



# BY-LAWS

## ARTICLE I. MEMBERSHIP

**Section 1.** As stated in the Constitution of the Student Government Association, hereinafter referred to as SGA, all undergraduate students, both full and part-time, at Chapman University who have paid the established student activities fee are a member of the SGA

## ARTICLE II. THE EXECUTIVE COUNCIL

**Section 1.** The purpose of SGA Executive Council, hereinafter referred to as the Council, is to act as the official SGA representatives and oversee the internal development of the organization. The Council will consist of the SGA President, the Vice President, the Director of Finance, the Director of Public Relations, and the Director of Elections.

**Section 2.** The Council shall have the following powers and duties:

- A. To act as chief executives and official representatives of SGA to the university community;
- B. To act with the Senate and the members of the Council to enforce the SGA Constitution and to administer the policies, procedures, standards, and legislation of the Senate;
- C. To be responsible for coordinating the initiatives and philosophies of, and to ensure communication between all branches of SGA, including the Council, the Senate, and the Review Board;
- D. To have such other powers as are necessary for the fulfillment of the duties of this office that are consistent with the other provisions of the Constitution;
- E. To appoint additional support staff as necessary in consultation with the Dean of Students and/or the SGA Advisor(s);
- F. Additional duties can be found in the Constitution and SGA Job Description Papers.

**Section 3.** The Council shall be responsible for:

- A. Conducting a monthly review to ensure that all SGA members meet their respective eligibility requirements, as specified in the Constitution;
- B. Ensuring that at least four (4) academic weeks prior to an election, the Director of Elections and the Elections Committee itself are established, approved by Senate, and functioning;
- C. Planning all SGA retreats and banquets;
- D. Holding one State of the SGA Address per semester that is open to the student body;
- E. The President shall attend monthly meetings of the Senate in order to better maintain communication between the Executive and Legislative branches;
- F. Holding mandatory meetings of the Council once a week at an agreeable time during the fall and spring semesters. These meetings will be to ensure and facilitate a constant dialogue between the separate branches of government
  - i. The President shall set and coordinate the agendas for the forthcoming meetings of the Council.
  - ii. Each Council member will be responsible for presenting an oral report at each weekly Council meeting. Each report shall contain information pertaining to all actions taken by and all issues raised in that respective branch, since the last meeting of the Council.

**Section 4.** The membership along with the term of membership for the Council, shall follow the policy set forth in both the Constitution and the Election Code.

**Section 5.** The Council cannot hold the position of Orientation Coordinator, Lead Resident Advisor, Resident Advisor, University Program Board Chair or Vice Chair, University Program Board Director, Panther Editor, general manager of Chapman Radio while serving on the SGA Executive Council.

**A.** The President and Vice President cannot hold any Executive position in a Greek or non-Greek Student Organization.

**B.** The President cannot hold the position of Chapman Ambassador while serving as President.

**C.** The Council shall be allowed to hold the above-mentioned positions from May 1 through August 1 which the exception of the President being a Chapman Ambassador.

## **ARTICLE III. SENATE**

**Section 1.** The purpose of the Senate is to act as a voice for students in a manner consistent with the purpose and mission of the Constitution. Senate shall be the active body by which the rights of students protected in the SGA Mission and Purpose, are upheld and evaluated.

**A.** Maintain one (1) regularly scheduled office hour per week during an academic day between the hours of 8:00 am and 5:00 pm;

**i.** Thirteen (13) members shall be elected in the spring general election. The remaining four (4) members, or that number necessary to fill all seventeen (17) seats of the Senate, shall be elected in the fall. The term of office and the method of selection shall follow the processes outlined in the Election Code.

**Section 2.** The Senate shall have the following powers and duties:

**A.** To enact legislation necessary and proper for the general welfare of the SGA, according to the Constitution, By-Laws, and other governing documents of SGA;

**B.** To appropriate all monies and require and accounting of the funds received by and appropriate from SGA accounts during the current fiscal year;

**C.** To establish the By-Laws, the Election Code, and Senate policies and procedures for the conduct of its business;

**D.** To establish standing or ad hoc committees;

**E.** To ensure that members of the Executive Council are eligible to hold office;

**F.** To maintain an Allocations Committee, University and Academic Affairs Committee, Diversity Affairs Committee, and Community Outreach Committee.

**Section 3.** The Senate shall be responsible for:

**A.** Serving as the primary forum through which student concerns are addressed;

**B.** Acting as the voice of the undergraduate students to the Executive Council and University administration;

**C.** Holding meetings of the Senate once a week at an agreeable time as defined by the Senate Operating Procedures.

**i.** The first meeting of the Senate shall be held during the last week of April.

**ii.** A quorum shall consist of two-thirds (2/3) of the Senators holding office. Quorum is needed to vote.

**iii.** In the event of an emergency meeting, twenty-four (24) hours notice must be given to the SGA Executive Council.

**Section 4.** The Vice President shall work with the Speaker of Senate to set and coordinate the agendas for the forthcoming meetings of the Senate.

**Section 5.** The Speaker of Senate or their designee takes minutes during regularly scheduled Senate meetings and should distribute the minutes at the next meeting.

**Section 6.** Should it be deemed necessary, the Speaker of Senate, or any member of the Senate, may host additional open forums to gain insight and feedback from the student body.

**Section 7.** All Senate meetings shall be open to the Chapman Community unless closed for a limited time by a three-fourths (3/4) vote of the Senate. Internal matters and issues of sensitivity to individuals are the only reason for a closed meeting. One must be stated as a purpose for a closure and a meeting may not be closed for more than one hour. If a meeting is closed, discussion is confidential, but the result of any vote must be recorded and made public.

**Section 8.** Actions of the Senate shall be governed by Robert's Rules of Order, revised. Other policies shall be included in the Senate Operating Procedures which the Senate may amend or change at its discretion.

## **ARTICLE IV. JUDICIAL BRANCH**

**Section 1.** The purpose of the Judicial Branch shall be to ensure that the Executive and Legislative branches are acting in compliance with the SGA governing documents. The Judicial Branch shall consist of the Director of Justice and the Student Government Association Review Board, hereinafter referred to as the SGA Review Board.

**Section 2.** The Director of Justice shall have the following powers and duties:

- A.** To call and preside over SGA Review Board;
- B.** To appoint SGA Review Board members, in conjunction with the SGA Advisor(s) and Dean of Students, to be approved by Senate by a majority vote;
- C.** To ensure that all actions taken by the respective branches of SGA are consistent with the SGA governing documents;
- D.** To notify all relevant parties, in writing of all decisions rendered by the SGA Review Board.

**Section 3.** The Director of Justice shall be responsible for:

- A.** Presenting the appointed SGA Review Board members to be approved by a majority vote of Senate;
- B.** Ensuring that within four (4) academic weeks of the Fall semester, SGA Review Board is established, approved by Senate, and functioning;
- C.** Training the SGA Review Board in conjunction with the SGA Advisor(s);
- D.** Holding a Review Board meeting within ten (10) academic days of a complaint;
- E.** Voting in case of a tie in the SGA Review Board.

**Section 4.** The membership of the SGA Review Board shall consist of a minimum four (4) undergraduate students who have been approved by a majority vote of the Senate.

- A.** The Review Board members shall be presented for approval at the first meeting of Senate after the appointment of the members by the Director of Justice;

**B.** If the total number of Review Board members falls below four (4), a new member must be appointed within ten (10) academic days after the removal or resignation and sworn in by a Senate majority vote within fifteen (15) academic days

**Section 5.** The rulings of the SGA Review Board shall be enacted upon a majority vote of four (4) members with the Director of Justice voting in case of a tie. The SGA Review Board shall have the following powers and duties:

- A.** Interpreting all parts of the governing documents;
- B.** Exercising primary judicial powers of SGA, granting such judicial relief, as is permitted by the Constitution and By-Laws of SGA;
- C.** Investigating charges of violation of the SGA Constitution, By-Laws, and other rules and regulations of SGA;
- D.** To ensure that SGA is operating in compliance with the SGA Constitution, By-Laws, Election Code, Senate Operating Procedure, the Student Conduct Code, university policy, and all federal and state laws;
- E.** Hear appeal cases of removal of members of SGA from office.

## **ARTICLE V. SGA FUNDS**

### **Section 1. SGA Budget**

- A.** The fiscal year for the SGA Annual Operating Budget shall begin on June 1st. Approval of the SGA Annual Operating Budget shall be confirmed by a two-thirds (2/3) majority vote of Senate;
- B.** The incoming Council shall prepare the initial annual budget for SGA and the Director of Finance shall submit it to the Senate for approval within the first two weeks of their term;
  - i.** The initial SGA Annual Operating Budget shall be based on the total projected student activity fees allocated to SGA as provided by Financial Services or the SGA Advisors;
- C.** The SGA Operating Budget must be resubmitted to Senate for review at least twice: once within the last three (3) weeks of October, and once within the last three (3) weeks of March;
- D.** In the event that any budget line is anticipated to exceed the approved amount, the Director of Finance must submit a request to the Allocations Committee for an adjustment. If approved by the Allocations Committee, it must be presented to the Senate and approved by a majority vote;
- E.** All expenditures shall follow Chapman's fiscal policy.

### **Section 2.** The Director of Justice shall be responsible for:

- A.** Monies withdrawn from SGA funds shall be accounted for by numbered check requests. The only exception to this will be use of the Panther Card as deemed fit by the SGA Advisor(s);
- B.** All check requests shall indicate and/or summarize the event and the reason for withdrawal of funds and signed by the SGA Advisor(s), the President, and the Director of Finance;
- C.** All original receipts indicating monies spent for events and/or supplies shall be securely attached to the check request;
- D.** A copy of all check requests shall be recorded monthly and kept in a file in the SGA office with the SGA Advisor(s);
- E.** All copies of receipts, check requests, and check stubs shall be filed in the SGA office for a minimum of five (5) years;
- F.** All SGA financial records shall be made available to any Chapman student and member of the administration upon request and as permitted by university policy.
- G.** Additional information may be found in the Allocations Committee operating procedures.

### **Section 3. Requirements and Regulations Related to Specific Funds**

**A.** All expenditures originating from officer-specific budget lines (budget lines intended for specific use by a particular officer in the course of their duties) must fall within the general responsibilities of the officer's position.

**i.** Such budget lines shall not be used to circumvent the standard funding process, except by the invocation of an Emergency Expenditure as outlined in Section 4.

**ii.** An expenditure out of a particular officer's budget line that would, in any other circumstance, be applied to another budget line shall automatically constitute the invocation of Emergency Procedure.

### **Section 4. Emergency Expenditures**

**A.** An emergency expenditure shall be defined as any expenditure which would be exempt from the rules governing the normal course of SGA business;

**B.** No expenditures can be made on behalf of SGA without prior unanimous approval of the Council and the SGA Advisor(s);

**C.** All expenditures above the allocated allowance for student organization funding, conference scholarships, and co-sponsorship funding become the responsibility of the individual unless approved by the Allocations Committee.

## **ARTICLE VI. COMPENSATION**

**Section 1.** The total compensation for all officers and others employed by SGA shall not exceed 23.5% of the SGA budget.

**Section 2.** Total budgeted compensation and amendments to Article VI must be approved by a two-thirds (2/3) vote of the Senate. Amendments to Article VI. Compensation will not take effect until the start of the next term of office.

**Section 3.** Officers will receive compensation in the form of a fellowship.

**A.** Fellowships will be administered in four (4) increments: the 7th academic week of the Fall semester, the 14th academic week of the Fall semester, the 6th week of the Spring semester, and the 12th academic week of the Spring semester.

**B.** If an officer begins their term less than three (3) weeks before a pay period, they will not receive a compensation that period.

**Section 4.** Fellowships for an officer's complete term shall be as follows:

**A.** Elected Executive Council Positions:

**i.** The President shall receive \$10,000

**ii.** The Vice President shall receive \$8,000

**B.** Appointed Executive Council Positions:

**i.** The Director of Finance shall receive \$8,000

**ii.** The Director of Public Relations shall receive \$4,500

**iii.** The Director of Elections shall receive \$2,000

**C.** Senatorial Positions

**i.** The Speaker of Senate shall receive \$2,400

- ii. Chairs shall receive \$1,600
  - iii. Senators shall receive \$1,000
- D. Judicial Positions**
- i. Director of Justice shall receive \$500

**Section 5.** Other employees of the SGA will receive compensation through the payroll process.

## **ARTICLE VII. SGA ADVISOR**

**Section 1.** The responsibilities of the SGA Advisor(s) shall include but are not limited to:

- A.** To act as an advisor to all SGA entities, including Senate, Council, the Election Committee, the SGA Review Board, and other committees created by SGA;
- B.** To assist in the fulfillment of the purpose and mission of SGA as stipulated in the Preamble of the SGA Constitution;
- C.** To approve all check requests upon signature by the Director of Finance, and the President if approval is given;
- D.** To review, in conjunction with the President and Director of Finance, all contracts binding upon SGA before submitting to the person(s) authorized to sign contracts for the university;
- E.** To verify the eligibility of all SGA officers, including all Council members and Senators;
- F.** To assure adherence to all SGA governing documents and university policy;
- G.** To assist in the selection process for all appointed positions;
- H.** To train and assist in the transition of all SGA officers, including the Council, Senate, and the Director of Justice;
- I.** To have the ability to terminate, if necessary, any non-elected member of SGA.

## **ARTICLE VIII. THE PANTHER**

**Section 1.** A student completing course work or expressing interest in writing for The Panther, the university student newspaper, may still hold a position in SGA with certain limitations. The Council, Director of Elections, and Director of Justice may not serve on The Panther staff, the only exception being that these positions may submit occasional articles for publication consideration.

**Section 2.** All other Senate members may serve on The Panther Staff, but may not hold positions on the editorial board, news sections staff, or any other positions that would directly report SGA activities.

**Section 3.** Situations not covered will be considered on a case-by-case basis, by both Panther Staff and the SGA Executive Council.

## **ARTICLE IX. SENATE COMMITTEES**

**Section 1.** The Senate Committees shall be required to:

- A.** Hold weekly committee meetings;
- B.** Complete at least one relevant group advocacy per semester;
- C.** Prepare a semester report of the committee's progress and accomplishments that will be published on the SGA website.



## **Section 2. Allocations Committee**

- A.** The purpose of the Allocations Committee is to oversee the allotment of monies from the SGA Budget and update the SGA operating documents as they pertain to the operations of the allocations committee on an as-needed basis.
- B. Membership**
  - i.** The Committee shall consist of at least four (4) members of Senate, one of whom shall be appointed to serve as Chairperson, in accordance with the guidelines set forth by the Allocations Operating Documents.
  - ii.** At least one (1) member of the Committee must be a student organization senator.
  - iii.** The Director of Finance shall serve as a non-voting, ex-officio member.
- C.** Additional details of the Allocations Committee shall be found in the Allocations Committee Operating Procedures.

## **Section 3. Diversity Affairs Committee**

- A.** The purpose of the Diversity Affairs Committee is to address issues of diversity and equity affecting the Chapman community and to work to rectify those issues.
- B.** The committee shall have regular communication with diversity departments and organizations, as well as participate on university diversity task forces and committees.
- C. Membership**
  - i.** The committee shall be comprised of at most four (4) members of Senate, including one chairperson (made up from another member of Senate).

## **Section 4. University and Academic Affairs Committee**

- A.** The purpose of the University and Academic Affairs Committee is to address student concerns relating to all aspects of student life on campus, including concerns relating to academia, and work to rectify or alleviate these issues.
- B.** The committee shall work with departments related to transportation, housing, health, psychological services, wellness, and safety to advocate for students' needs on campus. The committee shall also be required to review the state of academic facilities, college infrastructure, academic policy, and university-wide academic procedures for committee advocacy.
- C. Membership**
  - i.** The committee shall be comprised of at most four (4) members of Senate, including one chairperson (made up from another member of Senate).
  - ii.** At least two (2) members must be Academic Senators.
  - iii.** No two senators from the same college shall serve on this committee.

## **Section 5. Community Outreach Committee**

- A.** The purpose of the student outreach committee is to facilitate constant conversation with the student body at large and be liaisons between the students and the Orange community.
- B.** The committee will be required to send at least 1 committee member to the monthly Orange City Council meetings.
- C.** The committee will be required to hold at least two town halls per semester to address current student issues or discuss university developments.
- D. Membership**
  - i.** The committee shall be comprised of at most four (4) members of Senate, including one chairperson (made up from another member of Senate).

## **Section 6. Committee Selection**

A. Senators are required to submit a form to indicate committee preferences to the Vice President to be considered in the committee selection process.

## **ARTICLE X. ADVISORY COMMITTEES**

**Section 1.** Advisory committees shall be defined as committees whose members are jointly composed of members of Senate and non-elected undergraduate students.

A. The purpose of all advisory committees shall be to further engage with the student body on specific, possibly time-sensitive areas of campus life.

**Section 2.** Committees shall be approved by a simple majority vote of Senate for a duration of no more than the remainder of the academic year in which it is approved.

A. Senate may renew committees through a simple majority vote at the end of the initial duration of the committee.

**Section 3.** Members of all open committees must be recommended for appointment by the Vice President.

A. The Vice President must recommend chairpersons for appointment to the committee to Senate.

i. Chairpersons must be elected Senators at the time of the formation of the open committee.

ii. Potential chairpersons must apply through an internal application process that will be open for 5 days following Senate approval of all advisory committees.

iii. Appointed chairpersons must be approved by a simple majority vote of the Senate.

B. Only current undergraduate students may apply to become a member of an advisory committee.

C. Potential members must apply through an application process initiated and monitored by the Director of Elections.

i. The application must be made available to the student body no longer than 1 week following Senate approval of an advisory committee chairperson.

ii. The application period shall last exactly 10 academic days.

D. The Director of Elections, Vice President, and advisory committee chairperson shall meet no later than 2 academic days following the end of the application period to review all applicants and discuss recommended committee members for Senate approval.

E. The Vice President must recommend chairpersons for appointment to the committee to Senate.

i. Chairpersons must be elected Senators at the time of the formation of the open committee.

ii. Potential chairpersons must apply through an internal application process that will occur during the same period as the general member application process.

F. Following the recommended appointments from the Vice President, Senate must confirm all committee members, including chairpersons, by a simple majority vote.

**Section 4.** Should the chairperson of the committee feel that the purpose of the committee has been achieved, the chairperson may motion in any Senate meeting to dissolve the committee prior to the end of the term date.

A. The dissolution of any open committee may be approved with a supermajority vote of Senate.

**Section 5.** Function

A. Each advisory committee must specify both a frequency and time of meeting at their first meeting.

i. These times must be reported to the SGA Administrative Assistant and Director of Public Relations no later than 24 hours following the conclusion of the first meeting.



**B.** Each advisory committee chairperson must submit a statement of purpose for their committee to the Vice President no later than 24 hours following the conclusion of the first meeting; this statement should include:

- i.** Realistic and tangible goal(s) of the committee for its duration
- ii.** Basic outline of steps to achieve the goal(s) of the committee

**C.** The chairperson of each advisory committee is responsible for monitoring the attendance of all advisory committee members.

**i.** Advisory committee members are allowed no more than 2 absences for the duration of the advisory committee, which resets at the start of a new semester.

**ii.** Should an advisory committee member exceed 2 absences, the SGA Administrative Assistant will email the advisory committee member in question informing them of their status and a meeting will be scheduled with the Speaker of Senate and the advisory committee chairperson to determine if the member shall be brought up for removal at the next Senate Meeting.

**iii.** The incurrence of any additional absences will warrant the advisory committee member in question being brought up for removal at the next Senate meeting.

**iv.** Removal from an advisory committee requires a two-thirds vote of Senate.

**D.** The chairperson of each advisory committee is responsible for delegating a committee member to record minutes from every meeting and sending them to the Vice President, Speaker of Senate, and Administrative Assistant no later than 24 hours following the conclusion of the meeting.

## **ARTICLE XI. CONSTITUTIONAL REVIEW COMMITTEE**

**Section 1.** The purpose of the Constitutional Review Committee shall be to oversee changes to the SGA Constitution.

### **Section 2. Membership**

**A.** The Vice President shall preside over the committee as chairperson.

**B.** The committee shall be called together once every fall semester that is an even year (example: fall semester 2012), but may be called together at the discretion of the Vice President on an as-needed basis.

**C.** Membership:

**i.** The Committee shall consist of the Vice President, who shall serve as Chair, the Director of Justice, who shall serve as an ex-officio member, and three (3) senators who shall be appointed by the Vice President and confirmed by a simple majority vote of the Senate.

**D.** All members of the Committee shall have voting power, with the exception of the Vice President, who shall only have voting power in the event of a tie.

### **Section 3. Meetings**

**A.** Meetings shall be open to the Chapman community as a whole.

**B.** The Vice President may have the members sworn in at the first joint meeting in the fall, in order to have a standing committee if he/she so desires.

## **ARTICLE XII. REFERENDUMS AND REMOVALS**

### **Section 1. Referendums**

**A.** Any action taken by SGA shall be subject to a referendum initiated by a signed petition of no less than ten (10) percent of the SGA membership. This action requires the Election Committee to call a special election to be held no less than ten (10) and no more than fifteen (15) academic days after the presentation of the petition to the Director of Justice and Director of Elections. The Election Committee must verify the signatures on the petition before calling a special election. If the petition fails verification, it will be dismissed. The special election voting will be open for three (3) academic days. A majority vote, as well as twenty percent (20%) of the SGA membership voting, shall be required to initiate the referendum.

## **Section 2. Recall**

**A.** Any elected member of SGA shall be subject to recall. No less than ten (10) percent of the student body is needed to initiate recall. The election is to be held no less than ten (10) and no more than fifteen (15) academic days after the presentation of the petition to the Director of Justice and Director of Elections. The Election Committee must verify the signatures on the petition before calling a special election. If the petition fails verification, it will be dismissed. The special election voting will be open for three (3) academic days. A two-thirds (2/3) majority vote, as well as twenty percent (20%) of the SGA membership voting, shall be required to remove a member from office. In the instance of a recall, no appeal will be granted.

## **Section 3. Resignation**

**A.** If a member of SGA seeks resignation from their position, he/she/they must notify the President, Speaker of Senate, and SGA Advisor(s) in writing.

## **Section 4. Censure**

**A.** Censure is defined as:

**i.** The public reprimand of an elected member's conduct that has been deemed by the Senate to have violated the policies, integrity, and/or mission of SGA. A censure does not remove the individual from office.

**B.** A censure can be brought forth by any elected member of SGA via a written notice to the Speaker of Senate, President, Vice President, Director of Justice, and individual in question.

**C.** The censure of an individual must be placed on the Senate agenda and presented before Senate by the individual who brought forth the censure. The member in question shall be given due process and adequate time to provide a defense. The deliberation regarding a censure can take place in either an open or closed meeting, so long as discussion meets the criteria for a closed session; however, the official censure and vote must be made public.

**D.** A two-thirds (2/3) vote of the entire membership of Senate is necessary to achieve censure.

**E.** Should the vote be insufficient to achieve censure, the matter shall be closed.

**F.** Censure is not subject to appeal or review by the Review Board and cannot be reserved.

**G.** Censures must be signed by the Speaker of Senate and sent to the President within two (2) academic days of the scheduled Senate meeting. The signed censure shall then be sent to the Director of Public Relations within three (3) academic days of the scheduled Senate meeting and posted on the SGA website within five (5) academic days of the scheduled meeting.

## **Section 5. Removal**

**A.** Removal is defined as:

**i.** The removal of a Senator from his/her/their appointed position on a committee, as a committee chair, or as Speaker of Senate. This does not remove the member from their election position as Senator;

- ii. The removal of a non-elected member of SGA, including the Director of Finance, the Director of Public Relations, the Director of Elections, the Director of Justice, a member of the Review Board, and a member of the Election Committee, on charges of improper conduct.
- C. The grounds for removal of a non-elected member of SGA are:
  - i. Egregious and/or intentional violations of SGA or University rules, policies, or procedures as they relate to the non-elected member's duties as a member of SGA.
  - ii. Conduct that violates the mission of SGA or the University.
  - iii. Conduct that severely damages the integrity or authority of SGA or the office held by the individual in question.
  - iv. Appointment shall not serve as grounds or as support of grounds for removal.
- D. Removal procedure of a Senator from a given position
  - i. Any undergraduate student may present a removal complaint including at least a description of the alleged improper conduct and the grounds for removal. Complaints must be submitted to the SGA Vice President who will then ensure the complaint is put on the Senate agenda. Complaints must be distributed to each Senator at least one (1) academic day before the regularly scheduled meeting where the removal appears on the agenda.
  - ii. A motion and a second are required to commence a removal hearing.
  - iii. The Speaker of Senate shall serve as Chair of the hearing and determine the format. Should the Speaker of Senate be the subject of the hearing then the Vice President shall serve as Chair.
  - iv. The student filing the original complaint must be present.
  - v. The individual facing removal may be present.
  - vi. Removal is achieved by a simple majority vote of Senate.
- E. Removal procedure of a non-elected member of SGA
  - i. Any undergraduate student may present a removal complaint including at least a description of the alleged improper conduct and the grounds for removal. Complaints must be submitted to the SGA Advisor(s) who will then ensure the complaint is put on the Senate agenda. Complaints must be distributed to each Senator at least one (1) academic day before the regularly scheduled meeting where the removal appears on the agenda.
  - ii. Any non-elected member of SGA that required a majority vote of Senate for approval will follow the procedure of **Article XII, Section 3 D ii-viii**

## Section 6. Impeachment

- A. Impeachment is defined as the allegation of an elected member of SGA on charges of improper conduct. Impeachment is required to initiate removal proceedings from an elected office.
- B. Impeachment may be used to remove an elected member from SGA.
- C. Proceedings to remove a member from a given position and proceedings to impeach an individual from SGA may not occur simultaneously.
- D. Impeachment is achieved by a simple majority vote of the Senate.
- E. The grounds for impeachment are:
  - i. Egregious and/or intentional violations of SGA or University rules, policies, or procedures as they relate to the individual's duties as a member of SGA.
  - ii. Conduct that violates the mission of SGA or the University.
  - iii. Conduct that severely damages the integrity or authority of SGA or the office held by the individual in question.

- iv. Continuous failure to perform the duties and responsibilities as required by the SGA governing documents
- v. Appointment and/or legislative activity shall not serve as grounds or as support of grounds for impeachment.

#### **F. Impeachment Procedure**

- i. Any undergraduate student may present an impeachment complaint to the Senate with a list of potential witnesses. Complaints must include at least a description of the alleged improper conduct and the grounds for impeachment. Complaints must be submitted to the SGA Advisor(s). The SGA Advisor(s) will then ensure the complaint is put on the Senate agenda. Complaints must be distributed to each Senator at least one (1) academic day before the regularly scheduled meeting where the impeachment appears on the agenda.
- ii. A motion and a second are required to commence impeachment proceedings.
- iii. Following a successful motion to commence impeachment, the Senate shall approve by a simple majority a list of relevant members required to appear before the Senate during the proceeding.
- iv. During the next regularly scheduled Senate meeting, following the meeting during which the impeachment proceedings are commenced, a hearing shall be held by the Senate to determine the validity of the complaint.
- v. The Speaker of Senate shall serve as Chair of the hearing and determine the format. Should the Speaker of the Senate be the subject of the hearing then the Vice President shall serve as Chair.
- vi. The student filing the original complaint must be present.
- vii. The individual facing impeachment may be present.
- viii. The individual facing impeachment may submit a list of relevant witnesses to appear before the Senate impeachment hearing to the Chair a minimum of forty-eight (48) hours prior to the hearing.
- ix. The Senate may only question present witnesses listed on the complaint form, present witnesses submitted by the accused, and officers of SGA required to appear.
- x. A motion and a second are needed to adjourn the questioning and discussion.
- xi. Following the discussion, the Senate shall vote on the Impeachment.
- xii. Impeachment is subject to review upon appeal by the Impeached party to the Review Board.

#### **G. Impeachment Appeal**

- i. If an appeal is filed, impeachment decisions may only be reversed if it is determined that the alleged improper conduct does not qualify as grounds for impeachment, or the due process of the impeached officer was violated in a manner that significantly prejudiced the proceedings against the member.
- ii. At the next regularly scheduled Senate meeting, the Director of Justice will present the Review Board's decision on the appeal. If the Review Board vetoes the impeachment, a motion and a second is needed to vote again on the impeachment. A two-thirds (2/3) vote in favor of impeachment is required to reinstate the impeachment. No more appeals shall be permitted. Removal will be voted on at the next regularly scheduled Senate meeting.

#### **H. Impeachment Removal**

- i. At the next regularly scheduled Senate meeting following a successful Impeachment vote, the Senate shall vote on the Removal of the individual in question.
- ii. A vote to remove may not take place until all formal appeals of the Impeachment decision have been heard by the Review Board.
- iii. A three-fourths (3/4) vote of the entire membership of Senate is necessary to achieve removal.
- iv. Should the vote be insufficient to achieve removal, the matter shall be closed.

- v. Removal by the Senate is not subject to appeal or review by the Review Board and cannot be reversed.
- vi. Any vacancy created by either impeachment, removal, or recall must be filled according to the procedures provided for in the relevant section of the governing documents.
- I. Any member impeached from the SGA shall automatically forfeit his/her/their position(s).
- J. No member of SGA shall be twice put in jeopardy for the same incident.

## **ARTICLE XIII. SGA SCHOLARSHIP**

### **Section 1. Dougherty Service Scholarship**

- A. The SGA Scholarship shall be known as the Dougherty Service Scholarship in honor of Cindy Dougherty, who served in various roles in the University from 1988-1996. Her service included the position of Vice President for Enrollment and Student Life. Cindy Dougherty was awarded the C.C. Chapman award in 1996 for her contributions to Chapman University.
- B. Annually, two scholarships of \$500 each shall be given.
- C. A committee will be established by the President to determine the criteria of the recipient, based upon student service, leadership, and academics. The committee shall have at least one member from the Senate, the faculty, and the Student Affairs staff. The established committee shall solicit applications and select the recipients.
- D. The minimum cumulative grade point average shall be a 3.3.
- E. The scholarship recipients should be chosen no later than the end of April.
- F. The recipients will be awarded at the Campus Leadership Awards.

## **ARTICLE XIV. ARCHIVES**

**Section 1.** A copy of all current SGA governing documents not limited to but including SGA Constitution, SGA By-Laws, and SGA Election Code, shall be kept on file on the SGA website and shall be available to any student desiring them.

**Section 2.** Copies of the Senate Operating Procedures, all agendas minutes, and enacted legislation and shall be kept on file on the SGA website and shall be available to any student desiring them.

**Section 3.** A copy of the current SGA annual budget shall be kept on file on the SGA website and shall be available to any student desiring it.

**Section 4.** These archives shall be maintained by the Director of Public Relations with approval for changes by the Director of Justice and the SGA President.

## **ARTICLE XV. AMENDMENTS**

**Section 1.** The SGA By-Laws may be amended by a majority vote of the Senate with approval of the SGA President. To override a President's veto a two-thirds (2/3) vote is required by the Senate.