted to the Student Congress and brought to the floor within two (2) meetings of Student Congress.
 - a. Money from passage of this resolution may not be transferred to the account of or used for operations of an SGA-recognized organization in bad standing
 5. The President of the SGA, the Vice President, the CEO, and the University Enhancement Chair/Ombudsman may submit resolutions to Student Congress that must be brought to the floor within two (2) meetings of Student Congress.

Section B: Expectations for Resolutions

1. The executive board will determine prior to the start of every term when executive board meetings will happen.
2. All organizations putting forth a monetary resolution must submit that resolution a month prior to their event by noon on the day of the executive board meeting.
 - a. Organizations may not waive the one-week tabling for resolutions over \$1,000 when following this standard
3. In circumstances, where an event has been planned, and a resolution has been submitted not in accordance to the statement above, that organization must submit a petition to congress following the guidelines as laid out in Article 12, Section A, Subsection 4, in order to have the resolution brought forth in congress.
 - a. This process must happen no later than two weeks prior to when the money is needed
 - b. If the resolution is over \$1,000, the congress rep may request tabling a week to be waived
 - i. This will require an 2/3 majority vote
4. All resolutions must be vetted by the SGA Executive Board. Resolutions with the intention that said resolution will be brought to the floor on the same day will not be accepted at congress meetings.

Section C: Resolution Application Reviews and Voting

1. Quorum must be met before any resolution can be passed by Student Congress.
 - a. To establish quorum, over half of the total number of voting members must be

- present
- b. If there is a semester in which concern for reaching quorum arises, it is at the discretion of the Executive Board to weigh attendance at meetings more heavily, give organizations in bad standing the opportunity to vote on certain items, or anything of the like on a case-by-case basis
2. In the case that a resolution requesting funding would be less than 10% of the designated annual budget for resolutions (including non-monetary resolutions), a simple majority approval by congress is required.
 3. In the case that a resolution requesting funding would exceed 10% of the designated annual budget for resolutions (excluding monies held in the SGA reserve account), a 2/3 majority approval by congress is required.
 4. If a resolution requests funding from the reserve account, a 2/3 majority by congress is required, regardless of the requested amount of money.
 5. Any resolution calling for \$1,000 or more must be tabled for at least a total of two (2) SGA meetings before being voted on.
 - a. This may be overridden by a 2/3 vote of Student Congress
 6. At the discretion of the SGA Executive Board, any resolution may be voted upon by members of the Student Congress through a medium decided upon by the Director of the CSE.
 - a. Voting will open after a resolution has been tabled for one (1) week and will last for one (1) week
 7. The Student Congress Executive Board will determine which resolutions may come to the floor
 8. A presidential veto of a resolution may be overridden by a 2/3 vote of Congress.

Article XIII: AMENDMENTS

Section A: Audits

1. The SGA Constitution shall be audited every year to be completed before the end of the Fall semester by the Constitutional Audit Committee.
 - a. The committee shall recommend amendments before a special session of Student Congress held for that purpose
 - b. Student Congress holds the right to call for an audit of the Constitution at any time with a simple majority vote

2. The SGA Financial Bylaws shall be audited every even- numbered year in the spring by the Finance and Budget Committee.
 - a. The committee shall recommend amendments before a special session of Student Congress held for that purpose

Section B: Ratification of Amendments

1. An amendment to the Constitution may be proposed to Student Congress with a petition bearing the signatures of at least five (5) Student Congress members.
 - a. The Chief Executive Officer of Student Congress will call a special session of Student Congress within two (2) weeks of the submission of the petition
 - b. The Parliamentarian and the sponsors of the petition shall announce any proposed amendments to the Constitution at the special session of Student Congress
 - c. The Constitution will be amended with 3/4 approval of the members in attendance at the special session
2. Following an audit, the University of Evansville SGA Constitution and the SGA Financial Bylaws will be considered ratified when passed by a 3/4 vote of Student Congress in a special session called for their consideration.
 - a. A special session for considering these documents must be announced to Congress atleast one (1) week in advance
3. These documents, and all amendments to them, are subject to the approval of the President of the University of Evansville, the Dean of Students of the University of Evansville, and the Director of the CSE.

Article XIV: OTHER DOCUMENTS

All registered student organizations' constitutions, bylaws, regulations, governing documents, or provisions thereof that are contrary to the provisions of this Constitution are to be declared null and void.

Appendices

This section will be used to reference documents, information, notes, or other useful files to provide further information on topics mentioned in the constitution.