



Constitution

Last Revised April 15th, 2025

PREAMBLE 3

ARTICLE I: NAME 3

ARTICLE II: STATEMENT OF PURPOSE, OBJECT, POWERS AND DUTIES 3

ARTICLE III: ORGANIZATION, MEMBERSHIP, TERM OF OFFICE AND BASIC QUALIFICATIONS 4

ARTICLE IV: THE EXECUTIVE BRANCH 6

ARTICLE V: THE LEGISLATIVE BRANCH 6

ARTICLE VI: THE JUDICIAL BRANCH 9

ARTICLE VII: ELECTIONS AND APPOINTMENTS 10

ARTICLE VIII: VACANCIES AND SUCCESSION 12

ARTICLE IX: AMENDMENTS 13

ARTICLE X: RATIFICATION 13

APPENDIX I: BYLAWS 13

APPENDIX II: PARLIAMENTARY PROCEDURE 23

APPENDIX III: JUDICIAL PROCEDURE FOR HEARINGS 26

APPENDIX IV: STUDENT GOVERNMENT ASSOCIATION DISCIPLINARY PROCEDURE 28

APPENDIX V: MEMBER RETREAT AND TRANSITIONS 32

Preamble

We, the undergraduate students of Villanova University, declare ourselves the Student Government Association. Mindful of the rights, interests, and responsibilities of students, we claim a special place in the Villanova community as the official organization representing the entire Undergraduate Student Body. To fulfill our responsibilities, we advocate and embody all students' development in the administrative, social, and philosophical goals, which our University's Mission Statement and Strategic Plan outline. Future leaders of the Student Body should view this document as the guideline to the ideal goal of an enlightened, empowered, and responsible Student Body, which interacts with the faculty, staff and administration on an equal and informed basis for University governance. The best governance will be the one which best fulfills the needs and the greater good of the Villanova community.

Article I: Name

Section 1. The name of this organization shall be the Villanova University Student Government Association.

Article II: Statement of Purpose, Object, Powers and Duties

Section 1. The Villanova University Student Government Association shall be representative of the interests of the entire undergraduate body in all matters. To do so, the Student Government Association will:

- 1) Serve as the primary voice and advocate for the entire undergraduate student body of Villanova University;
- 2) Act in a manner consistent with the University's Mission Statement: *Villanova University is a Catholic Augustinian community of higher education, committed to excellence and distinction in the discovery, dissemination and application of knowledge. Inspired by the life and teaching of Jesus Christ, the University is grounded in the wisdom of the Catholic intellectual tradition and advances a deeper understanding of the relationship between faith and reason. Villanova emphasizes and celebrates the liberal arts and sciences as foundational to all academic programs. The University community welcomes and respects members of all faiths who seek to nurture a concern for the common good and who share an enthusiasm for the challenge of responsible and productive citizenship in order to build a just and peaceful world;*
- 3) "Act in a manner consistent with the Student Government Association's Mission Statement: *Empowering the Villanova student body since 1925, the Student*

Government Association has diligently worked to provide a platform for all students to express their ideas and concerns. Representing the student body is the Student Government's primary concern. The organization has prided itself on its commitment and service and is dedicated to fostering a diverse, equitable, and inclusive community."

- 4) Promote unity of purpose and action among all students while protecting their individual student rights;
- 5) Promote, in concert with the Board of Trustees, administration, faculty, and staff, the best interests of the undergraduate students of Villanova University.

Section 2. The Student Government Association shall have the power and responsibility to:

- 1) Act as a coordinating body between the administration, faculty, staff, and student body;
- 2) Ensure fair and consistent treatment of all students;
- 3) Concern itself with the activities of all student organizations;
- 4) Present appropriate opinions, complaints, and grievances to the relevant official, body, board, committee, or otherwise-named venue;
- 5) Give due consideration to any proposal that any student or group of students may lay before it in writing or at a Student Government Association meeting in accordance with the designated parliamentary procedure; hold referenda on any proposal when requested by the University President or Vice President for Student Life of Villanova University, by written petition of fifteen percent of the undergraduate student body, or by a two-thirds majority vote of the Senate;
- 6) Conduct and supervise the appointments and confirmations of the Vice President of Diversity, Equity, and Inclusion, Chief of Staff, Director of Finance, Director of Public Relations, and Director of Programming, outlined in Article IV;
- 7) Approve the Director of Student Involvement's appointment of the Director of the Athletics outlined in Article IV;
- 8) Voice all official expressions of student loyalty or sympathy;
- 9) Have the right to sanction any member (in the manner laid out in Appendix IV) for any violation of the Code of Student Conduct, the Academic Integrity Policy, the Expectation of Accountability, any other policy or regulation contained within the

Student Handbook, or the standards of conduct set forth by the Student Government Association;

- 10) Allocate funds within SGA through the delegated power of the Office of Student Involvement;
- 11) Have an Executive Branch defined in Article IV and Appendix I and a Legislative Branch made up of Class Senators, Student Life Senators, and School Senators; standing committees as defined in Article V and Appendix I, and a Judicial Branch defined in Article VI and Appendix I;
- 12) Make regulations and policies and set standards of conduct which shall be necessary for the execution of the foregoing powers and all other powers vested
 - (1) in the Student Government Association or any of the various Boards, Standing Committees, or ad hoc Committees it shall from time to time create.
- 13) Legislation pertaining to non-SGA, external student organizational spending shall be subject to the following requirements:
 - i) All spending below \$500 shall *not* be subjected to the following standards (Sections i and ii)
 - ii) All spending within the range of \$500-1,000 shall require a simple majority vote by means of either roll call or blind ballot vote
 - iii) All spending above \$1,000 shall require a super majority vote by means of either roll call or blind ballot vote
 - b) Organizations shall be limited to one funding bill per event, with SGA funding no more than 50% of the event's total budget, unless overturned by a simple majority of the quorum.
 - i) All organizational funding must be documented and communicated with the Director of Finance, typically by means of an itemized list
 - ii) A representative from the SGA finance department shall have discretion to share the amount advised to be given
 - (1) Organizations that receive any amount of funding from the Student Government Association shall display our logo on any piece of advertising that promotes the event or fundraising campaign in question."

Section 3. Non-discrimination Clause: The Student Government Association abides by all federal, state, and Villanova University non-discrimination laws and policies. No individual shall be discriminated against by the SGA based upon race, color, religion, sex, sexual orientation, gender expression, gender identity, national origin or citizenship

status, age, disability, or veteran status. Discrimination or harassment of students, employees, or applicants is intolerable and unacceptable.

Article III: Organization, Membership, Term of Office, and Basic Qualifications

Section 1. Membership of the Student Government Association shall consist of those holding elected office and appointed officials.

Section 2. There shall be basic requirements to assume any office in the Student Government Association:

- 1) To be eligible to seek or hold a seat in the Student Government Association candidates shall be fully matriculated undergraduate students.
- 2) To be eligible to seek or hold a seat in the Student Government Association candidates shall have and maintain at least a 2.75 grade point average and be in good disciplinary standing as determined by the Dean of Students Office.
- 3) To be eligible to seek or hold the office of Student Body President or Executive Vice President, candidates must hold, at the time of election, second semester standing in the sophomore class as defined by year of admission and have been a student of Villanova University for at least three full semesters prior to the election.
- 4) To be eligible to seek or hold the office of Class Senator, candidates must hold, at the time of election, second semester standing in the class for which they seek to represent as defined by the year of admission. The semester-related eligibility requirement for those seeking the office of Freshman Class Senator are waived.
- 5) To be eligible to seek or hold the office of School Senator, candidates must hold, at the time of election, second semester standing in the college for which they seek to represent as defined by the year of admission.
- 6) Candidates for any office must not graduate during their term of office.

Section 3. The Student Government Association will consist of an Executive Branch, a Legislative Branch, and a Judicial Branch.

- 1) The Executive Branch:
 - a) Shall be overseen by the Student Body President;
 - b) Shall be made up of the Executive Board whose members are appointed by the Student Body President and confirmed by a simple majority in the Legislative Branch.
- 2) The Legislative Branch:

- a) Shall be overseen by the Speaker of the Senate;
 - b) Shall be made up of elected and appointed senators.
- 3) The Judicial Branch:
- a) Shall be overseen by the Chief Justice;
 - b) Shall be made up of Associate Justices
- 4) The Legislative Branch, Executive Branch, and Judicial Branches shall be three independent branches responsible for holding each other accountable.
- 5) No member of any branch of the Student Government Association may concurrently serve in any of the three branches.

Section 4. All offices of the Executive and Legislative Branches shall have the term of one year. That term will commence on the first day after the inauguration ceremony, which shall take place during the spring semester. That term will end on the day of the inauguration ceremony. The confirmed Justices of the Judicial Branch shall serve until the Spring semester transitions retreat of their Senior year.

- 1) The outgoing members of the Student Government Association are instructed to make great effort at ensuring an orderly transition from year to year.
- 2) The newly elected members of the Student Government Association are expected to hold an organizational meeting by inauguration day.
- 3) The existing administration will continue to serve on the Various University committees for the remainder of the academic year.

Article IV: The Executive Branch

Section 1. The members of the Executive Branch shall be the Student Body President, Student Body Executive Vice President, Vice President of Diversity, Equity, and Inclusion, Chief of Staff, Director of Finance, Director of Public Relations, Director of Programming, and the Director of the Athletics.

Section 2. The members of the Executive Board shall:

- 1) Meet once a week to discuss matters of the SGA or issues that pertain to the undergraduate student body;
- 2) Record meeting minutes in order to maintain a record of their activities from year to year;
- 3) Work to create an inclusive environment within the Student Government Association;
- 4) Retain the full powers of the Student Government Association and the discretion to act on its behalf between meetings;

5) Faithfully execute the will of the Senate.

Section 3. The appointed and elected members of the Executive Board shall act in accordance with the duties and responsibilities defined in the by-laws of the Appendix 1.

Article V: The Legislative Branch

Section 1. The Legislative Branch of the Student Government Association shall be known as "the Senate" and shall consist of the Class Senators, School Senators, and Student Life Senators. It shall be led by a Speaker selected from the Senate. All Senate members serve to represent the needs of the undergraduate student body.

Section 2. The Senate as a whole shall:

- 1) Be divided into standing committees;
- 2) Meet at least three times a month to discuss the matters of the SGA or issues that pertain to the undergraduate student body; the Speaker of the Senate can use their discretion and hold more than three meetings a month when appropriate;
- 3) Record meeting minutes in order to maintain a record of their activities from year to year and post minutes for public access;
- 4) Work to create an inclusive environment within the Student Government Association;
- 5) Abide by the rules, bylaws, Constitution, and legislation of the Student Government Association;
- 6) Uphold the rules, bylaws, Constitution, and legislation of the Student Government Association in accordance with disciplinary procedure;
- 7) Operate under parliamentary procedure as defined in Appendix II.

Section 3. There shall be several standing committees within the Senate which are named:

- 1) Mission and Social Justice Committee
- 2) The Campus Climate Committee
- 3) The Intellectual Climate Committee
- 4) The Student Life Advisory Committee.

Section 4. The standing committees shall be organized in the following manner:

- 1) Each committee has one committee chair.
- 2) Each Senator will be assigned to a committee by the Speaker of the Senate.

- 3) The Speaker of the Senate shall base their assignments in good faith according to the Senators' interests and strengths.
- 4) Each standing committee must hold an informal election within their committee at the end of the spring semester to determine who the committee chair for the following academic year shall be.
- 5) The term for standing committee chairs is one academic year.
- 6) The duties, responsibilities, and structure for each standing committee can be found in the Appendix I.

Section 5. The committees shall serve the following purposes:

- 1) The Mission and Social Justice Standing Committee shall seek to fulfill Villanova's values of Unitas, Caritas, and Veritas and will work with various aspects of campus life to discuss and carry out the goals of Villanova's Augustinian community.
- 2) The Campus Climate Standing Committee shall analyze and evaluate the campus climate, collaborate with the Office of Planning and Institutional Research, Office of Intercultural Affairs, and Peace and Justice, making recommendations to campus leadership, and advocate for action to address campus climate issues that leave students feeling marginalized; to promote the identification and sharing of best practices that promote equity and inclusion.
- 3) The Intellectual Climate Standing Committee shall analyze and evaluate the campus academic life as it pertains to the undergraduate student population; making recommendations to the University Provost, Academic Deans, and administrators involved in academic affairs.
- 4) The Student Life Advisory Committee shall work with the Division of Student Life, the Office of Student Involvement, and the Athletic department on ways to improve the student organization experience, social policies, and funding for Student Organizations and Athletic affairs.

Section 6. Ad Hoc Committees may be created in order to address the current concerns and interests of the undergraduate student body. Ad Hoc Committees may be created by majority vote in the Senate or at the order of the Speaker of the Senate.

Section 7. All elected and appointed members of the Senate receive one vote each. In the case of a tie, the Student Body Vice President will serve as the tie-breaker. The Student Body Vice President shall only vote in the case of a tie-breaker.

Section 8. The primary responsibility of the Class Senators is to address the interests and concerns of their respective class. Class Senators will also serve as voting members in the Senate.

- 1) There shall be three Class Senators each from the sophomore, junior, and senior classes.
- 2) There shall be six Class Senators from the freshman class.

Section 9. The primary responsibility of the School Senators is to address the interests and concerns of their respective college. School Senators will also serve as voting members in the Senate. All School Senators shall be voted by the constituents of their respective schools or colleges.

- 1) There shall be three School Senators from the College of Liberal Arts and Sciences, two senators from Arts, one senator from Sciences.
- 2) There shall be two School Senators from the Villanova School of Business.
- 3) There shall be one School Senator from the College of Engineering.
- 4) There shall be one School Senator from the College of Nursing.

Section 10. The primary responsibility of the Student Life Senators is to represent all aspects of student life. Student Life Senators may serve as Standing Committee members and as voting members of the Senate.

- 1) Student Life Senators shall consist of one representative from the following organizations or areas of campus:
 - a) Office of Sorority and Fraternity Life
 - b) Campus Programs
 - c) Residence Life
 - d) Office of Mission and Ministry
 - e) Student Performing Arts
 - f) Disability Services
 - g) Health Promotion
 - h) Athletics
 - i) Villanova International Students Organization
 - j) Diversity, Equity, and Inclusion Senator (CUSA Chair)
 - k) Diversity, Equity, and Inclusion Senator (CUSA Vice Chair)
 - l) Department of Public Safety

- 2) Any President of a Student Organization, or any student they choose to represent their organization, is invited to participate in the Senate as a non-voting member in the senate. They may propose legislation and actively participate in debate, but do not possess any voting rights.

Section 11. Voting is limited to elected officials and appointed members only. The President and other members of the Executive Branch may petition for and be granted speaking privileges in Senate meetings under the signature of the presiding officer. These privileges can be granted by request in writing or by a seconded motion at the opening of Senate meetings prior to the adoption of the agenda. Members of the Villanova Community may attend all Senate meetings, except when the content of said meetings is deemed sensitive and a two-day notice is provided.

Article VI: The Judicial Branch

Section 1. The Judicial Branch of the Student Government Association shall be known as “the Judicial Council” and shall have jurisdiction on all matters relating to the Student Government Association.

Section 2. The Judicial Council shall as a whole:

- 1) Serve as the official interpreters of the SGA Constitution and its Bylaws;
- 2) Understand the laws governing SGA elections and any legislation passed by the Senate and signed by the President of the Student Body;
- 3) Have the right, by majority vote among them and in accordance with the SGA Constitution and its Bylaws, to make any legislation passed by the Senate and signed by the President of the Student Body void for violating university policy or contradicting other sections of the SGA Constitution and its Bylaws;
- 4) Maintain a platform for undergraduate students of Villanova University to register complaints against any elected or appointed official of SGA who is in possible violation of their office and direct such complaints to the member’s Branch Leader;
- 5) Dismiss any judicial petition brought against an elected or appointed official of SGA if it is unanimously agreed that such a petition is irreverent or impertinent;
- 6) Convene at least twice per month, or at the request of the Speaker of the Senate or President of the Student Body, to properly address and make determinations concerning judicial petitions in a hearing setting and follow the Judiciary Procedure as detailed in Appendix III;
- 7) Record meeting and hearing minutes in order to maintain a record of their activities from year to year;

- 8) Reconsider any ruling if delivered a student referendum, which shall be in either the form of a two-thirds majority vote from the Senate or a petition containing signatures from fifteen percent of the undergraduate student body;
- 9) Work in conjunction with the SGA Elections Commission during times of election to ensure a fair and just electoral process;
- 10) Appeal any Elections Commission ruling in a hearing setting if delivered an appeal petition by a candidate registered on the ballot;
- 11) Hold any other necessary and practical powers not in conflict with governing.
- 12) Shall, according to the Judiciary responsibility of guarding the policies, laws, rights, and responsibilities of the SGA Constitution, maintain an updated version of the Constitution with all its updated and reformed amendments, bylaws, and appendixes, and articles .
- 13) Shall be responsible for providing an updated version of the Constitution to any senator, executive branch member, University office, or constituent that requests access to the document, as well as maintaining an updated version of the Constitution on the SGA drive.

Section 3. The Judicial Council shall consist of five unbiased members: a Chief Justice and four Associate Justices. Following the SGA Elections in the Spring, five Justices shall be chosen by the newly elected President of the Student Body and placed up for confirmation by the Senate. They shall be chosen from among undergraduate students in good academic and disciplinary standing.

- 1) The Chief Justice shall be nominated from among the Judicial Council by its members and confirmed unanimously by the Senate. The Chief Justice shall faithfully preside over the Judicial Council and meet with the Senate Leadership and the Executive Board monthly.
- 2) The Associate Justices shall be nominated from among the undergraduate student body by the President and confirmed by a two-thirds majority in the Senate. The Associate Justices shall faithfully serve on the Judicial Council and be active members within the Villanova Community, working as liaisons between the University Administration (Office of the Executive Vice President, Office of the Vice President, etc.) and the Student Government Association.

Section 4. Judicial Rights Clauses:

- 1) In all cases, an accused SGA official shall have the right to be informed of the nature and cause of the accusation against them and the right to be confronted by their accuser.
- 2) In all cases, an accused SGA official shall be considered innocent until proven otherwise guilty of violation. No official of the SGA shall be subject to the same accusation twice and compelled in any case to be witness against themselves.

Article VII: Elections and Appointments

Section 1. The Student Government Association gives the Elections Commission full autonomy over the Student Government Association Elections, while advised by the Director of Student Involvement or his or her designee. The Elections Commission is an autonomous group of students who may not currently serve as elected or appointed officials in the SGA. This commission will be a standing commission that meets regularly throughout the year. The election laws, eligibility requirements, and campaign procedures shall be conducted in accordance with the Election Laws provided by the Elections Commission and should abide by the following:

- 1) The independent Elections Commission shall convene for the fall and spring elections to oversee all election processes.
- 2) An election shall be held in the spring semester to elect the Student Body President and Student Body Vice President; sophomore, junior, and senior class senators, and school senators.
- 3) The freshman class elections shall be conducted before fall break in the academic year that the class matriculates to Villanova. They shall occur in the same manner and under the same rules as the spring elections.
- 4) The dates of the elections shall be set by fall semester by the Elections Commission and should fall ideally in the month of March.
- 5) In the election of the Student Body President and Executive Vice President, candidates shall be elected as a ticket.
- 6) The sophomore, junior, and senior classes shall each elect three class senators. The candidates receiving the first, second, and third highest numbers of votes shall be elected into these offices.
- 7) The freshman class shall elect six class senators. The candidates receiving the first, second, third, fourth, fifth and sixth highest numbers of votes shall be elected into these offices.
- 8) In the election of school senators, candidates shall run as individuals seeking to represent the interests of the college in which they are enrolled.

Section 2. Voting Rights Clause: Full suffrage shall be given to all members of the undergraduate student body who are fully matriculated students. No member of or candidate to the Student Government Association shall deprive any undergraduate student of their equal voting rights.

Students may vote for school senators only within the specific college in which they are enrolled. Students may vote for class senators only within their own class year as defined by year of admission, or, in the case of transfer students, by credit standing as defined by their college. Outgoing seniors are eligible to vote as well.

Section 3. The SGA Student Body President shall make appointments to fill the positions of the Executive Board by the Inauguration as stated in Appendix III barring unusual circumstances. The Executive Board appointed positions include the Vice President of Diversity, Equity, and Inclusion, Chief of Staff, Director of Finance, Director of Public Relations, and Director of Programming.

- 1) Appointed candidates for the Executive Board and other aforementioned positions must be confirmed by a simple majority with a quorum present in the Senate in order for each candidate to take their designated office.
- 2) These appointed positions have a term of one academic year.
- 3) These appointed officials will serve at the pleasure of the Student Body President and the Senate.

Section 4. The newly elected government should meet during the month of April for a Transitions Retreat as highlighted in Appendix V and should regularly meet as the new Student Government Body through the end of the year into fall semester.

Article VIII: Vacancies and Succession

Section 1. Vacancies in any office of the Student Government Association shall be filled as provided herein.

- 1) Should the office of Student Body President become vacant during the term of office, the Student Body Executive Vice President shall assume the duties of the President.
- 2) Should the office of Student Body Executive Vice President become vacant, a senator may run for election from within the Senate to fill said position.
- 3) Should the seat of Chief of Staff, Director of Finance, Director of Public Relations, or Director of Programming fall vacant, the Student Body President shall appoint a suitable successor subject to the consent of a simple majority vote of the Senate.

- 4) Should the seat of Director of the Athletics fall vacant, the Director of Student Involvement shall appoint a replacement with the consent of the Student Body President.
- 5) Should the office of Vice President of Diversity, Equity, and Inclusion fall vacant, the Student Body President and Executive Vice President may appoint an individual in the original selection pool handed to them by the Caucus of Underrepresented Student Affairs or the whole Vice President of Diversity, Equity, and Inclusion process must be started again coordinated by the Caucus Chair.
- 6) Should the seat of a Student Life Senator fall vacant, the Speaker of the Senate or Speaker Pro Tempore of the Senate shall seek nominations from the respective student organizations/offices to fill such a vacancy.
- 7) Should the seat of a School Senator fall vacant, the Speaker of the Senate or Speaker Pro Tempore of the Senate shall seek nominations from the respective college dean's offices to fill such a vacancy.
- 8) Should any Class Senator office become vacant, the Speaker of the Senate or Speaker Pro Tempore of the Senate shall seek nominations from the respective class and, with the advice of the Executive Board, make appointments to fill such vacancies. The Senate must confirm the appointment by a simple majority vote.
- 9) Should the offices of Student Body President and Executive Vice President fall vacant at the same time, the Student Government Association shall convene a Senate meeting with the greatest possible haste by the Director of Student
10) Involvement and elect at that session, for the remainder of the term, a new
(1) President and Executive Vice President by a simple majority vote of those present. They shall be subject to the same requirements as candidates for election as described in Article III Section 2 and Appendix V, and the same duties as outlined in Article IV and Appendix I.
- 11) Should the office of an Associate Justice fall vacant, the President of the Student Body shall appoint a suitable successor, subject to the consent of a two-thirds majority of the Senate.
- 12) Should an Associate Justice opt to study abroad, they shall be responsible for appointing an interim Justice whose term shall last no longer than one semester.

Section 2. In the event that an election does not draw a sufficient number of qualified candidates, the newly elected Student Body President shall, in consultation with the Director of Student Involvement, fill any vacancy by appointment before the beginning of the new term, upon approval by the Senate.

Article IX: Amendments

Section 1. Any member of the Student Government Association may propose amendments to this Constitution.

Section 2. The Senate will review and approve proposed amendments.

Section 3. Proposed amendments must be submitted to the Senate and read at two separate and consecutive meetings of the Senate before being acted upon.

- 1) 1. A member of the Senate may motion to debate on the amendment in the first reading, and at a two-thirds majority vote on accepting the motion, the Senate may then forgo the two-meeting process of the amendment and confirm the legislation in one sitting by the standard procedure of questioning, debating and voting.
- 2) 2. Should the Senate accept the motion to debate and vote in one meeting, the standard legislative process will commence in the President's decision to veto or approve of the legislation.

Section 4. Amendments to this Constitution require a two-thirds majority vote of the Senate.

Section 5. The Student Body President shall reserve the ability to veto any passed Amendment.

Section 6. The Student Body President must approve or veto an amendment within one week of the vote. If no action is taken the amendment will be passed.

Section 7. The Senate may overturn a Presidential veto by two-thirds majority vote.

Section 8. Amendments are subject to the approval of the Director of Student Involvement.

Section 9. Amendments to this Constitution will be added to the Constitution, and an up-to-date Constitution will be posted on the SGA Website within ten days by the Director of Public Relations, or their delegate.

Article X: Ratification

Section 1. The Constitution of the Villanova Student Government Association shall be ratified upon its approval by the Senate, the approval of the Student Body President, the Student Life/Student Government Committee of the University Senate, and the Vice President for Student Life. It shall subsequently be published.

Section 2. This Constitution shall enter into full force and effect on October 18, 2017 upon ratification.

Appendix I: Bylaws

Index

- I. Purpose
- II. Executive Branch
- III. Legislative Branch
- IV. Judicial Branch
- V. Elections

Purpose

The Villanova University Student Government Associations is an organization that is run by undergraduate students and works for the undergraduate student body as a whole by ensuring that their respective needs and wants are communicated clearly, represented accurately and enacted upon promptly. The purpose of this appendix is to define the roles and responsibilities of each member of the Student Government Association.

Executive Branch

The Executive Branch consists of the Executive Board and their councils/boards. The Executive Board is made up of The Student Body President, The Student Body Executive Vice President, the Chief of Staff, Director of Finance, the Director of Diversity, Equity, and Inclusion, the Director of Programming, the Director of Public Relations, and the Director of Athletics. This grouping of executives, along with the other members of the Executive Board should meet weekly in a predetermined location (i.e. SGA office) to discuss the current issues surrounding the student body, to share information regarding each executive's area of responsibility (i.e. the Director of Finance will report weekly to the rest of the Executives on the financial expenditures in the most recent periodic cycle) to review discussions from the Senate, and act upon any amendments or bills passed in the Senate.

A) The Executive Board:

i) The Student Body President:

- a) Shall represent the interests and perspectives of the undergraduate student body to the staff, faculty, administration, and other educational/political leaders at Villanova and/or outside organizations as needed;
- b) Shall see that all decisions of the Senate are faithfully executed;

- c) Shall perform such other duties as directed by the Senate, passed by resolution with two-thirds support;
 - d) Shall coordinate and be ultimately responsible for all executive actions, organizational statements, decisions, and policies of the Student Government Association;
 - e) Shall appoint the other members of the Executive Board, as per the SGA Constitution
 - f) Shall be responsible for communicating, organizing, and facilitating the weekly meetings with the Executive Board;
 - g) Shall attend the Philadelphia SGA Assembly meetings throughout their term. The Student Body President has the discretion to determine what members of SGA will attend the meetings with them. If the Student Body President cannot attend a meeting, they must decide who will attend the coalition meeting(s) in their place.
 - h) Shall have the power to veto any senatorial proposal, subject to a possible overriding done at the hands of the Senate with a two-thirds majority;
 - i) Shall, with help from the Student Body Executive Vice President, plan two retreats every year in conjunction with the Office of Student Involvement, for the entire SGA body as outlined in Appendix III;
 - j) Shall be responsible for creating an end of year report for the Villanova Community and for the officer who follows for all duties he/she will be responsible for;
 - k) Shall participate to the extent possible in the hiring process for Student Life positions;
 - l) Shall be advised by the Director of Student Involvement or his or her designee.
- ii) The Student Body Executive Vice President:
- a) Shall be the secondary contact for all issues regarding the Student Government Association;
 - b) Shall, with help from the Student Body President, plan two retreats every year in conjunction with the Office of Student Involvement, for the entire SGA body as outlined in Appendix III;
 - c) Shall meet consistently with each Senate committee chair to receive updates;
 - d) Shall serve as the Student Body President pending any impeachments or absences of the standing Student Body President;

- e) Shall serve as the official tie breaker for any voted senatorial proposal;
- f) Shall be advised by the Assistant Director of Student Involvement;
- g) Shall actively work to discharge the duties of the executive branch, the Office of the Executive Vice President, and the will of the SGA Senate. iii) The Chief of Staff:
 - a) Shall assist the President with the oversight of the Executive Board;
 - b) Shall record the minutes of each Executive Board meeting, which shall be made publicly available by midnight the subsequent night;
 - c) Shall undertake all official correspondence from the Student Government Association, record all resolutions, and maintain all records;
 - d) Represent the Executive Board and the SGA President in meetings with administrators, faculty, staff, and other persons within the university. iv) The Director of Finance:
 - a) Shall perform all financial transactions of the Student Government Association;
 - b) Shall report regularly to the Executive Board on the status of the Student Government Association budget;
 - c) Shall present to the Senate at the end of each term on the financial affairs of SGA;
 - d) Shall allocate funds in conjunction with the Student Body President on initiatives brought forth by the Senate;
 - e) Shall write the SGA budget with the Director of Student Involvement at the beginning of the academic year and present it for two-thirds approval to the Senate;
 - f) Shall, in conjunction with the Student Life Advisory Committee of the Senate and the Director of Student Involvement, evaluate the budget processes for organizational areas within SGA.
- v) The Vice President of Diversity, Equity & Inclusion
 - a) Shall be appointed by the President of the Student Body after receiving a list of at least 2 nominees from the Caucus on Underrepresented Student Affairs in consultation with the Director of Intercultural Affairs and the Legislative Branch Advisor;
 - b) Shall be an upperclassmen with a background in diversity, equity and inclusion work

- c) Shall ensure that students are represented within SGA and will assist in the recruitment of members of the Executive Board and Senate to ensure that a diverse array of students are applying for positions. To ensure this, the Associate Vice-Provost for Diversity, Equity, and Inclusion and/or the Director of Intercultural Affairs will provide comprehensive diversity training for this Vice President of Diversity, Equity and Inclusion;
- d) Shall work with the Office of Diversity, Equity, and Inclusion, the Office of Intercultural Affairs, the Office of Disability Services, and the advisors of VU Pride, ACT, and other intercultural groups in developing and promoting programs and initiatives to improve the quality of life for all students;
- e) Shall report on a monthly basis to the members of the Executive Board at one of their weekly meetings;
- f) Shall convene a bi-weekly meeting with the Diversity, Equity, and Inclusion Department Chair as well as CUSA's Chair and Vice Chair to discuss programs and initiatives;
- g) Shall have the responsibility of overseeing the activity of CUSA's Chair and Vice Chair in the Senate;
- h) Shall, along with the Campus Climate committee, present monthly at the Executive Board meetings and then subsequently at one of the bi-weekly general body meetings on the current topics of concern on Villanova's campus;
- i) Shall appoint Diversity, Equity and Inclusion Senator(s) after consultation with the Director of Intercultural Affairs and Legislative Branch advisor;
- j) Shall recommend and/or request diversity, equity and inclusion training programs to advisors to host for the association;
- k) shall have speaking privileges as a non-voting ex-officio at all Senate meetings
- l) shall be present with the Student Body President and Executive Vice President at any New Student Orientation Program events where the Student Government Association is requested
- m) Shall sit on the Board of Trustee meetings at the invitation of the Student Body President
- n) Shall assist the Student Body President and Executive Vice President with appointments to University-level committees
- o) Shall be the first Executive Branch member appointed by the Student Body President before interviewing other board position candidates

- p) Shall have access to the sga.diversity@villanova.edu email and check emails daily;
 - q) Shall have their name, position, and sga.diversity@villanova.edu on the Student Government Association's yearly contact cards
 - r) Shall work with various offices on campus as it pertains to diversity, equity, and inclusion
 - s) Shall work with the Director of Public Relations on writing and publishing any statements the Diversity, Equity, and Inclusion department deems necessary on all student government social media platforms;
 - t) Shall have full authority over the Department of DE&I and be in correspondence with the Department Chair.
- vi) The Director of Public Relations;
- a) Shall create, interview, appoint, and oversee the Public Relations Department as approved by the President of SGA;
 - b) Shall advise the President and the Executive Board on all matters related to marketing, publicity, and public relations;
 - c) Shall manage the SGA email accounts and public request systems;
 - d) Shall oversee promoting and advertising projects being conducted by the Student Government Association;
 - e) Shall oversee all of the social media accounts representing the Student Government Association;
 - f) Shall work with the Executive Vice President to create monthly newsletters containing updates on the activities of The Student Government Association from within the Senate as well from within the Executive board and the respective divisions, as appropriate;
 - g) Shall organize, promote, and run at least two town hall type meetings throughout the course of the academic year in conjunction with the Director of Programming.
- vii) The Director of Programming:
- a) Shall create, interview, appoint, and oversee the SGA Programming Board;
 - b) Shall execute advocacy based programming that will not conflict with the Campus Activities Team's (CAT) events;
 - c) Shall be responsible for all programming initiatives of SGA;
 - d) Shall organize programs and initiatives at the will of the Senate;
 - e) Shall work with the Director of Finance to allocate funds for programming;

- f) Shall work with the Director of Public Relations to execute at least two town hall type meetings per academic year;
- viii) The Director of Athletics:
 - a) Shall oversee the basketball lottery in partnership with the Director of Student Involvement;
 - b) Shall undertake the responsibility to improve the student experience through all Villanova athletic capacities;
 - c) Shall be charged to coordinate with the Villanova University Athletics Department and the Office of Student Involvement in conjunction with Student Government initiatives.

B) Executive Departments

- i) Caucus on Underrepresented Student Affairs – DE&I Chair and DE&I Vice Chair
 - a) The caucus hereby stated shall be chaired by two senators, the CUSA Chair and the CUSA Vice Chair
 - b) The appointment of both senators shall be made by the Vice President of Diversity, Equity, and Inclusion with an extensive prior conversation with the Director of Intercultural Affairs and the Legislative Branch Staff Advisor
 - c) The Vice President is to take into account the recommendations expressed by the previous Chair and Vice Chair
 - d) Nominations for the Chair positions can be made from students outside of the association, however, the Chair must be an upperclassman with previous experience in the committee
 - e) The Chair of the committee, with assistance from the Vice Chair, is responsible for running meetings of the committee as well as representing the views and opinions of the committee within the Senate at the will of the Vice President of Diversity, Equity, and Inclusion
 - f) The Chair and Vice Chair shall act as a resource to each Senate Committee while also remaining separate in powers and responsibilities from each permanent Senate committee: hereby stated, the Chair and Vice Chair shall not sit on any permanent committee unless requested by Diversity, Equity, and Inclusion senators and appointed by Speaker of the Senate
 - g) The CUSA Chair and Vice Chair shall be senators fully empowered with all the rights and privileges of the Student Life senators
 - h) The CUSA Chair shall partake in Senate Leadership meetings as well as the

- Office of Diversity, Equity, and Inclusion Student Advisory Board ii)
Caucus on Underrepresented Student Affairs - Caucus Board Representatives
- a) The caucus is to be composed of students who represent student organizations and University offices that are identified as an underrepresented group by the Office of Student Involvement
 - b) Representatives will meet with the committee Chairperson and Vice Chairperson bi-weekly to discuss areas of concerns relating to diversity, equity, and inclusion (topics include, but are not limited to: underrepresented student calendar updates, underrepresented student affairs day coordination, funding and equity problems)
- iii) Caucus on Underrepresented Student Affairs - Organizational Caucus Members:
Below are the founding organizations of the Committee on Underrepresented Student Affairs, though an organization's participation in the committee is subject to the discretion of the CUSA Chairperson and Vice Chairperson in correspondence with the Office of Student Involvement
- a) Diversity, Equity, and Inclusion Senator, Chair
 - b) Diversity, Equity, and Inclusion Senator, Vice Chair
 - c) Representative of the African Caribbean Villanovans
 - d) Representative of the Asian Student Association
 - e) Representative of the Black Student Union
 - f) Representative of the Filipino American Student Association
 - g) Representative of the Hispanic Society
 - h) Representative of the Korean Student Association
 - i) Representative of the Latin American Student Association
 - j) Representative of the Muslim Student Association
 - k) Representative of the South Asian Multicultural Organized Student Association
 - l) Representative of the Villanova Indian Student Association
 - m) Representative of the VU-Pride
- iv) The Diversity, Equity, and Inclusion Council:
- a) Shall be made up of the Vice President of Diversity, Equity, and Inclusion and a group of students selected under the advisement of the Office of Diversity, Equity, and Inclusion, the Office for Intercultural Affairs, and the Office of Student Involvement;

- b) Shall address student issues and concerns relating to diversity, equity, and inclusion in conjunction with the Senate committees;
- c) Shall be responsible for ensuring that SGA uphold its vision of diversity as per its non-discrimination clause.
- v) The Public Relations Department:
 - a) Shall serve as the staff for the Director of Public Relations and complete all tasks the Director chooses to delegate as outlined under the description of Director of Public Relations;
 - b) Members will be interviewed and appointed by the Director of Public Relations.
- vi) The SGA Programming Board:
 - a) Shall serve as the staff for the Director of Programming and complete all tasks the Director chooses to delegate as outlined under the description of Director of Programming;
 - b) Members will be interviewed and appointed by the Director of Programming.

The Legislative Branch, "The Senate"

The Senate which is SGA's Legislative Body consists of fifteen Class Senators, at least twelve Student Life Senators, seven School Senators, and other appointed positions as needed. It is led by the elected Speaker of the Senate.

A) Senate Leadership

- i) The Office of the Speaker of the Senate:
 - a) The Senator that is elected Speaker of the Senate will receive the title "Speaker of the Senate."
 - b) New Sessions: Each new session of the Undergraduate Senate shall begin with a meeting called by the Student Body Executive Vice President. The Executive Vice President shall begin the meeting by opening the floor to nominations for Speaker of the Senate.
 - c) Replacement: If the Executive Vice President is unable to preside over this initial meeting, they may designate a replacement from the legislative branch.
 - d) Eligibility: Any member of the Senate meeting the requirements of their office may stand for nomination to the position of Speaker of the Senate.
 - e) Debate: Following nominations, the Senate shall move into debate. Each candidate, in order of their nomination, shall deliver a candidate speech not to exceed five minutes. Immediately following each speech, there shall be a

period of questioning not to exceed five minutes per nominee. Following the period of questioning, debate on the nominees shall be in order. Any Senator shall be entitled to speak during this debate for a period of time not to exceed two minutes. No Senator shall speak more than twice. These rules may be suspended or amended by a simple majority upon the motion of any sitting Senator.

- f) Selection: Upon the close of debate, the presiding officer shall put the nominees before the Senate for a vote that shall occur by either secret ballot or upon a separate approved motion, either unanimous acclaim or roll call vote.
- g) Powers of the Speaker
 - (1) Legislative Orders: The Speaker may issue legislative orders toward any end they deem necessary for the operations of the Senate, including but not limited to: announcement of clerical policies, appointments of Senators, creation of departments as needed with majority vote of the Senate.
 - (2) Meetings: The Speaker shall set the meeting time and place of the Senate meetings and shall be empowered to call special meetings with two days' notice and emergency meetings with 5 hours notice.
 - (3) Committing Items of Business: The Speaker shall, when necessary, refer items of consideration to the appropriate committee(s) after first reading.
 - (4) Agenda: The Speaker shall set the agenda and format of the agenda for each meeting of the Senate.
 - (5) Appointments: The Speaker may appoint a Senator to take care of day-to-day activities such as keeping meeting summaries, taking attendance, sending emails, composing a monthly newsletter in conjunction with the Director of Public Relations, and other operational tasks. The Speaker, with Senate confirmation and in consultation with Executive Leadership, may also appoint qualified individuals to aid in advancing organizational efficiency, including but not limited to organizational recruitment, interfacing with student organizations, and expeditiously reviewing legislation.
 - (6) Committee Appointments: Shall appoint members of the Senate to committees that most closely align with their interests and strengths.
- h) Role in the Senate:

- (1) Presiding Officer: The Speaker shall serve as the presiding officer of the Senate – its highest ranking official and chief policy advocate – and as such shall represent and express the wishes of the Senate to any persons outside said body.
 - (2) Requirement of Impartiality: The Speaker shall act with impartiality in all matters coming before the Senate, except when casting their vote. The Speaker shall be obligated to speak on behalf of all legislation after its passage and convey it to the relevant departments and branches of the Student Government Association, as well as Villanova University faculty, staff, administrators, and constituent students.
 - (3) Ex-officio Committee Member: The Speaker will serve as a non-voting member of all Senate committees.
 - (4) Compel Members to Senate: The Speaker shall be empowered to compel members of the SGA to attend Senate or Committee meetings. Any SGA official who fails to attend after being compelled by the Speaker shall be subject to disciplinary action for failure to abide by Senate Rules. The disciplinary rules and related sanctions will be approved by the Senate upon completion of the drafting process by the Speaker of the Senate in conjunction with committee chairs and the Dean of the Senate.
- i) Removal, Succession, and the Speaker Pro-Tempore:
- (1) Removal: The Speaker shall serve with the consent of the Senate and may be removed from office by a Vote of No Confidence when a quorum is present. A 2/3 majority vote will remove the Speaker from Office and a replacement vote will be scheduled immediately following the vote of no confidence following the appointment of a Speaker Pro Tempore.
 - (2) Speaker Pro-Tempore: In the event that the Speaker is not present, has been removed, has not been elected, or wishes to actively participate in debate, the Dean of the Senate will serve as Speaker Pro-Tempore. Should the Senate prefer a different presiding officer until the return of the elected Speaker of the Senate, a simple majority is required to remove the sitting Speaker Pro Tempore. A new pro tempore Speaker will be elected from the body with by a simple majority. Upon the adjournment of each meeting of the Senate, the Dean of the Senate returns to their position as the de facto Speaker Pro Tempore of the Senate.

(3) Succession: Should the Speaker of the Senate resign from office, the Speaker Pro Tempore shall be compelled to preside over the Senate and hold a new vote for speaker in the same session.

ii) Office of the Dean of the Senate

- a) Selection: The Dean of the Senate shall be filled by the Senator with the highest seniority of each SGA Senate, should they choose to accept the position. If the most senior Senator declines the position of Dean of the Senate, the next most senior Senator shall assume the office, and so on until filled. If no Senator accepts the position, the Speaker of the Undergraduate Senate shall appoint another member of the Senate to fulfill the position.
- b) Seniority: Seniority in the Senate shall be determined by the Speaker of the Senate. The rules shall be established by Legislative Order. If there is a tie, the Senate will vote on Seniority. A simple majority in the Senate determines the selection of the position of the Dean of the Senate
- c) Duties: The Dean of the Senate shall participate in new member mentorship and aid in writing legislation, parliamentary procedure, clarifying different types of legislation, understanding governing documents and the role of the Senate, and answer other questions that members have. The Dean of the Senate shall also be consulted on legislation and is encouraged to co-sponsor resolutions, proposals, and bills that they support.
- d) Availability: The Dean of the Senate shall make themselves available to members of the Senate and communicate their availability to Senators seeking an audience.
- e) Leadership: The Dean of the Senate will serve as the de facto Speaker Pro Tempore in the absence of the Speaker or in their temporary abdication of the chair. They shall also serve as an ex-officio member of all standing and ad-hoc committees.

iii) Class Senators:

- a) Shall have one vote in all matters of the Senate when present.
- b) Represent their respective classes effectively and accurately;
- c) May apply to chair any standing committee or ad-hoc committee;
- d) May apply to join any standing committee or ad-hoc committee if not at full capacity;
- e) Is expected to attend all weekly Senate meetings;
- f) Must abide by the rules and legislation of the Senate.

iv) Student Life Senators:

- a) Shall have one vote in all matters of the Senate when present;
- b) Shall represent their respective organization, council, or office effectively and accurately;
- c) May apply to chair any standing committee or ad-hoc committee;
- d) May apply to join any standing committee or ad-hoc committee if not at full capacity;
- e) Is expected to attend all weekly Senate meetings;
- f) Must abide by the rules and legislation of the Senate.

v) School Senators:

- a) The School Senators shall be made up of (2) appointed officials from the School of Business, (2) appointed officials from the College of Liberal Arts, (1) appointed official from the College of Sciences, (1) appointed official from the College of Engineering, and (1) appointed official from the College of Nursing.
- b) Shall have one vote in all matters of the Senate when present;
- c) Shall represent their respective schools effectively and accurately;
- d) May apply to chair any standing committee or ad-hoc committee;
- e) May apply to join any standing committee or ad-hoc committee if not at full capacity;
- f) Is expected to attend all weekly Senate meetings;
- g) Must abide by the rules and legislation of the Senate.

vi) Executive Vice President – Legislative Duties:

- a) The Executive Vice President will serve as a situational-voting member of the Senate with permanent speaking privileges, via the duty to determine tiebreaks.
- b) The Executive Vice President will vote in the affirmative or the negative on motions and questions that the chair recognizes as a tie.
- c) The Executive Vice President does not have the option to abstain. Their vote can be cast remotely within 72 hours of the initial vote upon said legislation if they cannot be present at Senate meetings.

B) Committees

i) Committee Structure:

- a) All committees shall include one chair who is voted upon by the committee after the spring election.

- b) Ad-hoc sub-committees may be created by a committee chair if a need arises to draw more attention to a particular issue under a committee's jurisdiction.
 - c) Committee chairs may not serve on other committees.
 - d) Senators who are not chairs must serve on at least one committee but no more than two committees.
 - e) Committees are responsible for improving the efficiency of the Senate.
 - f) Ad hoc committee structure will be determined by the Speaker of the Senate.
- ii) Mission and Social Justice Committee:
- a) Shall meet at a minimum of two times per month;
 - b) Shall consist of one committee chair and at the most, five committee members;
 - c) Shall be responsible for working with the Director of Programming for planning and executing two Feast with the Friars events per year and one staff appreciation day per academic year;
 - d) Shall propose legislation in the Senate for additional programming pertaining to social justice and the mission of the University;
 - e) Shall meet regularly with the Augustinian Community, the Center for Peace and Justice, and Campus Ministry to increase efforts to improve campus efforts to reach the goals of the University mission;
 - f) Shall create initiatives to empower students to participate in fighting for, and raising awareness around, issues of social justice.
- iii) Campus Climate Committee:
- a) Shall meet at a minimum of two times per month;
 - b) Shall consist of one committee chair and at the most, six committee members;
 - c) Shall be responsible for planning and executing at least two town hall type meetings with the Director of Programming and the Director of Public Relations;
 - d) Shall conduct research and review University policies and other student affairs, and report findings to the Senate on these matters;
 - e) Shall be responsible for working with the Vice President of Diversity, Equity, and Inclusion on research initiatives;
 - f) Shall conduct regular forums on current University affairs in conjunction with the Director of Programming and/or the Director of Public Relations if need be;

- g) Shall write resolutions and commendations for the Senate regarding all current University issues on campus.
- iv) Intellectual Climate Committee:
 - a) Shall meet at a minimum of two times per month;
 - b) Shall consist of one committee chair and at the most, five committee members;
 - c) Shall be responsible for working with the Director Programming for planning and executing at least one open forum with the Provost per academic year;
 - d) Shall meet regularly with the academic deans and the University Provost to provide student input on academic affairs of the university.
- v) Student Life Advisory Committee:
 - a) Shall meet at a minimum of two times per month;
 - b) Shall consist of one committee chair and at the most twelve senators;
 - c) Shall designate one committee member to work with the Nova Nights Committee in programming events;
 - d) Shall concern itself with the affairs of Dining Services, Parking and Transportation, Residential Life, Student Organizations, Campus Recreation, and other Student Life Offices;
 - e) Shall serve as an intermediary between student organizations and the Office of Student Involvement;
 - f) Shall organize, manage, and distribute the Conference and Professional Development fund for student organizations;
 - g) Shall work with the Director of Programming and the Villanova Athletics Department to coordinate athletic events;
 - h) Shall be responsible for working with the Director of Programming and the Office of Student Involvement for planning a student organization awards ceremony.

The Judicial Branch, "The Judicial Council"

The Judicial Council, which is SGA's Judicial Body, consists of five members: four Associate Justices and a Chief Justice. It is led by the Chief Justice.

A) The Chief Justice:

- i) Shall lead and manage the operations of the Judicial Council; ii) Shall chair hearings and oversee judiciary procedure; iii) Shall direct each of the four Associate

Justices to a branch counterpart: one of the four Senate Committee Chairs and one of the four Executive Board Members;

iv) Shall choose and appoint, of their own accord, a Clerk of the Judicial Council to record meeting and hearing minutes as well as compile the majority and dissent opinions for the purposes of official record and public access on the website of the Student Government Association;

v) Shall meet on a monthly basis with the Senate Leadership and the Executive Branch. vi) Shall be guaranteed a single, equal vote in all decisions; vii) Shall, at times of Senate impeachment proceedings, chair such proceedings to oversee judicial procedure and ensure a method of justice.

viii) The term of the Chief Justice shall be the remainder of their term in the Judicial Branch;

ix) The Chief Justice shall be filled through an internal election amongst the justices with the highest priority being given to seniority in relation to the candidates for the positions and when voting occurs.

B) The Associate Justices

i) Shall serve on the Judicial Council and be active during hearings; ii) Shall interact with the branch counterparts the Justice assigns to them as well as the offices under the University Administration's Executive Vice President (Dining Services, Facilities Management, Public Safety, etc.) and Vice President (Student Involvement, Residence Life, Health Promotion, etc.) for the purposes of investigation and inquiry;

iii) Shall be guaranteed a single, equal vote in all decisions.

Elections and Appointments

A) Fall Elections: Fall Elections shall take place at the end of September or the beginning of October. All senators elected shall undergo an orientation organized by the Dean of the Senate

B) Spring Elections: Spring Elections should ideally take place in the month of February. Executive Officer appointments and Senate Committee Appointments must be made ratified by the middle of April.

Appendix II: Parliamentary Procedure Index

- I. Purpose of Parliamentary Procedure
- II. Basics of Parliamentary Procedure
- III. Typical Order of Business

- IV. Role of Presiding Officer
- V. General Procedure for Handling a Motion VI. General Rules of Debate
- VII. Motions in Ascending Order of Precedence
- VIII. Voting

Purposes of Parliamentary Procedure

- A) Ensure majority rule
- B) Protect the rights of the minority, the absentees and individual members
- C) Provide order, fairness and decorum
- D) Facilitate the transaction of business and expedite meetings

Basics of Parliamentary Procedure

- A) All members have equal rights, privileges and obligations.
- B) A quorum must be present for the group to act – if the bylaws of the organization do not establish a quorum, the general rule is that a majority of the entire membership must be present in order to transact business. C) Full and free discussion of every motion is a basic right.
- D) Only one question at a time may be considered, and only one person may have the floor at any one time.
- E) Members have a right to know what the immediately pending question is and to have it restated before a vote is taken.
- F) No person can speak until recognized by the chair.
- G) Personal remarks are always out of order.
- H) A majority decides a question except when basic rights of members are involved.
- I) A two-thirds vote is required for any motion that deprives a member of rights in any way (e.g., cutting off debate).
- J) Silence gives consent. Those who do not vote allow the decision to be made by those who do vote.
- K) The chair should always remain impartial.

Typical Order of Business

1. Call to Order
2. Roll Call/Determination of a Quorum
3. Adoption of the Agenda
4. Reading and Approval of the Minutes of the Previous Meeting
5. Reports of Officers

6. Reports of Standing Committees
7. Reports of Special (Ad hoc) Committees
8. Special Orders
9. Unfinished Business and General Orders
10. New Business
11. Program, if applicable
12. Announcements
13. "Good of the Order"
14. Adjournment

Role of the Presiding Officer

- A) Remain impartial during debate - the presiding officer must relinquish the chair in order to debate the merits of a motion
- B) Vote only to create or break a tie
- C) Determine that a quorum is present before the start of the meeting
- D) Introduce agenda
- E) Recognize guests
- F) Determine if a motion is in order
- G) Keep discussion on topic
- H) Maintain order
- I) Put motions to a vote and announce results

General Procedure for Handling a Motion

1. A member normally must obtain the floor by being recognized by the chair.
2. Member makes a motion.
3. A motion must be seconded by another member before it can be considered.
4. Before the motion is restated by the chair, any member can rise, without waiting to be recognized, and suggest a modification of the wording to clarify the motion. The maker of the motion can choose to accept or reject the modified wording (does not require a second).
5. If the motion is in order, the chair will restate the motion and open debate (if the motion is debatable).
6. The maker of a motion has the right to speak first in debate.
7. Debate is closed when: Discussion has ended, or a two-thirds vote closes debate.
8. The chair restates the motion.

9. The chair calls for a vote.
10. In order for a vote to pass, a quorum of 50% attendance is mandatory.
11. A quorum is assumed unless questioned.
12. The chair announces the result of the vote

General Rules of Debate

1. No members may speak until recognized by the chair.
2. All discussion must be relevant to the immediately pending question.
3. No member may speak a second time until every member who wishes to speak has had the opportunity to do so.
4. No member can speak more than twice to each motion.
5. All remarks must be addressed to the chair – no cross debate is permitted.
6. It is not permissible to speak against one's own motion.
7. When possible, the chair should let the floor alternate between those speaking in support and those speaking in opposition to the motion.
8. When a large number of people wish to speak to a motion it may be advisable for the chair to make a list of who is to speak next.
9. Members may not disrupt the assembly.
10. Rules of debate can be changed by a two-thirds vote.

Motions in Ascending Order of Precedence

1. Main Motion - introduce business to assembly for consideration. A main motion can only be made when no other motion is pending. A main motion yields to privileged, subsidiary and incidental motions.
2. Subsidiary Motions - change or affect how the main motion is handled which is voted on before the main motion.
3. Postpone Indefinitely - when the assembly does not want to take a position on the main question. Its adoption kills the main motion for the duration of the session and avoids a direct vote on the question. Useful in disposing of a poor motion that cannot be either adopted or expressly rejected without possibly undesirable consequences.
4. Amend - changes the wording of the main motion before it is voted upon.
5. Refer - sends a pending motion to a standing committee, or to an ad hoc committee to be appointed or elected, for consideration. The motion to refer may include instructions to investigate, recommend, or take action, and may specify the composition of the committee.

6. Postpone Definitely (Postpone to a Certain Time) - delays action until a certain time specified in the motion (not beyond the next regular business meeting).
7. Limit or Extend Debate - is used to reduce or increase the number or length of speeches permitted or to require that debate be closed at a specified time. It requires a two-thirds vote.

Voting

- A) Majority vote - defined as more than half of the votes cast by those present and voting (i.e., excluding abstentions) unless the organization's rules specify otherwise (e.g., majority of those present, or majority of the entire membership)
- B) Two-thirds vote - defined as at least two-thirds of those present and voting, unless otherwise specified by the organization's rules. Examples of motions that require a two-thirds vote: to close, limit, or extend debate; to suspend the rules; to amend the Constitution and bylaws; to close nominations; to remove an officer or expel a member; or to object to the consideration of a motion. C) Methods of Voting:
 - i) Voice vote - method normally used
 - ii) Show of hands or rising vote - used to verify an inconclusive voice vote or on motions requiring a two-thirds vote
 - iii) Ballot - normally used for election of officers and when ordered by a majority vote
 - iv) Roll call vote - used when it is desired to have a record of how each member voted. Can be ordered by a majority vote unless the organization's bylaws specify otherwise.

Appendix III: Judicial Procedure for Hearings Index

- I. Purpose of Judiciary Procedure
- II. Basics of Judiciary Procedure
- III. Typical Orders of Hearings
- IV. Deliberation and Voting
- V. Written Decisions

Purpose of Judiciary Procedure

1. Ensure the method of justice and due process
2. Provide order and structure
3. Grant fair and expedited hearing

Basics of Judiciary Procedure

1. All of the Justices have an equal obligation to determining the truth

2. All of the Justices must be present for a hearing to be held
3. All judicial petitions to the Council must be received by its members at least twenty-four hours before a scheduled meeting. Should the Judicial Council agree to hear the judicial petition, the plaintiff and defendant shall be called forth to a hearing.

Typical Order of Hearings

1. The hearing shall begin with the Chief Justice reviewing the order of procedure as well as restating the alleged violation. The defendant may respond to the accusation by indicating whether or not they believe the charges to be "valid" or "invalid".
2. The plaintiff shall stand and address the Judicial Council. The plaintiff may make an opening statement and then continue to present evidence to their charge.
3. The defendant shall stand and address the Judicial Council. The defendant may make an opening statement and then continue to defend themselves as they see fit.
4. During their respective opportunities to address the Judicial Council, the plaintiff and the defendant may each put forth no more than one witness.
5. The witness shall be brought up to the front of the room, asked to introduce themselves, and state their knowledge of the incident.
6. The plaintiff, the defendant, and the Council may ask questions of this witness. iii. The witness shall be excused but told to remain in the room should follow-up questioning be necessary.
7. The Judicial Council shall then enter a period of general questioning. Each Justice will be granted no more than three minutes to question both the plaintiff and the defendant. 6. The plaintiff and the defendant may make closing statements.
8. The plaintiff and the defendant may make closing statements.
9. The Judicial Council will adjourn the hearing for deliberation and voting.

Deliberation and Voting

1. Following a hearing, the Judicial Council has seventy-two hours to deliberate the case and vote whether they find the defendant to be "responsible" or "not responsible" for the alleged violation.
2. The vote shall be a simple majority Decisions

Written Decisions

1. The Justice who represents the majority opinion is duty-bound to author that opinion. The Justice who represents the dissenting opinion is duty-bound to

author that opinion. Should the decision be unanimous among the Justices, the Chief Justice is responsible for authoring the reasons for that ruling.

2. The Clerk of the Judicial Council is responsible for making the decision, the opinions, and the minutes of the hearing available for the accused SGA member and the general public.

Disciplinary Action and Judgment

The Judicial Council shall be empowered to prudently sanction members that have been found "responsible" for breaches of their office in the manners laid out in Appendix IV.

Appendix IV: Student Government Association Disciplinary Procedure

Index

- I. Purpose of Disciplinary Procedure
- II. Structure of Disciplinary Procedure
- III. Suspension Procedure
- IV. Impeachment Procedure
- V. No-Confidence Procedure
- VI. Expectation of Accountability

Purpose of Disciplinary Procedure

1. Ensure due process and fair treatment of all Student Government Association members who are accused of a breach of their office.
2. Uphold the rights of all members of the Student Government Association, as laid out in both Article II, Section 3 and Article VI, Section 4 of the Constitution of the Student Government Association.

Structure of Disciplinary Procedure

1. The first level of disciplinary action that can be issued a warning.
 - a. A warning is a written statement issued to a member by their Branch Leader for dereliction of duty.
2. The next level of sanctioning that can be imposed is a suspension.
 - a. A suspension is the temporary removal of a member for conduct unbecoming or repeated dereliction of duty.
3. The highest and most extreme level of sanctioning that can be imposed is impeachment.
 - a. Impeachment is the complete removal of a member for gross misconduct or failure to fulfill the responsibilities and duties of office.

4. The only level of sanctioning for Senate Leadership that can be imposed is noconfidence.
 - a. No-confidence is the complete removal of a member from a Senate Leadership position (Speaker, Dean, or Committee Chairs) for conduct unbecoming or failure to fulfill the responsibilities and duties of office.
 - b. If a member of Senate Leadership is removed by no-confidence, they may then be subject to any other level sanctioning.

Suspension Procedure

1. As stated in Article VI, Section 2 of the Constitution, the Judicial Council as a whole shall hear any judicial petition filed by an undergraduate student of Villanova University against any elected or appointed official of SGA who is in possible violation of the SGA Constitution, its Bylaws, or any legislation passed by the Senate and signed by the President of the Student Body.
2. To consider suspension as a judgement, the Judicial Council must receive, along with the judicial petition, a charge of suspension signed by at least two members of the Student Government Association.
3. That charge of suspension must indicate the conduct unbecoming or repeated dereliction of duty that would warrant a suspension.
4. The Judicial Council will then proceed to hold a hearing in the manner established in Appendix III of the Student Government Association Constitution.
 - a. Any member that signs the charge of suspension will be considered a plaintiff and must be present at the hearing to argue their case.
5. Following the hearing and their deliberation, the Judicial Council will then issue a judgement declaring the member either "responsible" or "not responsible" for an alleged breach of office. a. Should the member be declared "responsible" for a breach of office, the Judicial Council will be empowered to issue a suspension, the length of which may not exceed twenty-one days.
6. A suspended member may not, during the duration of their suspension, attend any Student Government Association meetings or events in the capacity of a member of the Student Government Association; nor may they act or work on behalf of the Student Government Association.

Impeachment Procedure

1. As stated in Article VI, Section 2 of the Constitution, the Judicial Council as a whole shall hear any judicial petition filed by an undergraduate student of Villanova University against any elected or appointed official of SGA who is in

possible violation of the SGA Constitution, its Bylaws, or any legislation passed by the Senate and signed by the President of the Student Body.

2. To consider impeachment, the Judicial Council must receive, along with the judicial petition, a charge of impeachment signed by at least four members of the Student Government Association, two of whom must be Senators.
3. That charge of impeachment must indicate the actions of gross misconduct or failures to fulfill the responsibilities and duties of office that would warrant complete removal from the organization.
4. The Chief Justice will then be responsible for holding an impeachment hearing in the Senate, proceeding as stated below. Should the Chief Justice be the member who the charge is against, the most senior Associate Justice shall serve in their place and hold a hearing in the Senate.
 - a. First, the Chief Justice will recognize the charge against the member, ask the defendant whether they plead "responsible" or "not responsible" for the alleged breach of office, and confirm that the plaintiff signatories make these charges knowingly and willingly.
 - b. Next, the Chief Justice will require each of the plaintiffs to speak to the nature of the charge of impeachment for a period of three minutes.
 - c. Then, the Chief Justice will allow the defendant to speak in their own defense for a period of three minutes.
 - d. Following that, each Senator will be allowed one minute total to question either or both the defendant and any of the plaintiffs.
 - e. Next, the Senate will debate the matter to determine whether the defendant is "responsible" or "not responsible" for the alleged breach of office. Debate may not exceed one minute total per Senator.
 - f. Finally, once debate has been exhausted, a roll call vote will be held.
5. Two-thirds of the Senate is required to find the member "responsible" for gross misconduct or failure to fulfill the responsibilities and duties of office, and permanently remove them from their position in the Student Government Association.
6. Any member of the Student Government Association who has been impeached may not serve in any other capacity within the Student Government Association for the remainder of that legislative year.

No-Confidence Procedure

1. Any Senator may motion for a vote of no-confidence against the Speaker, the Dean, or a Committee Chair during the course of a Senate meeting.
2. The Speaker of the Senate shall be responsible for holding a no-confidence hearing in the Senate, proceeding as stated below. Should the Speaker be the leader whom the motion is against, the Dean shall serve as Speaker Pro Tempore.
 - a. First, the Speaker will recognize the charge against the member of Branch Leadership, ask them whether they plead "responsible" or "not responsible" for the alleged breach of leadership, and confirm that the Senator making the motion of no-confidence is doing so knowingly and willingly.
 - b. Next, the Speaker will require the Senator who is making the motion to speak to the nature of the motion, indicating the conduct unbecoming or failure to fulfill the responsibilities and duties of office that would warrant removal from leadership for a period of three minutes.
 - c. Then, the Speaker will allow the Leader against whom the motion is against to speak in their own defense for a period of three minutes.
 - d. Following that, each Senator will be allowed one minute total to question either or both the Leader or the Senator who is making the motion.
 - e. Next, the Senate will debate the matter to determine whether the defendant is "responsible" or "not responsible" for the alleged breach of leadership. Debate may not exceed one minute total per Senator.
 - f. Finally, once debate has been exhausted, a roll call vote will be held.
3. Two-thirds of the Senate is required to find the member "responsible" for conduct unbecoming or failure to fulfill the responsibilities and duties of office, and remove them from the leadership position.
4. Any member of Senate Leadership who has been removed from their leadership position shall be immediately relieved of their duties and responsibilities. While still a member of the Senate, they may not again serve in any other leadership position for the duration of the Senate term.

Expectation of Accountability

1. The Student Government Association shall maintain an expectation of accountability for all of its members. This expectation calls for the consistent attendance and deliberate presence of all members of the Student Government Association at branch meetings and events.

- a. The Branch Leaders (the President, the Speaker, and the Chief Justice) shall be responsible for maintaining this expectation of accountability within their branch.
 - b. The appropriate branch officers (the Chief of Staff, the Clerk of the Senate, and the Clerk of the Judicial Council) shall be responsible for recording attendance at all functions.
 - c. It shall be the responsibility of both the Branch Leaders and the appropriate branch officers to ensure accountability not only of their branch, but of one another. Should either perceive the failure of the other to ensure accountability, it shall be their responsibility to notify the entirety of Branch Leadership.
2. Members may either exceed, meet, or fail to meet the expectation of accountability.
 - a. A member that exceeds the expectation of accountability is consistently in attendance for all branch meetings and all SGA events. They are exceptionally active, motivated, and present. Without them, the organization cannot continue to thrive and progress.
 - b. A member that meets the expectation of accountability is in attendance for most branch meetings and most SGA events. They are active, motivated, and present. Without them, the organization cannot continue to thrive and progress.
 - c. A member that fails to meet the expectation of accountability is in attendance for only some branch meetings and some SGA events. They are passive and absent. Without them, the organization would be more capable of thriving and progressing.
3. A member that fails to meet the expectation of accountability shall be subject to sanctions congruent with the disciplinary procedure laid out in Appendix IV.
 - a. Warning
 - i. Should a Branch Leader determine that one of their members is failing to meet the expectation of accountability, that member shall receive a written warning from the Branch Leader.
 - b. Suspension
 - i. Should a Branch Leader determine that one of their members consistently fails to meet this expectation of accountability, that

as an opportunity for students to build relationships with other students in the organization. The Transition Retreat must take place during the month of April. It is the responsibility of the Student Government Association President and Speaker of the Senate to hold the Transition Retreat.

- A) Presidential and Vice Presidential Oaths of Office: The outgoing Student Body president shall preside over the inauguration ceremony of the newly elected President as they enter into their new role. The Presidential Oath of Office must be taken before the newly elected President may assume the duties of their office or make any appointments to the Executive Branch that require confirmation. The incoming President shall repeat the Official Presidential Oath of Office under the direction of the outgoing Student Body President. The outgoing Student Body Vice President shall preside over the induction ceremony of the newly elected Vice President as they enter into their new role. The Vice Presidential Oath of Office must be taken before the newly elected Vice President may assume the duties of their office. The incoming Vice President shall repeat the Official Vice Presidential Oath of Office under the direction of the outgoing Student Body President. This ceremony shall take place at the start of the Transition Retreat.
- B) Senatorial Oaths of Office: The previous or continuing Speaker of the Senate shall preside over the inauguration ceremony of the newly elected Senators as they assume the duties of their offices. The incoming Senators shall repeat the Official Senatorial Oath of Office under the direction of the previous or continuing Speaker of the Senate. This ceremony shall take place at the start of the Transition Retreat following the inauguration of the President and Vice President elect.
- C) Role Orientation: Each member shall be given a physical copy and provided a digital copy of the SGA Constitution along with its appendices at the annual Transition Retreat. Members will be responsible for reading this document and fully comprehending the responsibilities of their specific role. It is the responsibility of the Chief of Staff to ensure that all members of the Executive Branch become oriented in their designated responsibilities and the responsibility of the incoming Speaker of the Senate to ensure that all members of the Senate are oriented in their designated responsibilities and duties at the Transition Retreat. The newly confirmed Chief Justice of the Judicial Branch will be responsible for orientation for the Associate Justices.
- D) Procedure Training: It is the responsibility of the previous and newly confirmed Speakers of the Senate and the previous and newly confirmed Deans of the Senate

to train all members of the Student Government Association Senate in parliamentary procedure at the Transition Retreat.

- E) Nominations and Appointments: The Senate shall convene for the first time at this retreat, where they will confirm or deny nominations for the Executive Branch Positions, Chief Justice, and Committee Chair positions.
- F) Judicial Oaths of Office: The newly elected President of the Student Government shall preside over the swearing in of the newly appointed Justices of the Judicial Branch as they assume the duties of their offices. The incoming Justices shall repeat the Official Judicial Oath of Office under the direction of the President. This ceremony shall take place at the Transition Retreat following the first meeting of the new session of the Senate and the confirmation of nominated officials.
- G) Executive Branch Oaths of Office: The newly inaugurated President of the Student Government shall preside over the induction ceremony of the newly elected Executive Branch Officials as they assume the duties of their offices. The incoming Officials shall repeat the Official Student Government Oath of Office under the direction of the newly inaugurated President of the Student Government. This ceremony shall take place at the Transition Retreat following the first meeting of the new session of the Senate and the confirmation of nominated officials.
- H) Transition Review: Following the convening of the Senate, they shall review in full the transition reports and memos of the previous Senate Leadership members. The Senate will also review the end of year report from the Executive Branch. The Executive Branch shall do the same following the confirmation of new Executive Officials. The Judicial Branch shall do the same following the confirmation of the Justices. All three branches must meet independently. The leaders of the three branches must meet at the Transition Retreat following the Transition Review. During the meeting of the leadership teams, the Senate Committees and other officials will plan for the year by Branch.

Planning Retreat

The purpose of the Planning Retreat for the Student Government Association is to envision a blueprint for the future of the year. Members will review roles and parliamentary procedure and will receive training in specific areas. This retreat will build upon the work done at the Transitions Retreat. This retreat may take no later than the second weekend of the start of fall semester.

- A) Transitions Retreat Review: The SGA President and Speaker of the Senate will provide a summary of the Transitions Retreat. The Speaker of the Senate will review

parliamentary procedure and Senatorial responsibilities. The President will review the duties of Cabinet positions and review procedure for Executive Branch Meetings.

- B) Leadership Training: It is the responsibility of the Student Body President to provide leadership training opportunities at the yearly Planning Retreat. The Student Body President shall work with the Student Involvement to organize this training.
- C) Diversity, Equity and Inclusion Training: The Office of Diversity, Equity, and Inclusion, in collaboration with the Office of Student Involvement and the Office of Intercultural Affairs, may request to collaborate with the Department of Diversity, Equity, and Inclusion to ensure all members of SGA are trained in diversity at the annual Planning Retreat.
- D) Semester Planning: It is the responsibility of the President and Speaker of the Senate to organize a semester planning portion of the retreat.