




Constitution


Student Government Association of Northeastern Illinois University

RATIFIED BY SGA STUDENT SENATE: BILL 15-29, February 17, 2015
APPROVED BY:


Brenda Bedolla, SGA President 2/17/15
Date


Stephanie Garcia, SGA Vice President 2/17/15
Date

APPROVED BY:


Dr. Frank E. Ross, Vice President for Student Affairs 3/12/15
Date


Dr. Sharon K. Haas, University President 3/13/15
Date

CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION OF NORTHEASTERN ILLINOIS UNIVERSITY

PREAMBLE

We, the students of Northeastern Illinois University having been duly elected or appointed members of the Student Government Association (SGA), do hereby set forth this Constitution and all amendments contained within as the only form of governance. The purpose of SGA is to lead with integrity, embracing our diversity to promote a cohesive and unified student body and to foster partnerships of shared governance with all members of our academic community at Northeastern Illinois University. The focus of the Government begins with the students. It will be the mission of the Student Government Association to be the voice of all students. Every student of Northeastern Illinois University will be represented and is thereby entitled to participate according to rules and procedures. No individual or rule may violate that right.

ARTICLE I

Name

Section 1 - The name of this organization shall be the Student Government Association of Northeastern Illinois University, herein denoted SGA.

ARTICLE II

Membership

Section 1 - All students of Northeastern Illinois University herein denoted the University, meeting the requirements for SGA membership prescribed by this Constitution and its Bylaws, shall be entitled to be members of the SGA.

Section 2 – No person shall be denied any right of membership on the basis of race, creed, color, gender, gender identification or expression, religion, sexual orientation, or personal affiliation. Neither shall the Student Government Association or any student organization grant or condone the granting of rights to a particular group of students to the exclusion of other students.

Section 3 – The official advisor of the SGA shall be the Director of the Student Leadership Development Office. The Director may designate other advisors for other parts of the Student Government with the approval of the SGA. The official advisor and all other advisors shall be ex-officio, non-voting members of the SGA.

ARTICLE III

Authority

Section 1 - This Constitution shall supersede any other previously existing system of campus-wide governance for the student population.

Section 2 - The SGA shall derive its authority from the students of the University.

Section 3 - All Bylaws, Acts, procedures and all other actions of the SGA shall be consistent with this Constitution and its Bylaws, all University policies and regulations, and State and Federal law. Neither the SGA nor any student organization shall take any action or pass any legislation which may conflict with this Constitution.

Section 4 – Except for those relating to internal administrative changes, impeachment, conviction, or Presidential and Vice Presidential appointments, all statutes of the student government Association shall be subject to review and approval by the University. Actions taken on an SGA statute by the appropriate University administrative department must be delivered to the President of Student Government in writing no later than fourteen (14) days after the receipt of said statute by the appropriate administrative department and must include a reason for said action. If an SGA member or agent has been denied the right to due process and an opportunity to defend the action in question, the University shall have no right or authority to overturn said action taken by any SGA member or agent.

ARTICLE IV

Composition of the Government

Section 1 - The SGA shall be composed of the Executive, Legislative, and Judicial branches of government. All elected and appointed students of the SGA shall be members of the SGA, as defined by this Constitution and its Bylaws. No SGA member may hold more than one elected SGA position. A member may be appointed to a second vacated position with Senate approval provided that the second position is a nonexecutive or non-judicial ex-officio position of the Senate.

Section 2 - The Student Representative to the Board of Trustees, herein denoted as Student Trustee, and the Illinois Board of Higher Education Student Advisory Committee Representative, herein denoted as IBHE-SAC Representative, shall be student representative members of the SGA.

Section 3 – The President, Student Trustee, and IBHE-SAC Representative shall be ex-officio members of the Senate. The Student Trustee and IBHE-SAC Representative shall be able to participate in debate and join committees, but shall not be allowed to vote.

ARTICLE V

The Executive Branch

Section 1 - Charge - The executive authority of the SGA shall be vested in the SGA President, herein denoted as the President, in the SGA Vice President, herein denoted as the Vice President, in the SGA Secretary, herein denoted as the Secretary, and in the SGA Treasurer, herein denoted as the Treasurer, all of whom shall be considered Executive Officers.

Section 2 - Election - The Executive Officers shall be popularly elected by a majority or plurality of the voters who participate in the Spring Elections, and shall serve a term of one (1) year. Said election shall be held in a manner prescribed by the Bylaws of the SGA.

Section 3 - The President, Vice President, Secretary and Treasurer shall, upon taking office, be administered the following affirmation by the SGA Advisor before the Senate membership:

"I do affirm to faithfully execute the office of SGA (President/Vice-president/ Secretary/Treasurer) and support the Constitution and Bylaws of the Student Government Association."

Section 4 - Vacancies - If a vacancy shall occur in the office of President, the Vice President shall become President. If the office of the Vice President shall become vacant, the Secretary shall become Vice President. If the office of Secretary becomes vacant, the President would make recommendations to the executives and senators as to who would like to take the position. Senate would then vote on the recommendation and that will be the final confirmation upon senate approval. If the office of Treasurer becomes vacant, the Vice Chair of the COC shall become Treasurer. If the Vice Chair of the COC becomes vacant, the SGA Constitution Article VI, Section 3, Subsection B states that the Council of Clubs Representatives shall be elected in a

manner prescribed by the Bylaws of the SGA and shall serve for a term prescribed therein. Council of Clubs Vice Chair shall be elected by the Council of Clubs representatives during the SGA Retreat All executive officers shall have the right to refuse the vacancy and retain their original position without penalty. If a vacancy is refused by an Executive officer, the order of vacancy shall follow to the next Executive officer. Should this action create a vacancy in the Senate, this vacancy shall be filled according to SGA Bylaw: Title IV, Chapter 2, Section 7, B & C. Vacancies within the COC shall be filled according to SGA Constitution, Article 5, Section 8, K. Those filling the vacancies shall serve for the duration of the unfinished term.

Section 5 – Powers and Duties of the President

The President shall have the following powers and duties:

- A. Act as the chief executive of the SGA.
- B. Take care that all the provisions of the Constitution, the Bylaws of the SGA, and Acts of the SGA are faithfully executed.
- C. Appoint, upon a majority vote of the Senate membership in attendance at a meeting before the annual SGA retreat, the Associate Chief Justice, and the remaining three (3) justices of the Student Judiciary.
- D. In a manner prescribed by the By-laws of the SGA, call the Senate into Session.
- E. Be an ex-officio member of the Senate; the President may engage in debate, draft legislation, and join committees, but may not vote in the Senate.
- F. Veto any bill except the Annual Budget, Articles of Impeachment, and convictions.
- G. Present a monthly written or oral report of executive activities to the Senate.
- H. Act as Chair of the Cabinet, and maintain the right to vote in the Cabinet.
- I. Cast the deciding vote in Cabinet sessions.
- J. Call special meetings of the Senate when necessary, provided the Senate is given 48 hours advance notice through public postings and digital media notification systems.
- K. Authorize or establish whatever formal title, offices, departments, external Committees, divisions of labor, chains of command, or any other necessary structural bureaucracy s/he may, in her/his discretion, deem appropriate for the efficient operation of the SGA Executive duties.
- L. Appoint all Standing Committees with Senate approval.
- M. Act as the chief spokesperson and liaison for the SGA in all matters inside and outside of the University.
- N. Receive resignations from any SGA member. Resignations must be submitted in writing, signed and dated, become effective immediately upon submission, and are to be presented to the Senate at the first meeting following the resignation. The President's resignation shall be presented to the Vice President.

O. As an ex-officio member of the Senate, attend all regular Senate meetings unless called upon for official University business.

P. Act as SGA Representative in the UPBS meeting and the University Advisory Council

Q. Temporarily appoint student(s) to the position of Senator, upon approval of the Executive Committee, when the general election, resignation or vacancies drop the number of Senators below the sixteen required by Article VI, Section 2A and these vacancies occur prior to the annual retreat or first annual meeting of the Senate. All temporary appointments must be approved by the Senate at their first annual meeting.

Section 6 – Power and Duties of the Vice President

The Vice President shall have the following powers and duties:

A. Act as presiding officer at Senate meetings, with no voting privileges except those described in Article V, Section 6, subsections H and J.

B. Appoint ad-hoc committees with Senate approval.

C. Make reports to and assist the President.

D. Act on behalf of the President when the President is unavailable, absent, or when designated to do so by the President

E. Present reports at the request of the Senate.

F. Publicize meeting dates and locations to the university community, and to members of the SGA.

G. Attend all regular Senate meetings.

H. Cast the tie-breaking vote in the Senate.

I. Maintain an up-to-date copy of the SGA Constitution and its Bylaws.

J. Maintain the right to vote in the Cabinet.

K. Prepare the agenda with the Secretary.

L. Schedule the meeting dates of the Senate with Senate approval and file the appropriate forms with the Student Leadership Development Office to secure locations in which meetings shall occur.

M. Present a vetoed bill to the Senate for a second reading at the next scheduled meeting following a Presidential veto.

Section 7 – Power and Duties of the Secretary

The Secretary shall have the following powers and duties:

A. Attend all regular Senate meetings.

B. Assist the Vice President and President..

- C. Ensure that Senate meetings are audio recorded, and maintain said recordings for one (1) year. These tapes shall be the property of the SGA and are public
- D. Prepare the minutes of each meeting within seven (7) days and post said minutes in a public area on campus, and in all digital media where possible under jurisdiction of the SGA.
- E. Maintain records of all legislation, reports, and minutes of the Senate.
- F. Schedule and hold orientation sessions for all new members of the SGA within thirty (30) days of an election or appointment.
- G. Act as the parliamentarian of the Senate; the chief advisor to the Vice President on the rules and procedures of the Senate.
- H. Act as the official timekeeper of the Senate.
- I. Chair the Senate in the absence of the Vice President or if the chair shall have been yielded.
- J. Maintain the right to vote in the Senate and in the Cabinet.
- K. Receive committee reports.
- L. Prepare the agenda with the Vice President
- M. Act as presiding Chair of the Promotion and Appointments Committee and neither has or exercise voting privileges in the Committee except to cast a tie breaking vote.

Section 8- Powers and Duties of the Treasurer

The Treasurer shall have the following powers and duties:

- A. Serve as the chief financial officer of the SGA.
- B. Attend all regular Senate meetings unless called on for official club finance or chartering matters.
- C. Act as presiding Chair at Council of Clubs meetings with no voting privileges except those described in Article V, Sec. 8, subsections D and E
- D. Maintain the right to vote in the Senate on issues not relating to COC or financial business and in the Cabinet.
- E. Cast the tie-breaking vote in the Council of Clubs.
- F. Maintain all records of financial transactions governed under the jurisdiction of the SGA. These records shall be public, and all information relating to SGA financial transactions shall be maintained and posted on a regular basis on all relevant electronic media and websites under jurisdiction of the SGA.
- G. Prepare and present the annual SGA budget to the Council of Clubs for approval prior to placing the annual budget before the Senate.
- H. Present oral and written reports to the Senate each month concerning the financial affairs of all accounts under the jurisdiction of the SGA and Council of Clubs.

- I. Present reports to the Senate upon request.
- J. Provide assistance to the SGA and student organizations under the jurisdiction of the Council of Clubs in all matters regarding public finance.
- K. Appoint vacancies to the Council of Clubs Representatives with Council of Clubs approval including temporarily appoint student(s) to the position of COC, upon approval of the Executive Committee, when the general election, resignation or vacancies drop the number of Senators below the sixteen required by Article VI, Section 2A and these vacancies occur prior to the annual retreat or first annual meeting of the Senate. All temporary appointments must be approved by the Senate at their first annual meeting.
- L. Present a vetoed bill to the Council of Clubs for a second reading at the next scheduled meeting following a Presidential veto.

ARTICLE VI

The Legislative Branch

Section 1 - Charge - The legislative authority of the SGA shall be vested in the Student Senate, herein denoted as the Senate, and the Student Representatives of the Student Organization Council of Clubs, herein denoted as the Council of Clubs Representatives.

Section 2 - The Senate

- A. Composition - The Senate membership shall be composed of sixteen (16) Senators.
- B. Election - Senators shall be elected in a manner prescribed by the Bylaws of the SGA and shall serve for a term prescribed therein.
- C. Vacancies – Senate vacancies shall be filled in a manner prescribed in Article VI, Section 2, E, 11, 16 & 17. And SGA Bylaws Title I, Chapter 2, Section 2.
- E. Powers - The Senate shall have the power to:
 - 1. Create and pass legislation.
 - 2. Determine and provide for its rules and procedures,
 - 3. Require the attendance of its members by rule.
 - 4. Censure a member of the SGA. Censure, defined as the revoking of the right to engage in debate for the remainder of a meeting, shall require a two-thirds (2/3) vote of the voting membership present at a meeting.
 - 5. Expel a member of the SGA. Expulsion, defined as the removal of an SGA member from the room for the duration of a meeting, shall require a three-fourths (3/4) vote of the voting membership present at a meeting.

6. Enact, amend, or repeal the Bylaws of the SGA, unless otherwise provided for by the Bylaws of the SGA. Such an act shall require a two-thirds (2/3) vote of the voting membership in attendance at a scheduled meeting.
7. Ratify SGA Elections within thirty (30) days of the election. Such an act shall require a majority vote of the voting membership in attendance at a meeting.
8. Initiate a referendum. Such an act shall require a two-thirds (2/3) vote of its voting membership in attendance at a meeting.
9. Decide ties in General or Special Elections at its first meeting following the election. Such an act shall require a majority vote of the voting membership in attendance at a meeting.
10. Override a presidential veto. Such an act shall require a two-thirds (2/3) vote of the voting membership in attendance at a meeting.
11. Approve all appointments. Such an act shall require a majority vote of the voting membership in attendance at a meeting.
12. Create positions which it deems necessary to the function and purpose of the Senate, decide the duties of each SGA member, and establish a stipend for an official of the SGA. All stipend members must perform work equivalent to their stipend during the fall and spring semesters. No member shall hold more than one SGA stipend position at one time.
13. Require reports from any Executive Officer or the Cabinet on any matter relevant to the functioning of the SGA.
14. Impeach a member of the SGA. Such an act shall require a majority vote of the entire voting membership of the Senate.
15. Convict a member of the SGA. Such an act shall require the vote of three-fourths (3/4) of the entire voting membership of the Senate.
16. Provide for the succession to those elected offices of the SGA not otherwise provided for by this Constitution.
17. Approve students to vacant SGA Senate positions recommended by the Promotions and Appointments in a manner prescribed in the Bylaws of the SGA.
18. Promote the general welfare and interests of the NEIU student body by making recommendations on policies and procedures to the administration and to the Board of Trustees.
19. Amend the SGA Constitution under the provisions listed in Article XI of the SGA Constitution

F. Prohibitions - The Senate shall not:

1. Deny the rights and privileges of Senate membership to any duly elected Senator, except as provided for by this Constitution or the General Bylaws of the SGA.
2. Recommend the appropriation of moneys for a period of more than one (1) fiscal year.

3. Recommend the increase or decrease in wage of an elected officer of the SGA, effective to the incumbent at the time of the increase or decrease.
4. Infringe the secrecy of the ballot in SGA Elections.

G. Procedures:

1. No bill, unless otherwise provided for by this Constitution or the General Bylaws of the SGA, shall become an Act of the SGA unless it shall have been introduced to the Senate and passed by a majority vote of the voting membership in attendance at a meeting. No SGA member may vote by proxy or by absentee ballot.
2. No bill, unless otherwise provided for by this Constitution or the General Bylaws of the SGA, shall become an Act of the SGA without the signature of the SGA President, provided that withholding of her/his signature shall constitute veto, and that the President of the SGA shall notify the Secretary within seven (7) days, giving explicit reasons for the veto.
3. If a bill shall not have been vetoed within seven (7) days following its passage by a formal announcement of the President, it shall become an Act of the SGA.
4. A vetoed bill may be enacted notwithstanding the veto of the SGA President, if it shall have been read in full a second time, and passed upon a two-thirds (2/3) vote of the voting membership in attendance at a meeting.
5. The quorum for the conduct of business at a Senate meeting shall be fifty percent (50%) plus one Senate member. The following positions shall count towards quorum: President, Vice President, Secretary, Treasurer, all Senators, the IBHE-SAC Representative and the Student Trustee

H. Each Senator shall, upon taking office, be administered the following affirmation by the SGA Secretary before the SGA membership: "I do affirm to faithfully execute the office of SGA Senator and support the Constitution and Bylaws of the Student Government Association."

Section 3 - Council of Clubs Representatives

- A. Composition- The Council of Clubs membership shall be composed of sixteen (16) Representatives, the Student Government Treasurer shall serve as Chair and an ex-officio, and Vice Chairperson that shall serve as the secretary of the Council of Clubs and as Chair of the Charter Oversight and Regulation Committee.
- B. Elections - Council of Clubs Representatives shall be elected in a manner prescribed by the Bylaws of the SGA and shall serve for a term prescribed therein. Council of Clubs Vice Chair shall be elected by the Council of Clubs representatives during the SGA retreat. Candidates shall need one (1) full term within the Council of Clubs to be qualified as a Council of Clubs Vice Chair candidate. If there is not enough qualified candidates (2 minimum) then the candidacy shall be open to all Council of Clubs representatives.
- C. Vacancies - Council of Clubs vacancies shall be filled according to Article V, Section 8, K. of the SGA Constitution in a manner prescribed by the Bylaws of the SGA.
- D. Powers - The Council of Clubs Representatives shall have the power to:
 1. Ratify, reject or revoke constitutions and charters of all University student organizations. Rules for the chartering of organizations are described further in the Bylaws of the SGA Title III, Chapter 4, Article 1, Section I and II

2. Appropriate allotted monies to charter student organizations. The expenditures of such monies must follow Standard University purchasing and disbursement policies. Rules for the appropriations of monies for organizations are described further in the Bylaws of the SGA Title III, Chapter 4, Article 2.

3. Require all officers of student organizations, following the appointment or election of their successors, to turn over all records and properties pertaining to the office to their successors.

4. Approve students to vacant Council of Clubs positions following appointment by the Treasurer.

E. Procedures:

1. No bill, unless otherwise provided for by this Constitution or the General Bylaws of the SGA, shall become an Act of the SGA unless it shall have been introduced to the Council of Clubs and passed by a majority vote of the voting membership in attendance at a meeting. No Council of Clubs member may vote by proxy or by absentee ballot.

2. No bill, unless otherwise provided for by this Constitution or the General Bylaws of the SGA, shall become an Act of the SGA without the signature of the SGA President, provided that withholding of her/his signature shall constitute veto, and that the President of the SGA shall notify the Treasurer within seven (7) days, giving explicit reasons for the veto.

3. If a bill shall not have been vetoed within seven (7) days following its passage by a formal announcement of the President, it shall become an Act of the SGA Council of Clubs.

4. A vetoed bill may be enacted notwithstanding the veto of the SGA President, if it shall have been read in full a second time, and passed upon a two-thirds (2/3) vote of the voting membership in attendance at a meeting.

5. The quorum for the conduct of business at a Council of Clubs meeting shall be fifty percent (50%) plus one Council of Clubs member. The Treasurer shall count towards quorum.

F. Each Representative shall, upon taking office, be administered the following affirmation by the SGA Treasurer before the SGA membership: "I do affirm to faithfully execute the office of SGA Council of Clubs Representative and support the Constitution and Bylaws of the Student Government Association."

ARTICLE VII

The Student Representative to the Board of Trustees (Student Trustee)

Section 1 - The Student Trustee shall represent the student body and its interests within the Board of Trustees. The Student Trustee shall be an ex-officio member of the Senate.

Section 2 - The Student Trustee shall be present at the senate meetings and present oral or written report to the Senate following a meeting of the Board of Trustees and at any other time the Student Trustee deems necessary.

Section 3 - The Student Trustee shall be elected in a manner prescribed by the State of Illinois and the Bylaws of the SGA, and shall serve for the term of one (1) year, starting July 1st..

Section 4 - If a vacancy shall occur in the office of University Student Trustee, the President shall appoint a new Student Trustee with Senate approval.

Section 5 - The Student Trustee shall not be subject to impeachment or removal from office as prescribed by the Constitution of the SGA and the Bylaws of the SGA, and shall not receive a pecuniary benefit for her/his service.

ARTICLE VIII

The Illinois Board of Higher Education Student Advisory Representative (IBHE-SAC Rep.)

Section 1 - The IBHE-SAC Representative shall represent the student body and its interests at the IBHE and the IBHE-SAC. The IBHE-SAC Representative shall be an ex-officio member of the Senate.

Section 2 - The IBHE-SAC Representative must present at Senate meetings and present an oral or a written report to the Senate following a meeting of the IBHE-SAC and at any other time the IBHE-SAC Representative deems necessary.

Section 3 - The IBHE-SAC Representative shall be elected in a manner prescribed by the Bylaws of the SGA, and shall serve for the term of one (1) year and be subject to impeachment according to Article X.

Section 4 - If a vacancy shall occur in the office of IBHE-SAC Representative, the President shall appoint a new IBHE-SAC Representative with Senate approval.

Section 5. The IBHE-SAC Representative shall represent the student body on the University Advisory Council

ARTICLE IX

The Judicial Branch

Section 1 - Charge - The judicial authority of the SGA shall be vested in a Student Judiciary.

Section 2 - Jurisdiction - The Student Judiciary shall have original jurisdiction over any controversy arising under this Constitution, the By-laws of the SGA, or any Act of the SGA or its subsidiaries.

Section 3 - Composition - The Student Judiciary shall be composed of five Justices. The Chief Justice, Associate Justice, and three (3) remaining Justices shall be appointed by the President, with Senate approval. A new judiciary shall be appointed by the incoming President after the Spring Elections every year.

Section 4 - Power - The Student Judiciary may hold, by declaratory judgment, any act by any agent of the Executive or Legislative Branches of the SGA, or of any agency directly associated with the SGA, or of any candidate for SGA office, to be unconstitutional, or in violation of any By-law or Act of the SGA, and therefore, invalid. Be appointing at a committee outside of SGA as an SGA Representative.

Section 5 - Procedure - Any person(s), with the exception of members of the Student Judiciary, may file with the Student Judiciary a Petition for a Ruling on the constitutionality and/or validity of any act by any agent of the Executive or Legislative Branches of the SGA, or of any agency directly associated with the SGA, or of any candidate for SGA office, within seven (7) days of said action, and the Student Judiciary shall issue a ruling on same.

Section 6 - Quorum - The Quorum for the conduct of business for the Student Judiciary shall be three (3) Justices; one (1) of whom shall be the Chief Justice or Associate Chief Justice.

Section 7 - Chief Justice and Associate Chief Justice:

A. The President shall appoint, with Senate approval, a Chief Justice of the Student Judiciary, who shall serve as the chief presiding officer of the Court, and an Associate Chief Justice.

B. If a vacancy shall occur in the office of Chief Justice, the Associate Chief Justice shall become Chief Justice for the duration of the unfinished term and the President shall appoint a new Associate Chief Justice, with Senate approval.

ARTICLE X Impeachment and Conviction

Section 1 – Articles of Impeachment against any SGA member, except the Student Trustee, can be introduced to the Senate by the Cabinet or by a concurrence of seven (7) SGA members.

Section 2 – The Articles of Impeachment are to be introduced at a regular Senate meeting, and must be voted upon at the next Senate meeting, which is to held no later than two (2) weeks after the Articles of Impeachment are introduced in the Senate.

Section 3 - If Impeachment proceedings shall have been brought before the Senate, the charges shall be announced, and the subject SGA member shall be afforded an opportunity to address the Senate for ten (10) minutes, which shall not be infringed by any person. This meeting shall be audio recorded. No video or digital recordings will be permitted.

Section 4 – A majority vote of the total SGA voting membership is required to impeach an SGA member, whether or not the voting members are present and whether they abstain or vote.

Section 5 - Following impeachment, the Senate shall schedule a conviction trial no earlier than seven (7) days and no later than fourteen (14) days after the member has been impeached. All SGA members are to be notified by public postings and available digital notification systems of the time and location of the trial.

Section 6 – The Conviction Trial shall follow the procedures delineated in Title III, Chapter 5, of the SGA Bylaws.

Section 7 – A three-fourths (3/4) majority vote of the voting membership, whether the voting members are present or whether they abstain or vote, is required to convict an SGA member. Upon conviction, the member is removed from office.

Section 8 – Conviction and/or impeachment do not preclude a student being charged with a violation of the University Student Conduct Code.

ARTICLE XI

Amendments

Section 1 – Proposal Procedure – Amendment to this Constitution and to its Bylaws must be presented at a regular Senate meeting, and cite the specific section to be amended.


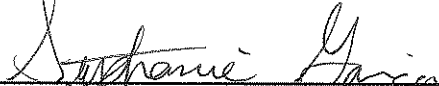
Section 2 – Adoption of Amendments – At the first Senate meeting after the amendment has been introduced, the Senate shall vote on the amendment. A three-fourths (3/4) majority vote of all voting

Ratified February 17, 2015, SGA Bill 15-29



members in attendance at the meeting is required to adopt an amendment to this constitution. A two-thirds (2/3) majority vote of all voting members in attendance at the meeting is required to adopt an amendment to the SGA bylaws.

Ratified by the Student Government Association Senate: Bill 15-29, February 17, 2015

APPROVED BY:

	2/17/15
_____ Brenda Bedolla, SGA President	Date
	2/17/15
_____ Stephanie Garcia, SGA Vice President	Date


Reviewed by the Vice President for Student Affairs:

	3/12/15
_____ Dr. Frank Ross, Vice President for Student Affairs	Date
	3/13/15
_____ Dr. Sharon K. Hahs, University President	Date




By-Laws Student Government Association of Northeastern Illinois University


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Dr. Sharon K. Hahs, University President 3/13/15
Date

Title I

General Rules of the SGA

Chapter 1 General Qualifications of SGA Membership

Section 1 - Membership in the Student Government Association (SGA) is open to all enrolled students of NEIU taking at least (3) credit hours. To hold the position of President, Vice President, Secretary, or Treasurer, a student must be enrolled for at least six (6) credit hours per semester for the entire academic year. Additionally, sixteen (16) Senators and sixteen (16) Council of Clubs Representatives are open to any member of the student body taking at least three (3) credit hours.

Section 2 – In order to hold any position within the SGA, a student must not be on probation or punishment for academic or criminal misconduct with the University, The SGA executives must have and maintain a cumulative grade point average of at least 2.25 The SGA Senators and Council of Club Representatives must have and maintain a cumulative grade point average of at least 2.0 during his/her tenure in office or be in his/her first semester at the University.

Section 3 – If any person who holds any position within the SGA is in violation of the membership requirements particular to that position, she/he shall be removed from office upon presentation of proof to the Senate at a regular senate meeting, to the SGA Advisor, and to the person holding the office.

Chapter 2 Terms of Office

Section 1 – Four executive Officers, two external SGA student representatives, sixteen (16) Senators and sixteen (16) Council of Clubs Representatives shall be elected during Spring Elections, commencing on or before April 15 of each calendar year, and shall serve for a term of one (1) year. Elections shall be conducted according to procedures contained in the SGA Bylaws Appendix I. Elections in following years shall be conducted according to procedures contained in the SGA By-Laws, Appendix I.

Section 2 - If a vacancy shall occur in an executive office, the vacancy shall be filled according to Article V, Section 4 of the SGA Constitution.

Section 3. If a vacancy shall occur in the office of Senator, it shall be filled by appointment according to SGA By-Laws: Title IV, Chapter 2, Section 7.B (C). This appointment will become official by passage of a bill of appointment submitted before the SGA Senate by the Appointments and Promotion Committee or by individual members of the SGA executive and Senate.

Title II

Roles of the

SGA

Leadership

Chapter 1 The President

Section 1- The President shall be the main representative of the SGA regarding any school activity.

Section 2- The President may, at his/her discretion, aid in SGA representation by delegating to willing SGA participants, to act on his/her behalf at any school activity that the President is unable to attend.

Section 3- The President shall utilize his/her power to form student committees outside of the SGA at least once a semester on financial aid, curriculum, student union and various other topics brought up by the student body.

Chapter 2 The Vice-President

Section 1- The Chairperson of the Senate shall chair Senate meetings and shall be empowered to:

- A. Judge the validity and order of all motions and points.
- B. Rule dilatory all motions and points which, in her/his judgment, are introduced to obstruct the conduct of the Senate's business.

Chapter 3 The Secretary

Section 1 - The Secretary shall determine if a quorum for a Senate meeting is present at the beginning of the meeting and at any time said quorum is questioned. If, at any time, quorum is lost, the Senate may go into a Committee of the Whole. The only legal actions which can be undertaken by this committee are those described in *Roberts Rules of Order*.

Section 2 – The Secretary shall receive all committee reports at least twenty-four (24) hours before the meeting for which they are intended. Committee meetings that take place less than 72 hours before the general meeting have the option to submit reports within one (1) week of the committee meeting to be introduced at the following general meeting.

Chapter 4 The Treasurer

Section 1- The Treasurer shall be the Chief Financial Officer of the Student Government Association.

Section 2- The Treasurer shall maintain all supplies and accounts for supplies for SGA and dispense supplies as needed with Senate approval.

Section 3- The Treasurer shall give budgetary reports at the request of any SGA member, student club, student media, faculty or individual student at Northeastern Illinois University.

Section 4- As Chairperson of the Council of Clubs, the Treasurer shall be responsible for informing, training and good governance of the Council of Clubs.

Chapter 5 The Student Trustee

Section 1- The Student Trustee shall attend all Board of Trustees meetings and report back to the SGA within a week after the meeting in person unless other arrangements are made.

Section 2- The Student Trustee shall keep open communication between the administration and the SGA.

Section 3- The Student Trustee shall be an ex-officio to the SGA and report any news from the Board and administration directly to the SGA so that they are aware.

Chapter 6 The IBHE-SAC Representative

Section 1- The IBHE-SAC Representative shall attend all meetings and report back to the SGA within a week after the meeting in person unless other accommodations are made.

Section 2- The IBHE-SAC Representative shall represent all higher education issues for Northeastern Illinois University at the state level.

Chapter 7 The Cabinet

Section 1 – Authority- The Cabinet shall exercise no authority not otherwise provided for by the Constitution of the SGA or the Bylaws of the SGA.

Section 2 – Composition- The Cabinet shall be composed of the membership prescribed herein: the President, the Vice-President, the Secretary, and the Treasurer.

Section 3 - The Cabinet shall be chaired by the President, who shall have the right to cast the deciding vote *in case of a tie*.

Section 4 - The Cabinet shall have the power to introduce Articles of Impeachment pursuant to Article X of the SGA Constitution.

Section 5 – The Cabinet shall, by March 15th of each year, prepare the budget, which is to be presented to the Senate for approval at the next Senate meeting after March 15th.

Section 6 – The Cabinet shall meet at least twice in the months of January, February, March, April, September, October, and November and at least once in the months of May, June, July, and August.

Section 7 – The Chair of the Cabinet, the President, shall call a Cabinet meeting with forty-eight (48) hours advance notice.

Chapter 8 The Senate

Section 1- The Senate shall be the main body that advocates for the student body.

Section 2- The Senate shall maintain two standing committees that focus on student issues in Academic and Student Life throughout the campus.

Section 3- The Senate shall be the main legislative body in regards to creating and installing initiatives and acts that promote the Northeastern Illinois University Student body.

Chapter 9 The Council of Clubs

Section 1- The Council of Clubs shall be the main body advocating for and creating Club life on campus.

Section 2- Council of Clubs shall maintain two standing committees that focus Promotion of the Student Government Association, and Charter regulation throughout the campus.

Section 3- The Council of Clubs shall be the main legislative body in regards to finance and chartering of recognized University student clubs through event-by-event appropriations, change of purpose appropriations and the maintenance of club chartering rules.

TITLE III
Procedures of
the SGA

Chapter 1 General Procedures

Section 1 - "Majority" in either legislative branch shall be defined as fifty percent (50%) of the voting membership present plus one (1) voting "aye". "Senate approval" shall be defined as a majority of the voting membership present.

Section 2 – The Senate, the Council of Clubs and their committees shall operate under the most recent edition of *Robert's Rules of Order* as amended by this Constitution and its Bylaws.

Section 3 - All business of the Senate and the Council of Clubs, which must be voted upon, shall be categorized in a manner prescribed herein:

- A. *Acts of the SGA* - An Act that compels an action, or a change in established policy or procedure, or a formal recommendation of the SGA.
- B. *Resolutions* - An expression of the sentiment of the Senate on an issue which does not compel an action, a change in established policy or procedure, and is not a formal recommendation of the SGA.
- C. *Articles of Impeachment*- An act by the Senate to inquire about and possibly convict any SGA member accused of wrongdoing.

Chapter 2 Meeting Procedure

SGA Meetings

Section 1 – Regular meetings – The Senate shall meet at least twice in the months of January, February, March, April, September, October, and November and at least once in the months of May, June, July, and August. The Council of Clubs shall meet at least twice in the months of January, February, March, April, September, October, and November and at least once in the months of June, July, and August.

Section 2 – If the regular meeting time of the Senate shall fall during summer session, an academic recess or during finals examinations, the Vice President shall suggest a suitable date to meet with a majority vote of the voting members present.

Section 3 – The time, date, and place of regular Senate meetings is to be decided at the first meeting after each election by the Vice President and placed before the Senate for confirmation by a majority vote of the voting membership present. To change the regular meeting dates during the semester shall require a majority vote.

Section 4 – Special Senate Meetings – At the digital or hard copy written request of half of the current active roster of Senators + one at the time of the request. SGA members who are not part of the Judicial Branch or the Council of Clubs, or the request of the President of Student Government, a special meeting must be called within ten (10) days of the request at a time, date, and place to be decided upon by those calling the meeting. All special meetings must take place on the Main Campus of NEIU and must not commence after eight o'clock pm. Whoever calls the special meeting must give notice to all senators, student representatives, and officers by email at least forty-eight (48) hours prior to the special meeting.

Section 5 - Special Council of Clubs Meetings - Emergency meetings may be convened dependent upon the urgency of the decision needed for the club. All Council of Clubs members must be notified 24 hours in advance by phone and/or all available digital media.

Section 6 – Quorum for both regular and special meetings shall be nine (9) members of the SGA Senate, Quorum for the Council of Clubs shall be nine (9) members. SGA Council of Club Representatives shall not count towards quorum in the Senate. SGA Senators shall not count towards quorum in the Council of Clubs. Members of the Judicial Branch shall not count towards quorum in either legislative branch.

Section 7 - All persons shall address all motions, points, and comments to the Chairperson of the Senate, the Council of Clubs, Standing Committee or Ad-Hoc Committee.

Chapter 3 **SGA Meeting Attendance**

Section 1 – SGA Senators (Senators) and Executives shall attend all regular meetings of the Senate, Senate Committee(s) or Council of Clubs to which they are assigned. The Treasurer and all Council of Clubs Representatives shall attend all regular meetings of the Council of Clubs. All absences shall be recorded in the minutes and/or reports of the meeting. One absence from a regular Senate meeting or a regular Council of Clubs meeting may be excused by the Senate or Council of Clubs, with a majority vote of the voting membership present. One absence from a meeting of a Standing Senate Committee may be excused by the Committee Chair or Vice-Chair. An excused absence from a committee meeting shall not be counted against Senate attendance. An SGA member is permitted only one (1) excusal from a regular Senate meeting, one excusal from a committee meeting or one excusal from a Council of Clubs meeting.

Section 2 - The SGA Secretary shall take a roll call at the beginning of all meetings of the Senate. The Vice Chair of the Council of Clubs shall take a roll call at the beginning of all meetings of the Council of Clubs. An absence from the roll call or failure to enter a meeting before it is adjourned during a regular meeting shall constitute one (1) absence from the Senate or the Council of Clubs.

Section 3 - The Chair of each Standing Senate Committee shall keep and record attendance at each meeting of the Committee. An absence from a regular Committee meeting shall constitute one absence from the Senate.

Section 4 - Upon a Senator's or Representative's accumulation of three (3) absences from the Senate or the Council of Clubs, the Secretary or Co-Chairperson shall notify said Senator or Representative that accumulation of a fourth absence shall result in resignation by nonattendance.

Section 5 - Upon accumulation of three (3) unexcused absences in one semester or three (3) consecutive absences, or four (4) total absences during the Senator's or Representative's term, the Secretary shall consider the Senator or Representative to have resigned her/his Senate or Council of Clubs seat by nonattendance, and shall declare the seat vacant.

Section 6 – Appeals to the decision of the Secretary after having resigned by nonattendance, shall be presented in writing to the SGA Vice President no later than 48 hours before the next meeting of the SGA Senate after the meeting at which the resignation by non-attendance occurs. The letter will be read aloud to the Senate at which time a motion to reinstate the resigned Senator or Council of Clubs Representative may be recognized and the resigned Senator or Representative may be reinstated upon a majority vote of the Senate membership in attendance at a meeting.

Section 7 – Cases of absences due to death of family members, hospitalization of family members or the SGA member, military leave, or University-recognized religious holiday shall not count as an absence upon verification.

Section 8 - Senate seats that are declared vacant by the Secretary shall be filled according to Title I, Chapter 2, Section 2,(3) of the SGA Bylaws.

Chapter 4 Council of Clubs Procedures

The University recognizes the educational and social benefits of the student supported co-curricular activities in context, with nonacademic campus life. Accordingly, the University establishes and administers a Student Activities Fund which allocates monies to chartered student organizations for programs that enhance the quality of campus life. The Director of Student Leadership Development is the designated fiscal agent for the Student Activities Fund.

Article 1 Charter and Rules Policy

Section I General Charter and Rules Procedures

Subsection 1 - The Council of Clubs shall be concerned with the constitutions, by-laws, and charters of all student clubs and organizations on campus. The Council of Clubs approves, denies, renews, suspends, and/or recommends revocations of charters of student clubs and organizations in accordance with the Charter Policy. The committee may recommend to the Student Senate revisions of the Charter Policy, which must be approved by the Student Senate. It shall be responsible for all other matters that relate to organizations and /or their constitutions. It shall see that these organizations are operating according to their constitutions. The Council of Clubs shall notify the Senate when an unapproved organization remains in operation on campus. It shall review the constitutions of all clubs on campus.

Subsection 2 - Conflicts and issues regarding constitutional, procedural, and parliamentary matters may be reviewed by the SGA. In addition, the President shall be concerned with the enforcement of the Constitution, By-Laws, and statutes of the Student Government Association. The Council of Clubs shall be concerned with legislation establishing penalties for violation of SGA regulations.

Section II Chartering Guidelines

Subsection 1 - Students shall obtain a Student Organization Charter Application from the Student Leadership Development Office.

Subsection 2 - Students shall submit to the Student Leadership Development Office for review a written constitution for the new organization. The constitution shall include the name of the organization and specific mission statement indicating the contribution and/or service to the university community. Other provisions of the constitution shall include:

- A. Title, duties and responsibilities of the officers
- B. Election procedures
- C. Membership qualification
- D. Procedures for impeachment and removal from office
- E. Bylaws
- F. Amendment process of constitution and bylaws

Subsection 3 - Students shall be required to submit the name of their advisor(s) to the Student Leadership Development Office. The advisor(s) shall be required to attend a session with assigned Student Leadership Development Office staff for the purpose of discussing duties and responsibilities. Failure of the advisor to attend a session could result in the denial of the student charter. Advisor(s) shall be full-time members of the faculty, administrative or professional, or civil service interest, expertise, or experience, be both beneficial for the group and acceptable to the group members. Advisor(s) serve in a voluntary capacity and may accept, decline, or withdraw from their role at any time. Additionally, a student organization or the Student Leadership Development Office may initiate a change of advisor(s) for reasons such as incompatibility or failure to fulfill responsibilities. Upon a vacancy in the advisor position, a replacement must be made within six (6) weeks.

Subsection 4 - The Student Leadership Development Office shall forward constitutions and petitions to the Council of Clubs for review, approval, or denial. After receipt of said documents, the Council of Clubs shall have 21 school days during the regular academic year and 30 school days during the summer sessions to review, approve, or deny. If the appropriate action is not taken within this time frame, the Student Activities Office may render any appropriate action.

Subsection 5 - After approval of the constitution by the Council of Clubs, leaders of the organization shall be required to attend one conference with assigned Student Leadership Development Staff for the purpose of orientation and the outlining of goals, objectives, and responsibilities of leaders.

Subsection 6 - The Student Leadership Development Office shall reserve the authority to consult with other student governance entities and University departments for recommendations regarding a student group's charter, operational guidelines, etc.

Section III

Inactive Charter Status

Subsection 1 - The Student Leadership Development Office or the Council of Clubs shall determine a student organization inactive if one or more of the following conditions exist:

- A. Its membership has fallen below levels necessary for the effective execution of its constitutional purpose, as stated in each organization's constitution.
- B. It fails to meet regularly, as stated in each organization's constitution.
- C. It fails to conduct elections of officers and select an advisor(s).
- D. It regularly violates University fiscal procedures or policies and its own constitutional by-laws.
- E. It fails to renew its charter.
- F. It improperly expends its funding either annually or event-by-event.

Subsection 2 - The Student Leadership Development Office shall have the authority to place organizations on inactive status. Student Leadership Development Office shall make recommendations for revocation to the Council of Clubs.

Subsection 3 - A student organization designated as inactive shall not have access to Student Activities Fees or expend its budget (in the case of an annually budgeted organization). Any student organization listed as inactive by the Student Leadership Development Office or Council of Clubs for a period of one fiscal year (July 1 to June 30), shall automatically have its charter revoked. The balance of funds left in an agency account for a period of three consecutive years from the time of the inactivation (for recording purposes, the third year shall end on June 30th) shall revert to the event-by-event fund for the following fiscal year.

Section IV Revoking and Renewal of Charter

Subsection 1 - Student organizations shall renew their charter with the Students Leadership Development Office by the last school day and whenever officers change. The renewal form shall be obtained and returned to the Student Leadership Development Office and a copy sent to the club advisor(s). Failure to submit a renewal form could result in:

- A. A determination of inactive or probationary status for the organization.
- C. A loss of charter.

Subsection 2 - The Student Leadership Development Office and the Council of Clubs shall have the authority to conduct a review of an organization's operations upon receipt of a complaint petition with 25 verified signatures of enrolled students or at the request of the advisor(s), the Media Board, or Vice President for Student Affairs. The petitions or requests should cite specific allegations.

Section V Membership Requirements

Subsection 1 - A student shall be enrolled in a minimum of one credit hour per term in order to qualify for participation in registered student organizations. Any student shall maintain his/her organization status during the summer term (June-August) without taking classes if previously enrolled in the Spring term and intends to enroll in the upcoming Fall semester. The Student Leadership Development Office shall have the authority to review any student's admission status to ensure compliance with this policy. The Student Leadership Development Office shall have the authority to deny access to any student who does not comply with this policy.

Subsection 2 - A student shall be enrolled for a minimum of three (3) credit hours per term in order to qualify for an officer position in a registered student organization. Officers receiving stipends must be enrolled for six (6) undergraduate credit hours or three (3) graduate credit hours. Officers should be making satisfactory progress toward graduation.

Subsection 3: A student shall not remain in the same officer position in a student organization for more than two consecutive years. In the event that it is in the best interest of the student organization, the SLD office and COC can approve an additional one (1) year term.

Section VI Charter Amendments

Only student organizations' constitutional amendments regarding a change in name, mission, or statement of purpose must have the consent of the Student Leadership Development Office and Council of Clubs.

Article 2 Finance Policy

Section I General Guidelines

Subsection 1 - Only chartered clubs or organizations shall have access to student activity funds.

Subsection 2 - A member of the Council of Clubs who is a member of a student organization may not vote on anything concerning that organization's budget/request.

Subsection 3 - All decisions and actions made by the Council of Clubs shall occur at official meetings of the Council of Clubs with the exception of Changes of Purpose under \$250, which shall be directed to the Chair of the Council of Clubs.

Section II

Budgets for Annually Budgeted Organizations

Subsection 1 - Each fiscal budget period shall be for one (1) year, from July 1 to June 30 the following year.

Subsection 2 - Minutes and attendance roster from the meeting at which the Annually Funded Organization approved a budget request must be attached to the budget request form. These minutes must clearly show the amounts approved by the organization.

Subsection 3 - Deadlines will be strictly adhered to. The Council of Clubs and Student Leadership Development Office shall set specific deadlines.

Subsection 4 - The Council of Clubs shall vote to: (a) approve, (b) approve with cuts, or (c) return the budget for additional information. The criteria for return include, but may not be limited to:

- A. Omission of necessary information or support documentation
- B. Overemphasis of request for expense items which are of a discretionary nature or not directly relating to the chartered purpose of the organization
- C. Requests for expense items which are prohibited according to the Finance By-Laws, University regulations or state laws.

Subsection 5 - If returned, the Council of Clubs can request that the organization attend an official Council of Clubs meeting for further examination and resolution of any questions or problems.

Subsection 6 - Following the approval of a budget request by the Council of Clubs, each budget shall be submitted to the SGA Treasurer and SGA President for review. The SGA Treasurer shall return to the Council of Clubs any unacceptable budget request, with comments, for reconsideration.

Subsection 7 - The Council of Clubs will reclaim all unexpended funds for events and/or expenditures that have not occurred by the date originally intended, unless the event and/or the expenditures are postponed or a change of purpose has been submitted and approved by the COC.

Subsection 8: The criteria to become an Annually Funded Club must include the following:

- A. The clubs that are annually funded should follow the criteria to maintain annually funded status upon COC approval.
- B. Clubs must be active on campus or provide a service to the NEIU Student Body.
 - a. Definition of active:
 - i. 4 events/promotional events per academic calendar year
 - ii. All events must occur on campus, one of which must be held on a satellite campus (CCICS or El Centro) to ensure that the entire NEIU community has the opportunity to participate.
 - b. Definition of Service:
 - i. Publications (literary, art, journalism)
 - ii. Communication (video or radio feed)

C. Clubs must demonstrate a strong presence on campus as well as a need for more than ten thousand dollars a year in order to function effectively.

D. No more than a total of fifteen clubs can be annually funded in one fiscal year.

E. In keeping with the University's policy on non-discrimination, no organization or activity funded shall discriminate in its membership policies based on race, religion, age, gender, sexual preference, or ethnic background. Any group that violates this policy may have its remaining funding suspended or revoked.

Section III Changes of Purpose

Subsection 1 - Change of Purpose requests should be kept to a minimum. Any more than three (3) per organization per fiscal year must be only under special circumstances. The fourth request for a Change of Purpose from the same organization must be approved at a Council of Clubs meeting.

Subsection 2 - All requests for Change of Purpose must be submitted to the Student Leadership Development Office at least two (2) weeks prior to the date of the planned event.

Subsection 3 - Change of Purpose requests under \$250 can be made with the concurrence of the Council of Clubs Chair and the Director of Student Leadership Development with the exception being the fourth such request from an organization (Subsection 1 above). Actions of the Chair and the Director of Student Leadership Development must be recorded in the minutes of the next meeting.

Section IV Event-by-Event Funding

Subsection 1. The total confirmed funding from student activities fees designated to the event-by-event budget will be administered as follows: The fall and spring academic semesters will be divided into four 8 week fiscal quarters. The event-by-event fund will be divided evenly among the four fiscal quarters. The funds will be dispersed to requesting student organizations from the fiscal quarter budget corresponding to the proposed event date. Funds not used from a previous quarter will automatically roll into the succeeding quarter and be debited to that quarter's budget.

Subsection 2. All student organizations which are not annually funded must request funds on an event-by-event basis according to the following process:

- A. The organization will prepare a program proposal. in accordance with SLD guidelines. The program proposal must be submitted according to deadline time table created by May 31st.
- B. An organization officer and/or the event chairperson will meet with the Student Leadership Development staff to discuss the proposed event and review the information, costs, etc to determine that the event plan includes all of the required fields of information necessary to present the proposal to the Finance Committee.
- C. 10% Contribution by Club
 1. Club must contribute 10% of total cost of event. Money can come from earned income account, outside of an University donation, or a department
 2. The budgeting information provided in the Event Proposal Form must reflect the total fees and costs of the program and include FUNDS FROM OTHER SOURCES IN THE MINIMUM AMOUNT OF 10% OF THE TOTAL PROPOSED BUDGET OF THE PROGRAM.

3. Club must demonstrate that they have the 10% Contribution by the date of the COC hearing.
4. If club does not have 10% contribution by date of COC hearing they may request an extension only if they can demonstrate an upcoming fundraising drive.

D. Proposals not meeting the criteria as stated in subsections A, B, and C will not be submitted for consideration to the COC.

E. If the event proposal is approved, the organization will meet with a Student Leadership Development Offices representative to finalize the planning and deadlines for the program.

F. The SLD staff in communication with the Council of Clubs retains discretion to postpone and/or reschedule programs or events that experience unforeseen difficulties.

G. The Council of Clubs will consider each request based on its merits, and the availability of funds.

1. A one (1) to three (3) day event shall qualify for a maximum consideration of 6% funding appropriations of the entire event-by-event budget in any given fiscal year.
2. A yearly cap for funding requests from any club shall be at 10% of the event-by-event budget in any fiscal year.

H. The Council of Clubs will attempt to make a minimum of \$100 available to each recognized event-by-event funded student organization per fall and spring academic term for use to support the development of, and the internal activities of the organization.

- I. If funds are requested to attend a conference, all attending members must present their experiences with a poster, lecture, or power-point presentation at a symposium held on one of the NEIU Campuses, or other acceptable venue as determined by the Council of Clubs.

Subsection 3. Event by Event funds can not be used to fundraise for student club or organization. COC must approve fundraising for a charity.

Subsection 4. Clubs may request a door charge only to cover cost of event. Any access funds must be returned to the COC Event-by-Event Funds.

Section V Programs

Subsection 1 - Students and/or University employees, other than Public Safety personnel and Facility Operators, are prohibited from payment through Student Activity funds except as specifically hired employees (i.e. ushers).

Subsection 2 - Sufficient documentation is necessary for speakers or performers fees that are in excess of \$200.00.

Subsection 3 - Speakers or performers shall be paid by check. The payment shall include all professional fees and expenses in one lump sum.

Subsection 4 - When admission is charged, tickets (provided by Student Leadership Development Office) must be used. The tickets must be returned, ticket form reconciled, and income deposited into the organization's account within five (5) working days after the event. In order to credit the organization's

account, the cashier receipt for the deposit must be submitted to the Student Leadership Development Office.

Section VI Organization Operations

Subsection 1 - All organizations will be allowed to request funds for awards or certificates of recognition. The Council of Clubs will grant no more than one request per academic year for such expenses.

Subsection 2 - Office supplies, mailing expenses, and telephone expenses are provided through the Student Senate budget, except for the student newspaper, the Independent, and the school's radio station, WZRD, who have specific budget provisions for these expenses.

Section VII Travel

Subsection 1 - Use of Student Leadership Development Fees money for travel must be in accordance with University travel policy.

Subsection 2 - Organizations may request conference travel funds, through event-by-event funding procedures, for a limited number of currently enrolled student representatives with the approval of their selection fully recorded in the organization's minutes

- A. Travel agreements must be turned in, concurrently with the funds request that will hold a student responsible for NON-REFUNDABLE expenses incurred by the University.

Subsection 3 - Conference travel requests must be accompanied by the verifiable printed information that documents the bona fide nature of the conference (i.e. conference brochure, letterhead invitation).

Subsection 4 - The Council of Clubs may or may not allocate up to 100% of the total cost of conference related travel.

Subsection 5 - All tickets must be purchased through the University's authorized travel agent unless the Fiscal Agent grants prior approval.

Subsection 6 - Only NEIU staff members acting in their capacity as organizational advisors may accompany students and must share vehicle transportation. Separate bus, train or airline tickets shall not be purchased for staff members.

Subsection 7 - Mileage allowance will be in compliance with the amount approved in the University travel regulations and must be verifiable..

Subsection 8 - The Council of Clubs may authorize up to ONE trip per Academic Year for travel outside of the State of Illinois, per organization.

Subsection 9- Following the attendance of a conference, the participating club members must present their experiences with a poster, lecture, or Power-Point presentation held at one of the NEIU Campuses, or other acceptable venue as determined by the Council of Clubs.

- a. If the club does not present their experiences from the travel or conference to the NEIU student body after coming back from the travel or conferences and therefore not comply with the presentation requirements, the organization/club will not be funded again for travel or conferences within the academic year. Annually funded clubs that do not comply with the presentation requirements will be placed on one year probation.

b. The club must demonstrate the approval of an R25 room request from SUE&CS at the COC hearing that demonstrates that the club intention to share their experiences with NEIU student body.

Section VIII Equipment

Subsection 1 - All equipment requests must be submitted with no less than three (3) comparative price quotations.

Subsection 2 - Equipment must be inventoried with the Office of Student Leadership Development and be accounted for at the end of each fiscal year.

Subsection 3 - Equipment requests must be accompanied by a multi-year, long range, equipment plan.

Section IX Earned Income

Subsection 1 - All earned income expenditures are at the discretion of the organization with the approval of the Fiscal Agent.

Subsection 2 - The Council of Clubs must approve any expenditure from income earned from admissions where Student Fees were used to present a program.

Section X Reimbursements

Subsection 1 - Student's out-of-pocket expenditures may be reimbursed up to the amount approved in the University regulations only by prior approval of the Council of Clubs or Fiscal Agent. No reimbursement will be given without an authentic receipt.

Section XI Merit Grants

Subsection 1 - Grants shall be awarded to clubs in the form of Block Grants. Block Grants:

- A. Can be spent at the discretion of the club awarded with the exception of paying salaries and stipends
- B. Will be entered into a clubs account and does not have to be repaid
- C. Can be awarded multiple times within a fiscal year
- D. Shall not be awarded to clubs again until the initial grant money is spent
- E. Shall not exceed \$6,000
- F. Shall be itemized in a club's budget

Subsection 2 - All SLD sanctioned clubs are entitled to petition for grants through a grant application form. Grant applications shall contain the following information:

- A. Club name
- B. Club President's name and contact information

- C. Brief Summary explaining the necessity for the grant
- D. List the events that the club has sponsored within the last year; including fundraising events, on and off-campus events, and membership drives. Clubs must have a minimum of one on-campus event, activity, or promotion within the last year.
- E. Clubs shall attach a copy of their current budget.

Subsection 3 - The COC reserves the right to deny any and all grant requests

Subsection 4 - Club misconduct of any kind can result in the repayment of allocated grants

Subsection 5 - There shall be a grant line item included in the annually funded budget:

- A. This line item can have a balance of zero dollars but still must be included in the annually funded budget.

Section XII Prohibitions

Subsection 1 - Requests to charge admission fees for NEIU students will be allowed only if additional funds are necessary to pay for a given event, which must be reviewed and approved by the Council of Clubs.

Subsection 2 - Departmental activities may not be paid for through Student Fees. Any event paid through Student Fees should be student initiated and be clearly within the stated purpose of the organization.

Subsection 3 - If it is found that an organization, or any of its members, has misused Student Fees, the Council of Clubs and/or Student Leadership Development Office may freeze that organization's budget or the ability to use or request further funds. If misuse is proven, the matter will be turned over to the Fiscal Agent. The Fiscal Agent will charge the student(s) found guilty of deception with non-academic misconduct. Proper notification will be given to the club or organization under investigation. The Council of Clubs can, but is not limited to, strip the club or organization of up to 100% of its student fees money for up to a year. In addition, the Council of Clubs can suspend or revoke the charter of any such organization or club.

Chapter 5 Impeachment Procedures Impeachment and Conviction

Section 1 – Articles of Impeachment may be brought forth according to Article X of the SGA Constitution.

Section 2 - The accused SGA member may resign and formal charges may be dropped up until the time that the Articles of Impeachment are voted upon.

Section 3 - Following impeachment, the Senate shall schedule a conviction trial no earlier than seven (7) days and no later than fourteen (14) days after the member has been impeached. All SGA members are to be notified by phone, certified mail and email of the time and location of the trial. The trial must be audio recorded. No video or digital recording permitted.

Section 4 – The Conviction Trial shall be held as follows:

- A. The Chief Justice shall proceed to explain the procedures of the trial and entertain questions on the same.

- B. The Senate shall present any and all information and evidence relevant to the allegations.
- C. The Senate shall question the accused.
- D. The Senate shall present and question her/his witnesses.
- E. The accused shall question the Senate's witnesses.
- F. The accused shall present any and all information and evidence relevant to the allegations.
- G. The Senate shall question the accused.
- H. The accused shall present and question her/his witnesses.
- I. The Senate shall question these witnesses.
- J. The accused shall briefly present her/his closing argument.
- K. The Senate shall briefly present a closing argument.
- L. The Chief Justice shall adjourn the trial.

Section 5 - If a member of the Student Judiciary shall be the subject of Articles of Impeachment, the Vice President shall chair the meeting of the Senate at which said Articles of Impeachment shall be considered.

Section 6 – Following the trial, the Senate shall enter into a closed Deliberative Session. The Senate shall vote the charges. A three-fourths (3/4) majority vote of the voting membership, whether the voting members are present or whether they abstain or vote, is required to convict and remove an SGA member from office.

Title IV

Committees

and Standing

Commissions

Chapter 1 Standing Committees of the Senate

Section 1 - Senate Committees and Commissions are classified as either Standing or Ad-hoc.

Section 2 – Committees and Commissions shall have a Chair, whose responsibilities and powers are as follows:

- A. Vote only in the case of a tie.
- B. Establish meeting dates, times and locations by submitting appropriate location requests to the Student Leadership Development Office and publicize meeting dates, times, and locations to committee members, the SGA, and to the University Community.
- C. Submit a report to the Senate for approval following a committee meeting.

Section 3 – Committees shall have a Vice-Chair, whose responsibilities and powers are as follows:

- A. Act as Committee Secretary and take minutes at meetings
- B. Maintain an accurate list of attendance, record and maintain the all committee minutes and reports
- C. Act as Chair in the absence of the Chair

Section 4 – All senators must serve on at least one committee, and all committees must meet at least two times per month.

Section 5 – All committee reports should be submitted to the Secretary at least twenty-four (24) hours prior to the Senate meeting for which they are intended. Reports must include a list of those present at the meeting.

Section 6

The Academic Committee and Student Life Committee shall be the two standing committees of the Senate. Standing Committees shall consist of eight (8) members each and be appointed by the President with recommendations from the Cabinet and Senate approval. Both standing committees shall be responsible for creating focus groups, student town hall meetings and surveys for each section.

Section 7

Academic Committee

The Academic Committee shall be concerned with all academic issues of the student body, and shall work closely with the Provost/Vice President for Academic Affairs and subsidiaries as a liaison and a promotional entity of the Student body. This shall include, but not be limited to the following:

- A. Financial Aid
- B. Class Scheduling
- C. University Academic Goals
- D. Retention
- E. Library Resources and Access
- F. Department Advising, including the Academic Faculty Commission (ACFAC)

Section 8

Student Life Committee

The Student Life Committee shall be concerned with all facets of student life outside of academic affairs, and shall work closely with the Vice President for Student Affairs and subsidiaries as a liaison and a promotional entity of the student body. This shall include, but not be limited to the following:

- A. Office of Student Rights and Responsibilities
- B. Faculty Senate
- C. Facilities Management
- D. Student Union Events & Conference Services
- E. University Cultural Offices

Chapter 2 Council of Clubs Committees

Section 1 - Council of Clubs Committees and Commissions are classified as either Standing or Ad-hoc.

Section 2 – Committees and Commissions shall have a Chair, whom shall have the following responsibilities and powers:

- A. Vote only in the case of a tie.
- B. Establish meeting dates, times and locations by submitting appropriate location requests to the Office of Student Leadership Development and publicize meeting dates, times, and locations to committee members, the SGA, and to the University Community.
- C. Submit a report to the Senate for approval following a committee meeting.

Section 3 – Committees shall have a Vice-Chair, whose responsibilities and powers are as follows:

- A. Act as Committee Secretary and take minutes at meetings
- B. Maintain an accurate list of attendance, record and maintain the all committee minutes and reports
- C. Act as Chair in the absence of the Chair

Section 4 – All Council of Clubs representatives must serve on at least one committee, but no more than one standing committee. As well, all committees must meet at least two times per month.

Section 5 – All committee reports shall be submitted to the Secretary at least twenty-four (24) hours prior to the Senate meeting for which they are intended. Reports must include a list of those present at the meeting.

Section 6

The Appointments and Promotions Committee and the Charter Oversight and Regulation Committee shall be the two standing committees of the Council of Clubs. Standing Committees shall consist of no less than eight (8) members each and be appointed by the SGA President with recommendations from the Cabinet and Senate approval.

Section 7

Promotions and Appointments Committee

The Appointments and Promotions Committee shall be concerned with promoting all branches of the Student Government Association. Their main goal will be to recruit student representatives whom accurately represent the student body as a whole. Their powers shall include, but not be limited to the following:

- A. Create programs that promote the Student Government Association at least 2 times per semester
- B. Shall advertise for vacancies within the SGA, and shall be notified forty-eight (48) hours in advance by the Secretary or Vice-Chair of the Senate or Council of Clubs respectively.
- C. Once the candidates for office, Senate or COC have been identified, the following procedure shall commence:
 1. All candidates shall be interviewed by the committee as to their experience, goals, interests and general fitness to serve the student body.
 2. Members of the committee shall vote to advance the candidate for office.
 3. Upon favorable vote from the committee, the Chair of the Promotions and Appointments Committee shall draft a Bill of Appointment to be presented at the next Senate Meeting.

4. Upon the approval of the new Senator or COC member, they shall be sworn in and take their position with the respective body immediately.

Section 8

Charter Oversight and Regulation Committee

The Charter Oversight and Regulation Committee shall be concerned with all facets of Club Charters and Organizations, and shall work closely with the SLD sanctioned club's executives and subsidiaries as a liaison and a promotional entity of the student body. This shall include, though not be limited to, the following:

- A. Attend Club Meetings as advised by the Charter Oversight and Regulation Committee Chair.
- B. Training Clubs on Official documentations such as Event by Event proposals.
- C. Compiling a report concerning attended Club meetings to be turned into the Committee Chair.
- D. The treasurer shall receive a comprehensive report from all meetings at least once a month.
- E. Advise clubs about the duties and powers of the Council of Clubs

Chapter 3 Ad-Hoc Committees

Section 1 - Ad-hoc committees are established to fulfill a specific purpose or goal.

Section 2 - Ad-hoc committees shall consist of six (6) members of the SGA Senate or Council of Clubs, nominated by the Vice-President and approved by the Senate for Senatorial Committees and by the Treasurer and approved by the Council of Clubs Representatives for Representative Committees.

TITLE V

The Judicial Branch

Chapter 1 Authority of the Student Judiciary

Section 1 - In addition to the power vested in the Student Judiciary under Article IX of the Constitution of the SGA, the Student Judiciary shall be vested with the powers prescribed herein:

- A. *Mandamus* Here defined as the power to order any agent of the Executive or Legislative Branches of the SGA, or of any agency directly associated with the SGA, or of any candidate for SGA office, to perform a task which, in the Student Judiciary's judgment, is mandated by the Constitution of the SGA, the Bylaws of the SGA or Acts of the SGA.
- B. *Injunction* Here defined as the power to order any agent of the Executive or Legislative Branches of the SGA, or of any agency directly associated with the SGA, or of any candidate for SGA

office, to cease a practice which, in the Student Judiciary's judgment, is in violation of the Constitution of the SGA, the Bylaws of the SGA or Acts of the SGA.

Section 2 - "Contempt" shall be defined here as the failure of any agent of the Executive or Legislative Branches of the SGA, or of any agency directly associated with the SGA, or of any candidate for SGA office, to comply with the orders of the Student Judiciary. The Student Judiciary is further empowered to file formal charges against said agent with the Office of Student Rights and Responsibilities.

Chapter 2 Student Judiciary Appointment

Section 1 - If a vacancy shall occur in a Student Judiciary post, the President shall, within fifteen (15) days of said vacancy, submit nominations for the Student Judiciary post vacated.

Section 2 - If the President shall have failed to submit to the Senate a representative for the Student Judiciary post vacated within fifteen (15) days of the vacancy, the Senate shall be empowered to appoint and confirm one named representative to the vacated Student Judiciary post, upon a majority vote of its membership in attendance at a meeting, provided the President shall not have acted by the convention of said meeting.

Section 3 - If the Senate shall not have acted to confirm a Student Judiciary post appointment of the President within fifteen (15) days of receipt of said appointment, the Senate shall surrender its confirmation right.

Section 4 - If the Senate shall have voted to deny a Student Judiciary appointment, the President shall submit a second named representative to the Senate within ten (10) days.

Chapter 4 The Chief Justice

Section 1 - The Chief Justice shall be appointed in the manner prescribed by Article IX, Section 3 of the Constitution and shall serve for one (1) year.

Section 2 - The Chief Justice, as the chief presiding officer of the Student Judiciary, shall:

- A. Chair all meetings and Hearings of the Student Judiciary.
- B. Act as the chief spokesperson of the Student Judiciary.
- C. The Chief Justice shall vote in all Deliberative Sessions that he/she has attended and shall cast the tie breaking vote.
- D. Author the Majority Rulings of the Student Judiciary if in the majority.
- E. Take care that Student Judiciary business is conducted in a manner consistent with the SGA Constitution, the Bylaws of the SGA, and Acts of the Senate
- F. Execute all other tasks assigned to her/him by the Constitution of the SGA, the Bylaws of the SGA, or Acts of the SGA.

Chapter 5 The Associate Chief Justice

Section 1 - The Associate Chief Justice shall be appointed in the manner prescribed by Article IX, Section 3 of the Constitution and shall serve for one (1) year.

Section 2 - The Associate Chief Justice, as the chief clerk of the Student Judiciary, as defined by the Constitution of the SGA, shall:

- A. Record the minutes of all Student Judiciary meetings and Hearings and submit said minutes to the Office of Student Leadership Development.
- B. Be responsible for maintaining accurate attendance records, the correspondence of the Student Judiciary, and the permanent records of the Student Judiciary.
- C. Act as the chief advisor to the Chief Justice on the rules and procedures of the Student Judiciary.
- D. Chair the Student Judiciary in the absence of the Chief Justice.
- E. Execute all other tasks assigned to her/him by the Constitution of the SGA, the Bylaws of the SGA or Acts of the SGA.
- F. Shall assist the Chief Justice in any matters relating to the Student Judiciary.

Section 3 - If a vacancy shall occur in the office of Associate Chief Justice, the President shall appoint a new Associate Chief Justice as prescribed in Article IX, Section 7, (B) of the Constitution.

Chapter 6 Conflict of Interest

Section 1 - No Student Judiciary member shall take part in a case in which s/he shall have, upon the protest of the Petitioner or the Respondent and a majority vote of the Student Judiciary membership in attendance at a meeting, a vested interest.

Chapter 7 Petition for a Ruling

Section 1 - A Petition for a Ruling shall be submitted to the Student Leadership Development Office. It shall be time-stamped by a representative of the Student Leadership Development Office within seven (7) days of the incident and shall contain the information prescribed herein:

- A. The specific person(s) submitting a Petition for a Ruling, herein denoted the Petitioner.
- B. The specific person(s) to have allegedly violated the Constitution of the SGA, the Bylaws of the SGA or Act(s) of the SGA, herein denoted the Respondent.
- C. The specific parts of the Constitution of the SGA, the Bylaws of the SGA or Act(s) of the SGA allegedly violated.
- D. The Manner in which the Constitution of the SGA, the Bylaws of the SGA or Act(s) of the SGA, were allegedly violated.

Chapter 8

Statement of Notification of a Hearing

Section 1 - Within seven (7) days of the receipt of a Petition for a Ruling, the Associate Chief Justice shall issue by certified mail to the Petitioner, the Respondent, the President of the SGA, and the Senate, a written Statement of Notification, which shall contain the information prescribed herein:

- A. The date, time and location of the Hearing.
- B. A certified copy of Title V of the Bylaws of the SGA.

Chapter 9 The Hearing Date

Section 1 - The Hearing date shall be set on a day more than five (5), but no more than seven (7) days from the issuance of a Statement of Notification.

Section 2 - The Chief Justice shall honor a written request from the Petitioner or the Respondent for a change in the Hearing date, time or location, if the Petitioner or the Respondent meets one or more of the conditions prescribed herein:

- A. Personal illness
- B. Family illness
- C. Two (2) hour exams are scheduled for the day immediately following the Hearing.
- D. Required class meeting or other scholastic duty.

Section 3 - If Title V, Chapter 9, Section 2 shall have been invoked, and the Hearing date shall have been adjusted, the second Hearing date shall be set on a day no more than seven (7) days from the initial Hearing date.

Chapter 10 Proceedings before the Student Judiciary

Section 1 - Proceedings before the Student Judiciary shall be twofold: the Hearing, and the Deliberative Session.

Section 2 - The Hearing shall be open to the public and the media. The Deliberative Session shall be closed to everyone except those prescribed in Title V, Chapter 12 of the Bylaws of the SGA.

Chapter 11 The Hearing

Section 1 - Student Judiciary Hearings shall be conducted in the manner prescribed herein:

- A. The Chief Justice, or, in the absence of the Chief Justice, the Associate Chief Justice shall convene the Hearing in the manner prescribed herein:
 - 1. "Under the Authority granted it by the Constitution of the Student Government Association, the Student Judiciary is assembled here today to hear the case of (Petitioner) vs. (Respondent)."
- B. The Chief Justice shall proceed to explain the procedures of a Hearing and entertain questions on the same.
- C. The Petitioner shall present any and all information and evidence relevant to the allegations.
- D. The Respondent shall question the Petitioner
- E. The Petitioner shall present and question her/his witnesses.
- F. The Respondent shall question the Petitioner's witnesses.
- G. The Respondent shall present any and all information and evidence relevant to the allegations.
- H. The Petitioner shall question the Respondent
- I. The Respondent shall present and question her/his witnesses.
- J. The Petitioner shall question the Respondent's witnesses.
- K. The Respondent shall briefly present her/his closing argument.
- L. The Petitioner shall briefly present her/his closing argument.
- M. The Chief Justice shall announce the procedure for appeals.
- N. The Chief Justice shall adjourn the Hearing.

Section 2 - If a Hearing shall have been adjourned to due lack of quorum, a second Hearing shall be scheduled.

Section 3 - If the Petitioner shall have been absent at the time a Hearing shall have been convened, the Petition for a Ruling shall be withdrawn.

Section 4 - If the Respondent shall have been absent at the time a Hearing shall have been convened, the Hearing shall proceed in the absence of the Respondent.

Section 5 - No Petition for a Ruling withdrawn because of a Petitioner's absence from a Hearing shall be resubmitted.

Section 6 - The Student Judiciary shall reserve the right to question any person at anytime during the conduct of a Hearing.

Section 7 - The Chief Justice may, for improper conduct, or for failure to obey the instructions of the Student Judiciary, expel a person from a Hearing.

Section 8 - If the Petitioner shall have been expelled during the course of a Hearing, the Petition for a Ruling shall be withdrawn.

Section 9 - If the Respondent shall have been expelled during the course of a Hearing, the Hearing shall proceed in the absence of the Respondent.

Section 10 - The Petitioner, the Respondent and any Justice may request and shall be granted a recess for a period of time which shall not exceed thirty (30) minutes.

Section 11 - The Chief Justice, upon request, may call a recess for a period of time which shall not exceed forty-eight hours.

Section 12 - All Student Judiciary Hearings shall be audio recorded and the Associate Chief Justice shall maintain copies of said recordings in the permanent records of the Student Judiciary. Further, copies of tape recordings shall be maintained in the Student Activities Office.

Chapter 12 Deliberative Sessions

Section 1 - Following the adjournment of a Hearing, the Student Judiciary shall set a time, place and location for its Deliberative Session, which shall be no more than five (5) calendar days from the date of the Hearing.

Section 2 - The minutes of a Student Judiciary Hearing shall be made available to the entire membership of the Student Judiciary at the Deliberative Session for that Hearing.

Section 3 - No Justice, who shall have been absent from a Hearing, shall attend the Deliberative Session directly relating to the Hearing from which s/he was absent.

Section 4 - The Director of Student Rights and Responsibilities or his/her designee and the SGA Advisor or his/her designee shall be present at all Deliberative Sessions of the Student Judiciary as a non-participating observer.

Section 5 - The proceedings votes taken of and at a Deliberative Session shall be closed and held in confidence at all times.

Section 6 - The Student Judiciary shall, by a majority vote of its membership in attendance at a Deliberative Session, and based upon a preponderance of the evidence, issue a written Majority Ruling.

Chapter 13 Majority Rulings

Section 1 - The Majority Ruling of the Student Judiciary shall be based only upon evidence or testimony introduced at a Hearing.

Section 2 - The Chief Justice shall issue the written Majority Ruling no more than five (5) calendar days from the date of the Deliberative Session. If the Chief Justice is not in the Majority, then a member of the Majority shall author the Majority Ruling and submit it to the Chief Justice within the prescribed time

period. The Chief Justice shall then provide the Petitioner and the Respondent with certified copies of same within forty-eight (48) hours by certified mail, which shall include the information prescribed herein:

- A. The name of the Petitioner.
- B. The name of the Respondent.
- C. A summary of the evidence presented
- D. The Ruling of the Student Judiciary
- E. The rationale for the Ruling.
- F. The signatures of the Justices having voted on the Ruling.

Section 3 - Additionally, the Associate Chief Justice shall submit one (1) copy of the minutes of all Student Judiciary Hearings and all Majority Ruling decisions of the Student Judiciary within forty-eight (48) hours to each of the following:

- A. The President of the SGA
- B. The Vice-President of the SGA
- C. The Speaker of the SGA Senate
- D. The Director of Student Leadership Development
- E. Dean of Students
- F. The Vice President for Student Affairs

Chapter 14 The Burden of Proof

Section 1 - The burden of proving that a Respondent shall have violated the Constitution of the SGA, the Bylaws of the SGA or any Act of the SGA shall rest, by a preponderance of the evidence submitted, with the Petitioner.

Chapter 15 Rules of Evidence

Section 1 - Only evidence submitted during the Hearing, which shall be seen and/or heard during the conduct of a Hearing shall be admissible.

Section 2 - Only evidence which a witness shall have directly perceived shall be admissible.

Section 3 - Opinion based evidence shall be admissible only in cases in which the facts on which the opinion is based are made known, or the witness is an acknowledged expert.

Section 4 - There shall exist a motion to suppress evidence which shall require a majority vote of the Student Judiciary membership in attendance, at a scheduled meeting.

Section 5 - Evidence not germane to the case shall not be admissible.

Section 6 - Student judicial records, confidential communication between persons and medical personnel, immediate relatives, judicial advocates, and University staff when acting in a counseling capacity, shall not be admissible, unless the Respondent so permits.

Section 7 - The Student Judiciary, by a majority vote of its membership in attendance at a Hearing, shall be the sole judge of the relevance and admissibility of evidence. In the event of a tie, the Chief Justice will cast the deciding vote.

Chapter 16 Witnesses

Section 1 - All persons making statements before the Student Judiciary shall be administered the affirmation prescribed herein by the Chief Justice:

- A. "I, (Witness' Name) affirm and recognize that misrepresentation before the SGA Student Judiciary is a violation of the University Student Conduct Code, Non-Academic, Section 12."

Section 2 - In the event a witness, other than the Petitioner and the Respondent, is unable to attend a Hearing in person, said witness may submit a written witness statement which must be notarized.

Chapter 17 Judicial Advocates

Section 1 - Either the Petitioner or the Respondent may elect to be represented by a Judicial Advocate who shall not be an attorney at law.

Chapter 18 Appeals

Section 1 - The losing party or parties in a Student Judiciary Majority Ruling may appeal the Majority Ruling, by filing a second Petition for a Ruling with the Office of Student Leadership Development, provided at least one (1) of the conditions prescribed herein is asserted to be present:


- A. There shall have existed a procedural error or irregularity which materially affected the Majority Ruling.
- B. There shall exist new evidence not previously available which would materially affect the Majority Ruling.
- C. The Majority Ruling shall be unsupported by substantial evidence, here defined as evidence that a reasonable mind might accept as adequate to support the Majority Ruling.

Section 2 - The Student Judiciary may, upon receipt of a second Petition for a Ruling, and upon a majority vote of its membership in attendance at a meeting, declare one of the conditions prescribed in Title IV, Chapter 18, Section 1, to be present and may schedule a second Hearing for the Petition for a Ruling.

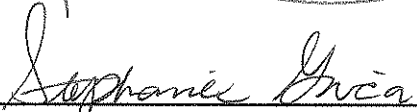
Ratified February 17, 2015: SGA Bill 15-30

**Ratified by the Student Government Association Senate: Bill 15-29,
February 17, 2015**

APPROVED BY:




Brenda Bedolla, SGA President Date 2/17/15




Stephanie Garcia, SGA Vice President Date 2/17/15

Approved by :



Dr. Frank Ross, Vice President for Student Affairs Date 3/12/15



Dr. Sharon K. Hahs, University President Date 3/13/15

Appendix

Section Appendix I

Election Commission- Yearly Ad-Hoc

To Be Inserted in the Spring according to SGA By-Laws Title I, Chapter 2.

Appendix II

Student Organization Constitution By-Laws Template Template for Northeastern Illinois University Student Organization Constitution & By-Laws

A CONSTITUTION FOR THE (NAME OF ORGANIZATION)

PREAMBLE

This Constitution establishes the (name of organization) as a representative body of students, with the purpose of:

- (1)
- (2)
- (3)

Article I
MEMBERSHIP ELIGIBILITY REQUIREMENTS

The membership of the organization shall consist of the following:

- (1) Members of the organization shall be currently enrolled students;
- (2) (state other types of membership: alumni, honorary, etc.);
- (3) (state the minimum grade point average necessary for membership between 2.0 – 4.0);
- (4) (state any other qualifications for membership);
- (5) Membership in the organization will not be denied to any person(s) on the basis of age, color, disability, national origin, race, religion, sex, sexual orientation, gender identity, marital status, disability, or veteran status.

Article II
MEMBERS IN GOOD STANDING

- (1) Members who attend at least (we recommend 2) meetings each term, shall be considered members in good standing;
- (2) With the exception of the first election of officers for the organization and the election of officers to reinstate an inactive charter, only members in good standing have the right to vote on organization business.

Article III
OFFICERS

- (1) The officers shall consist of the following: President, Vice President, Treasurer, and Secretary who shall be called Executive Officers and shall comprise the Executive Committee;
- (2) Students must be enrolled for at least 3 credit hours to be eligible to serve as an Executive Officer;
- (3) (state any additional officer positions of the organization).

Article IV
ADVISOR

- (1) An advisor, having been established prior to the enactment of this constitution in accordance with the Student Organization Charter Application and Student Government Association Council of Clubs Charter Policy, shall provide guidance and support for the organization;
- (2) The advisor must agree to serve and submit a letter indicating willingness to serve to the Student Activities Office.

**Article V
POWERS AND FUNCTIONS OF THE EXECUTIVE OFFICERS**

Section A. **PRESIDENT**

- (1) shall preside at the meetings of the organization;
- (2) shall act as an ex-officio member of all committees;
- (3) (list other duties).

Section B. **VICE PRESIDENT**

- (1) shall make sure current organization Constitution and By-laws are on file in the Student Leadership Development Office;
- (2) shall file charter renewal forms, in accordance with the Student Government Association Charter Policy, Article IV, Section 2;
- (3) shall preside at meetings of the organization in the absence of the president;
- (4) (list other duties).

Section C. **TREASURER**

- (1) shall collect funds raised, make deposits to the University Cashier's Office and submit deposit receipts to the Student Leadership Development Office;
- (2) shall regularly make financial reports to the organization;
- (3) (list other duties).

Section D. **SECRETARY**

- (1) shall record organization meeting minutes and maintain attendance records;
- (2) shall transmit to the Student Leadership Development Office minutes and a signed attendance roster from meetings whenever:
 - (a) officers are elected
 - (b) an advisor is chosen
 - (c) decisions are made to request the expenditure of funds
 - (d) changes are made to constitution and/or by-laws
- (3) (list other duties).

**Article VI
THE POWERS AND FUNCTIONS OF THE EXECUTIVE COMMITTEE**

-
- (1) The Executive Committee are responsible for the overall functioning and coordination of the organization;

- (2) The Executive Committee will have the authority to make interim decisions for the organization subject to review by the organization at the next meeting;
- (3) Upon a vacancy in the advisor position, a replacement must be made within six (6) weeks and shall be recommended by the Executive Committee and selected by a majority vote of the regular membership of the organization;
- (4) The Executive Committee shall recommend committee members of the Standing and Ad Hoc Committees and appoint each committee chair.

**Article VII
STANDING AND AD HOC COMMITTEES**

-
- (1) The organization may establish Standing Committees as described in the latest edition of *Robert's Rules of Order*, whose names and duties will be in the By-laws;
 - (2) The organization may establish Ad Hoc Committees for specific short term tasks, whose names and duties will be in the By-laws (ex: Election Committee and Publicity Committee);

**Article VIII
MEETINGS**

-
- (1) The organization shall follow the rules of order for meetings as outlined in the latest edition of *Robert's Rules of Order*;
 - (2) The organization shall meet at least (we recommend at least 3 times) during each term of the regular academic year;
 - (3) The organization shall record minutes and collect signatures on an Attendance Roster (see Appendix A);
 - (4) Quorum must be established to conduct official business (see By-Laws Chapter 2, section 1).

**Article IX
REGULAR ELECTIONS**

-
- (1) Elections for Executive Officers shall take place (in the beginning of each Fall semester no later than the last day of September or by the end of Spring Semester no later than the last day of April);
 - (2) Members in good standing are eligible to vote;
 - (3) To elect officers, a majority vote shall be necessary of those members present at the meeting where said officers are to be elected;
 - (4) All officers shall hold office until new officers have been elected, except in cases of graduation, resignation, or impeachment;
 - (5) No member shall be elected by regular election to the same position more than twice.

Article X

VACANCIES AND SPECIAL ELECTIONS

- (1) A vacancy in the position of President shall be filled by the Vice President who shall become the President;
- (2) Vacancies in the positions of Vice President, Secretary or Treasurer shall be filled within thirty (30) days by a special election following the regular election procedures;
- (3) No member shall be elected by special election to the same position more than twice.

Article XI IMPEACHMENT

- (1) Officers of the organization may be impeached for:
 - (a) failure to regularly attend meetings without justifiable reason
 - (b) failure to fulfill the duties of office as outlined in this Constitution
- (2) Impeachment charges can be brought forward by any member in good standing;
- (3) The individual being charged must be notified (we recommend notification by phone, and any digital means of media communication such as e-mail) at least forty-eight (48) hours before the meeting at which said impeachment will be presented;
- (4) A special meeting, at which there must be a quorum, will be held within 10 days of the initial presentation of the charges at which time the individual being charged will be able to answer the charges;
- (5) A 2/3 majority vote of those present at the meeting is necessary for conviction and removal from office;
- (6) Vacancies created by impeachment shall be filled as prescribed in Article X.

Article XII AMENDMENTS

- (1) Amendments must be presented to the Executive Committee for approval before they may be submitted to this organization membership for a vote;
- (2) This Constitution may be amended by a (we recommend 2/3) majority vote of the membership at the first meeting of the organization at which a quorum is present;
- (3) Amendments shall become effective following approval of the SGA Council of Clubs and the Student Activities Office.

Article XIII ENACTING CLAUSE

This Constitution shall be effective as of the date that the Constitution is approved by the Director of Student Activities.

APPROVALS:
Organization:

Student Organizer

Date

Advisor

Date

Student Government Association:
Council of Clubs:

Chair

Date

President of the SGA

Date

Student Leadership Development Office:

Director

Date

(NAME OF ORGANIZATION)
BY-LAWS

Chapter 1
MEETINGS

-
- (1) The Executive Committee shall set the meeting schedule at the beginning of each semester;
 - (2) The organization shall meet (we recommend every two weeks) during the regular academic year;
 - (3) Special meetings can be called by the Executive Committee provided at least 48 hour notification is given to the membership.

Chapter 2
QUORUM

- (1) A minimum of (we recommend 2) Executive Officers and (we recommend a 25% of the membership) must be present to conduct official business of the organization;
- (2) Signed Attendance Roster shall be maintained of those attending each meeting (see Appendix A).

Chapter 3
STANDING AND AD HOC COMMITTEES

-
-
- (1) (list standing committees and ad hoc committees and their duties)

Chapter 4
BY-LAW AMENDMENTS

-
-
- (1) By-law amendments must be presented to and approved by the Executive Committee before they may be submitted to the organization membership for vote;
 - (2) These by-laws may be amended by a (we recommend simple) majority vote of the membership at the first meeting of the organization at which time a quorum is present;
 - (3) By-law amendments shall become effective following approval of the SGA Council of Clubs and the Office of Student Leadership Development Office.

APPROVALS:

Organization:

Student Organizer

Date

Advisor

Date

**Student Government Association:
Charter & Rules Committee:**

Chair

Date

President of the SGA

Date

Student Leadership Development Office:

Director

Date

ATTENDANCE ROSTER

ORGANIZATION: _____

MEETING DATE: _____

	NAME	SIGNATURE
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

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