



Indiana University
South Bend
Student Government Association
Constitution



ARTICLE I

Name of Organization

The primary student organization governing Indiana University South Bend (IUSB) shall be known as the Indiana University South Bend Student Government Association. The Indiana University South Bend Student Government Association has been established to serve all students enrolled in academic programs at the IUSB campus.

ARTICLE II

Purpose of the Organization

The purpose of the Indiana University South Bend Student Government Association is to:

- Formulate policy governing the activities and welfare of the students at IUSB.
- Represent the interests of students enrolled in academic programs at the IUSB campus.
- Represent the student viewpoint on administration and faculty committees.
- Encourage opportunities for student involvement in the IUSB community and the surrounding area.
- Provide practical experience and develop leadership skills while at IUSB.
- Protect the rights of all students enrolled on the IUSB campus.

ARTICLE III

Membership

Section 1. Equality

No student meeting the qualifications for office in this association shall be denied participation based on race, color, national origin, religious creed, gender, physical handicaps, political beliefs, veteran status, age, or sexual preference.

Section 2. Structure

The IUSB Student Government Association shall be comprised of an executive cabinet, a legislative body, a judicial council and shall have a university appointed advisor.

A1. Executive cabinet is comprised of:

- a. President of the Student Body
- b. Vice President of the Student Body (President of Student Senate)

c. Treasurer

d. Secretary

A2. Legislative body, known as the Student Senate, is comprised of:

a. President of the Student Senate

b. Twelve Senators

A3. Judicial council is comprised of:

a. Chief Justice

b. Four Justices

Section 3. Qualifications

A1. Executive cabinet

a. Undergraduate members of the executive cabinet shall have completed a minimum of twenty-four hours of university recognized study, twelve hours of which must have been completed at an IUSB affiliated campus within the last academic year prior to installation in executive office. Graduate student members of the executive cabinet shall have completed a minimum of eighteen hours of university recognized study, nine hours of which must have been completed at an IUSB affiliated campus within the last academic year prior to installation in executive office.

b. Members of the executive cabinet shall have earned a cumulative grade point average (GPA) of at least 2.0 on a 4.0 scale and maintain at least a 2.0 semester average while in office.

c. Members of the executive cabinet shall be enrolled in a minimum of six credit hours of undergraduate study or three credit hours of graduate study during each of the fall and spring academic semesters while in office.

A2. Student Senate

a. Undergraduate members of the Student Senate shall have completed a minimum of twelve credit hours at an IUSB affiliated campus within the last two academic years prior to installation in office. Graduate students shall have completed nine credit hours at an IUSB affiliated campus within the last two academic years prior to installation in office. Up to two Student Senate seats can be filled with transfer students who do not have the required credit hours completed at an IUSB affiliated campus, but otherwise have the required university recognized credits.

b. Members of the Student Senate shall have earned a cumulative grade point average (GPA) of at least 2.0 on a 4.0 scale and maintain at least a 2.0 semester average while in office.

c. Members of the Student Senate shall be enrolled in a minimum of three credit hours of undergraduate study or three credit hours of graduate study during each of the fall and spring academic semesters while in office.

A3. Judicial Council

a. Undergraduate members of the Judicial Council shall have completed a minimum of twelve hours of university recognized study within the last two academic years prior to installation in

office. Graduate students shall have completed nine hours of university recognized study within the last two academic years prior to installation in office.

b. Members of the Judicial Council shall have earned a cumulative grade point average (GPA) of at least 3.0 on a 4.0 scale and maintain at least a 2.0 semester average while in office.

c. Members of the Judicial Council shall be enrolled in a minimum of three credit hours of undergraduate study or three credit hours of graduate study during each of the fall and spring academic semesters while in office.

A4. GPA Verification

a. All grades shall be checked by the Director of Student Life two weeks after the fall and spring semester grades have been officially posted.

b. All grades of "Incomplete" shall not be included in the overall calculation of both semester and cumulative GPA to determine qualification to hold office.

c. Upon verification of eligibility and GPA qualification by the Director of Student Life, no retro-active action may be taken against a member of the SGA in this regard.

Section 4. Powers and Duties

A1. President of the Student Body - All executive power shall reside in the President.

a. Shall serve as the chief spokesperson for students and student organizations of IUSB both within and outside the university community.

b. Shall sign or veto (with written objections) all Student Senate legislation and return appropriate documentation to the Vice President within one calendar week of receipt.

c. Shall make recommendations on constitutional and/or legislative concerns to the Student Senate.

d. Shall make recommendations on programming needs to Titan Productions.

e. Shall be an ex-officio member of the Student Senate and Titan Productions

f. Shall appoint student representatives to university-administrative and faculty/senate committees and boards with the approval of the Student Senate.

g. Shall appoint justices to the IUSB Student Government Association Judicial Council with the approval of the Student Senate.

h. Shall call executive cabinet meetings of the IUSB Student Government Association.

i. Shall establish operating guidelines and procedures for the Student Government Association office.

j. Shall appoint with the approval of the Student Senate the chair of the Student Government Association Election Committee.

k. Shall serve as a voting member of the annual Budget Committee.

l. Shall not serve as a paid employee of the Preface and/or Titan Productions.

m. Shall have the power to establish a Presidential Cabinet with the approval of the Senate.

- n. Shall have the power to order a special session of the Student Senate, in accordance with the vacancy of the Vice President, attendance of which cannot be used for purposes of qualification to hold office under Article III.
- o. Shall design and establish the Director of Student Life evaluation in accordance with Article IV, Section 1 of this constitution.
- p. Shall receive a stipend upon completion of all duties of the office in accordance with this constitution and other SGA legislation.
- q. Shall be required to serve at least ten office hours a week during the fall and spring semesters.

A2. Vice President of the Student Body (President of Student Senate)

- a. Shall serve as the President of the Student Senate.
- b. Shall organize the agenda for Student Senate meetings.
- c. Shall call and preside over meetings of the Student Senate at least twice a month during the fall and spring semesters and at least once a month during the summer.
- d. Shall conduct meetings using parliamentary procedure in accordance with Senate Special Rules and in spirit with Robert's Rules of Order and cast a vote on Student Senate legislation in case of a tie. Under no circumstances does Roberts Rules of Order supersede the SGA Constitution, By Laws, Senate Special Rules, or a ruling by the Parliamentarian or acting parliamentarian.
- e. Shall call special meetings of the Student Senate when necessary.
- f. Shall serve as a voting member of the executive cabinet of the Student Government Association.
- g. Shall appoint a parliamentarian with the approval of the Student Senate.
- h. Shall assign senators to Student Senate standing committees and ad-hoc committees with the approval of the Student Senate.
- i. Shall have the power to create ad-hoc committees to serve special projects as required with the approval of the Student Senate.
- j. Shall serve as an ex-officio member of all Student Senate committees.
- k. Shall forward within three business days of passage, all Student Senate legislation to the President of the Student Government Association.
- l. Shall place before the Student Senate at the next meeting all vetoed legislation for reconsideration.
- m. Shall perform other duties as delegated by the President of the Student Body.
- n. Shall not serve as a producer in Titan Productions, or a paid employee of the Preface.
- o. Shall receive a stipend upon completion of all duties of the office in accordance with this constitution and other SGA legislation.

p. Shall be required to serve at least ten office hours a week during the fall and spring semesters.

A3. Treasurer

a. Shall be responsible for implementation of all expenditures approved by the Student Senate.

b. Shall audit and maintain the financial records and accounts for the Student Senate.

c. Shall notify the University Advisor and the Executive Cabinet of any discrepancy in the Student Senate Account.

d. Shall give an oral financial report to the Student Senate at least once a month during both the fall and spring semesters.

e. Shall provide a written financial report to the Executive Cabinet at the end of the fall and spring semesters.

f. Shall ensure the maintenance of a standardized financial bookkeeping system.

g. Serve as a liaison to University Officials as it relates to financial matters.

h. Shall chair the Annual Budget Committee established to make recommendations on the allocation of the Student Activity Fee for the Student Senate.

i. Shall interpret and explain financial guidelines prescribed by Student Senate legislation and any University policies and procedures which pertain to the Student Senate budget.

j. Shall notify the Student Senate of any concerns regarding the awarding of Allopak funding.

k. Shall assist the President of the Student Body in exploring matters of financial concern.

l. Shall not serve as a producer in Titan Productions, or a paid employee of the Preface.

m. Shall receive a stipend upon completion of all duties of the office in accordance with this constitution and other SGA legislation.

n. Shall be required to serve at least five office hours a week during the fall and spring semesters.

A4. Secretary

a. Shall maintain accurate records of all Student Senate and Executive Cabinet agendas, legislation, and minutes.

b. Shall provide clerical support for the Executive Cabinet.

c. Shall serve as a member of the Executive Cabinet.

d. Shall make recommendations to the President of the Student Body on the day to day operations of the Student Senate office.

e. Shall serve as the office manager for the Student Senate Office.

f. Shall be responsible for preparing requisitions for office supplies and equipment.

g. Shall be responsible for maintaining archival files for the Student Government Association.

h. Shall not serve as a producer in Titan Productions, or a paid employee of the Preface.

- i. Shall receive a stipend upon completion of all duties of the office in accordance with this constitution and other SGA legislation.
- j. Shall be required to serve at least five office hours a week during the fall and spring semesters.

A5. Senate - All legislative power shall reside in the Senate.

- a. Senators shall represent the interests of the student body in conducting Student Senate business.
- b. Senators shall exercise responsible judgment when voting.
- c. Senators shall introduce legislation for the consideration of the Student Senate.
- d. Senators shall serve on at least one administrative or faculty committee as appointed by the SGA President and as approved by the Student Senate.
- e. Senators shall be entitled to vote on Student Senate motions, bills, and resolutions.
- f. The Senate shall have the power to override the President's veto with a three-fourths (3/4) vote of the entire Student Senate.
- g. The Senate shall approve recommendations for the allocation of the annual budget review of the Student Activity Fee.
- h. The Senate shall establish guidelines for the allocation of Allopak funds to student organizations.
- i. The Senate shall hold a confirmation vote on presidential appointments of student representatives to university-administrative and faculty-senate committees and boards.
- j. The Senate shall have the power to approve ad-hoc committees to serve special projects as required.
- k. No member of the Senate shall serve as a paid employee or producer for Titan Productions, or a paid employee of the Preface.
- l. The Senate shall be required to serve at least two office hours a week during the fall and spring semesters.
- m. Members of the Senate shall receive a stipend upon completion of all duties of the office in accordance with this constitution and other SGA legislation.

A6. Parliamentarian

- a. Shall already be a member of the Student Senate, Vice President, Treasurer, or Secretary.
- b. Shall be appointed by the President of the Student Senate with the approval of the legislative body.
- c. Shall serve as the primary resource for determining parliamentary procedure in accordance with Senate Special Rules and in spirit with Robert's Rules of Order. Under no circumstances does Roberts Rules of Order supersede the SGA Constitution, By Laws, Senate Special Rules, or a ruling by the Parliamentarian or acting parliamentarian.

d. Shall only preside over impeachment hearings brought forth against the Chief Justice of the Judicial Council.

A7. Judicial Council - All judicial power resides with the Judicial Council.

Chief Justice and Associate Justices

a. Shall interpret and provide guidance as to the spirit of the Student Government Association Constitution.

b. Shall provide any student organization with an impartial interpretation of their constitution upon request.

c. Shall ensure that decisions passed on by the Judicial Council are in compliance with Federal, State and University policies and regulations.

d. Shall serve as an arbiter between student organizations upon mutual requests and may serve on faculty, administrative, or executive committees as appointed by the President and approved by the Senate.

e. Shall serve as the jury in impeachment proceedings brought forth against any member of the Student Government Association.

f. All decisions of the Judicial Council shall be final and go into effect immediately.

g. Shall not serve as a member of the Executive Cabinet, Presidential Cabinet, Legislative Body, a paid employee or producer in Titan Productions, or a paid employee of the Preface.

h. Associate Justices shall serve 1 office hour per week in the SGA office. The Chief Justice shall serve two hours.

i. Shall receive a stipend upon completion of all duties of the office in accordance with this constitution and other SGA legislation.

A8. Chief Justice

a. Shall call and preside over hearings of the Judicial Council within one week of officially receiving an issue.

b. Shall provide decisions on issues within one week from the date the Council first convenes on that issue.

c. Shall discuss appropriate action with the Director of Student Life Programs before official rulings are made and shall provide public record of all rulings made unless the Director is named in a judicial action.

d. Shall be responsible for maintaining accurate records of all proceedings, correspondence and petitions brought to the council.

e. Shall provide written decisions of the Council to all Executive Cabinet members.

f. Shall preside over impeachment hearings unless he/she is under impeachment.

- g. Shall break all tie votes on the Judicial Council.
- h. Shall not serve as a member of the Executive Cabinet, Legislative Body, a paid employee or producer in Titan Productions, or a paid employee of the Preface.
- i. Shall receive a stipend upon completion of all duties of the office in accordance with this constitution and other SGA legislation.

Section 5. Voting

A1. Each member is entitled to one vote within the parameters of their position.

A2. Quorum shall consist of a simple majority (51%) of the positions currently filled in order to conduct official business in any branch of the Student Government Association.

A3. A three-fourths (3/4) vote of the entire Senate can override a veto.

A4. A proxy vote may be registered in accordance with SGA Form LG-654 and submitted to the Vice President at least 48 hours prior to the meeting in which the proxy vote is to take place.

A5. There are 4 ways a vote can be classified:

- a. In Favor – Senator supports the bill.
- b. Oppose – Senator in against the bill.
- c. Abstain – Senator wishes not to vote.
- d. Absent – Senator is not present and did not proxy vote.

A6. A vote to abstain will be considered as an unfilled Senate seat for the purpose of counting the total votes for the legislation under consideration. This effectively reduces the total overall votes by one.

A7. A vote of absent will be recorded as absent but will be considered opposed in the counting of total votes for the purposes of impeachment, veto override, By-laws, constitutional changes, Senate Special Rules, and votes conducted during unscheduled or emergency meetings; otherwise absent will not be considered as opposed to or in favor of.

Section 6. Terms of Office

A1. Elected Offices

a. Shall officially begin their term of office at 12:01 pm on the Friday, one week after final exam week of the spring semester in which they are elected.

b. Shall officially end their term of office at 12:00 noon on the Friday, one week after final exam week of the spring semester in which they hold office unless the term of office is reduced by resignation, impeachment or the failure to maintain the qualifications of office.

A2. Appointed Offices

a. The office of Parliamentarian shall be conferred upon a Senator or Vice President once approval is granted by the Student Senate and that individual shall continue to hold office until their elected term expires.

b. The office of Justice in the Judicial Council shall be conferred upon an individual once approval is granted by the Student Senate and that individual shall continue to hold office unless the term of office is reduced by resignation, impeachment, or the failure to maintain the qualifications of office.

A3. Office Resignation

a. The President of the Student Body must submit a letter of resignation to the University Advisor and a copy to the Vice President of the Student Body.

b. All other resignations must be in writing and submitted to the President of the Student Body with a copy to the University Advisor.

A4. Office Vacancies

a. In the case of the vacancy of the President of the Student Body, the Vice President of the Student Body shall assume the President's office.

b. In the case of the vacancy of the Vice President of the Student Body, the President of the Student Body shall preside over a special session of the Student Senate in order to elect a new Vice President. The new Vice President shall be chosen from within the Student Government Association in the following order.

I. A student elected member of the legislative body.

II. If no student elected member of the legislative body is willing to accept the position then a student elected member of the executive body may be chosen.

III. If no member of the elected executive body is willing to accept the position then a non-student elected / appointed member of the SGA may be elected.

c. In the case of the vacancy of any other executive office, the President of the Student Body shall nominate for Student Senate approval, individuals to serve in those capacities.

d. In the case of the vacancy in the Student Senate, the Vice President shall create a Senate Search Committee to advertise the vacancies, distribute applications, and hold interviews. The committee shall bring candidates and recommendations to the Student Senate for selection and approval.

e. When there are simultaneous vacancies in both the offices of President of the Student Body and the Vice President of the Student Body, the Parliamentarian shall temporarily assume the duties of the Vice President. A special election of the student body shall be held to select their successors.

A5. Office Removal

a. Student Senate members may be immediately removed from office by a signed Executive Order from the President of the SGA for excessive absence from official Student Senate meetings or failure to qualify for SGA office under Article III.

I. A signed copy of the Executive Order shall be forwarded to the Director of Student and the Vice President.

II. The Vice President shall provide written notification to the individual that they have been relieved of their position in the SGA and shall inform the Student Senate at the next meeting.

b. A Student Senate member may be removed by Legislative Order for excessive absences from official Student Senate meetings or failure to qualify for SGA office under Article III.

I. A written petition for removal shall be presented to the Vice President of the Student Body (or President of the Student Body) signed by at least three Student Senators.

II. The Vice President of the Student Body shall promptly notify the individual in question that this matter shall be placed on the agenda for the next scheduled Student Senate meeting.

III. Two-thirds vote of the entire Senate is required for removal and written notification will be sent within twenty-four hours to the Senator in question.

c. An appeal of the removal proceedings, by Executive or Legislative Order, may be made in writing to the SGA Judicial Council within seventy-two hours of written notification being received by the Senator in question.

d. Excessive absence is defined as two unexcused absences, or four excused/unexcused absences per semester for fall and spring.

e. Any SGA member that is out of contact and communication during the fall or spring semester for 30 consecutive days shall be automatically removed from the SGA with the approval of the Student Life Director. Verification of lack of contact/communication will also be determined by the Director of Student Life.

A6. Office Impeachment

a. A petition for impeachment must be submitted in writing with both the signatures and university e-mail of seven percent (7%) of the IUSB student body, which can be verified, or 51% of the Student Senate to the Director of Student Life.

b. The Director of Student Life shall contact the Chief Justice (or Parliamentarian if need exists) and provide them with a copy of the petition.

c. The Chief Justice (or Parliamentarian) shall investigate the impeachment charges and notify the accused in writing of the specific charges.

d. A hearing date shall be set for a date at least two weeks after the written notification has been received by the accused.

e. The accused will be given an opportunity to address the impeachment charges before the Judicial Council.

f. Upon completion of the hearings, the Judicial Council shall provide a written ruling on whether or not the accused is removed from office under the grounds listed in section h.

g. To be eligible for SGA office those convicted under this section shall submit a petition of 250 verified IUSB students to the Director of Student Life, the Student Senate and the SGA President.

h. Grounds for Impeachment:

I. Direct violation of Federal, State or university policies or regulation provided that they do not conflict.

II. Failure to follow the spirit of the Student Government Association Constitution.

III. Violation of the Indiana University Code of Student Ethics.

IV. Maleficence of SGA office.

Section 8. Committees of the Student Senate

A1. Standing Committees

a. Election Committee

- I. The President of the Student Body shall appoint the chair of the Student Government Association Election Committee to be approved by the Student Senate during the month of December.
- II. The Election Committee shall hold its first meeting before February 1.
- III. No member of the election committee shall also be a candidate for office in the upcoming election.
- IV. SGA elections shall be held before the third full week of April.
- V. A tie for Senate seat(s) shall be decided by a special meeting, called by the newly elected Vice President, consisting of the incoming legislators who shall conduct interviews and vote on the contested seat(s). Any tie in this meeting is broken by the newly elected Vice President. Quorum shall be established as specified in Article III, Section 5, A2 of this constitution.
- VI. A tie in the case of an Executive seat will yield an election run off held the following week. The Election committee will set the guidelines for this run off.

b. Allopak Committee

- I. The committee will be established at the first meeting of the new Senate in May.
- II. This committee will work with clubs and student groups to determine the proper amount and stipulations for club Allopak.
- III. This committee will present their recommendation no later then at the first Senate meeting in the fall semester in which the Allopak amount and procedure must be established by the Senate as a whole.

c. Budget Committee

- I. To research and prepare recommendations for Student Activity Fee Allocation for the Student Government Association, Titan Productions, Publications Board, and all other bodies whose financial support is a direct result of Student Activity Fees, for the Student Senate.
- II. Shall hold hearings during the first full week of classes in March in which past and potential recipients are allowed to present their needs for future funding.
- III. Shall bring a proposed budget to the Senate at the first meeting following the budget hearings.
- IV. Shall present the Senate approved budget to the Vice Chancellor of Student Affairs and Enrollment Management for final approval.
- V. Shall meet with the Chancellor after the budget has been approved to discuss changes, if any, that the Chancellor made and report those changes to the Student Senate.
- VI. Shall be established in during the month of November.
- VII. Shall be chaired by the Treasurer as outlined in Article IV, Section A3.
- VIII. Shall consist of the at least two members of the Student Senate and the President of the Student Government Association.

A2. Senate Ad-Hoc Committees

- a. Ad-Hoc committees may be established by the President of the Senate, with the approval of a majority vote of the Student Senate, to address special projects or legislative research.
- b. These committees shall be dissolved upon the completion of their task(s).
- c. Shall present findings, conclusions and a proposal to the Senate for consideration.

ARTICLE IV

Director of Student Life

Section 1. Director of Student Life

A1. Powers and Duties

- a. Shall be appointed by the Vice Chancellor for Student Affairs.
- b. Shall ensure that all Student Government Association business is conducted in compliance with federal, state, and University policies, regulations and procedures.
- c. Shall serve as an advocate for the Student Government Association with the university administration.
- d. Shall assist in providing continuity and transition from one Student Government Association administration to the next.
- e. Shall process all expenditures approved by the Student Senate in a timely manner.

A2. Advisor Evaluation

- a. Before the completion of each Student Government's term in office, each member shall complete an anonymous advisor assessment questionnaire to be turned in to the Director of Student Life and the Committee for Student Affairs.
- b. The President of the Student Government will be responsible for organizing, administering and setting up the questionnaire for each year.

Article V

Types of Legislation

Section 1. Bills

A1. Introduction of bills may be proposed by any member of the Student Senate.

A2. A bill shall be passed with a 51% majority of the Senate's approval.

A3. The bill shall be binding for the life of the Senate from which it was passed unless shortened by said Senate.

Section 2. By-Laws

A1. Introduction of a By-law can be proposed by any one member of the Senate.

A2. The by-law must be passed by a 3/4 of the entire Senate.

A3. The by-law is binding indefinitely until changed by the Senate and supersedes any bills of legislation.

Section 3. Constitutional Changes

A1. Amendments:

- a. Introduced in 3 ways.

I. A petition of greater than 7% of the student body whose signature and e-mail address can be verified.

II. 3/4 of the entire Student Senate

III. 2 executives and ½ of the entire Student Senate

Section 4. Senate Special Rules

A1. A Senate Special Rule is a parliamentary rule that takes effect until the end of the current semester.

A2. The Senate may pass a special rule by majority vote or petition of 60% of the entire Senate submitted to the members of the Executive and to the Office of Student Life.

A2. Ratification

a. Amendments shall be presented to the students of IUSB in the form of a special referendum in order to be binding upon the Student Government Association of Indiana University South Bend and the students. The amendment shall take effect immediately upon approval of said referendum.

A3. Ratified amendments are a permanent part of the Constitution which supersedes all other forms of legislation and is binding indefinitely or until amended further.

Section 4. General Legislation Information.

A1. Any legislation that is superseded by legislation of a higher level will be stricken from the records upon complete passage of the higher legislation.

A2. Grandfather Clause

a. A SGA member who is personally and adversely affected by new legislation will be given sufficient time to come into compliance with the new legislation. If a determination is needed to what is sufficient time, the issue will be addressed to the Judicial Council for them to make a ruling.

Article VI

A1. Nothing in this SGA Constitution shall ever be construed as to violate Federal or State law.

Article VII

This document was amended by the IUSB Student Government Association on the 6th day of April 2007, recorded in Bill Number 060792, and ratified by the student population of Indiana University South Bend for their approval on April 17 and 18 of 2007.

(Language shall be amended to reflect approval dates of the SGA and ratification as appropriate.)

Amendment I

The Student Government Association shall publish in a student periodical a notice announcing changes to the SGA Constitution and where to view said changes, two weeks before the ratification vote; furthermore the Student Government Association shall hold

two public meetings to receive input from the student body and said meetings must be advertised in a student periodical publication.

Amendment II

All candidates running for Student Government Association office at the time of elections must receive a number of votes equal to or greater than 1% of the student body in order to take office. If 40% of the Student Senate, or any member of the executive, is unable to take office under this amendment a run-off election shall be scheduled for said vacant office on the first Tuesday and Wednesday following the scheduled election. This amendment shall not be construed as to apply to the search and screen process for filling vacancies at times other than elections.