

Student Government Incorporated
St. John's University, Queens Campus
Constitution

Preamble

We, the undergraduate students of St. John's University, in order to protect and empower our student body, uphold their rights to learn in an equitable and inclusive environment, maintain our position and responsibility as representatives to fairly and accurately listen to and communicate student interests and concerns to the university administration, promote the betterment of our own government and its structure, and equitably distribute resources granted to us, do ordain and establish this Constitution of the St. John's University Student Government, Incorporated.

Diversity and Inclusion Statement

Neither Student Government Inc., nor any of its recognized or funded organizations, programming boards, Officers, or initiatives, shall discriminate on the basis of race, color, religion, sex, gender, age, national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations. Student Government, Inc. will sustain and protect an inclusive and diverse community, free of bias, prejudice, racism and discrimination. It is expected that all Student Government, Inc. affiliates never commit any acts of bias, prejudice, racism or discrimination, in order for all students to thrive in its operation.

Mission Statement

This organization shall exist to represent, advocate for, act on behalf of, and serve the student body of the St. John's University Queens Campus, and the interests thereof; Act as an instrument for promoting transparency, equity, accountability, inclusivity, and cooperation between students, student organizations, faculty, and administration; Foster a University community, both within the University and abroad; Grant students an opportunity to affect and participate in the governance of their own affairs. The mission of Student Government, Inc. shall be to provide for, advocate for, and facilitate the academic and extracurricular health of the student body of St. John's University.

Article I: Name and Membership

Section I: Name

This organization shall be called Student Government Incorporated of St. John's University, Queens Campus, henceforth referred to as "SGI."

Section II: Membership

Part A. Definition of Membership

All Activities Fee-paying students of St. John's University shall be members of SGI.

Part B. Class Definitions

Class years shall be defined as follows:

- A "First-year" shall refer to any first-year student or any student with less than 24 academic credits.
- A "Sophomore" shall refer to any second-year student or any student with between 24 and 48 academic credits.
- A "Junior" shall refer to any third-year student or any student with between 48 and 72 academic credits.
- A "Senior" shall refer to any fourth-year or higher student or any student with 72 academic credits or more; this shall include fifth-year pharmacy students.

Part C. Officers

- Any member of SGI who is elected or appointed to a position within SGI shall be considered an Officer.
- A member of SGI that has a GPA below 2.5 may not hold an Officer position in SGI. A member must be in proper standing with student conduct in order to hold a position as Officer.
- All officers in SGI except Executive Committee Assistant Chairs are not allowed to hold executive board (Top 4) positions in any SGI recognized organizations or programming boards including Greek Life organizations unless given approval by the President and the SGI Advisor.

Article II: Executive Branch

Section I. Executive Board

Part A: Function

The Executive Board shall be the executive administrative body of SGI. Its role shall be to direct all executive aspects of the organization. The Executive Board is responsible for carrying out the day-to-day affairs of SGI and, when the Student Senate is not in session, the Executive Board may make decisions relating to the operation, conduct and procedures of SGI that are not contrary to any previous action of the Student Senate.

Part B: Composition

The Executive Board shall consist of the following Officers, listed in order of authority:

President

The President shall be the Chief Executive Officer, head and official spokesperson and representative of the undergraduate student population. The President shall have, among others, the following duties and powers:

- The power to make internal and external SGI appointments, as required of them;
- The power to veto any legislation passed by the Student Senate;
- The power to enact standing rules of the Executive Board to govern affairs of the Executive Board;
- The power to issue Executive Orders deemed necessary and proper;

The President shall be required to:

- Attend all Assembly meetings (exceptions shall be made under extraordinary circumstances);
- Convene the Assembly for special meetings;
- Chair all meetings of the Assembly unless delegated;
- Present a report at each Assembly meeting;
- Ensure that the rules, regulations and policies of the Assembly are faithfully executed;
- Submit a report at the end of their term, listing any accomplishments, ongoing tasks or collaborations, and important decisions, in order to ensure a sufficient transition of the succeeding President.

Vice President

The Vice President shall be the President of the Student Senate. The Vice President shall have, among others, the following duties and powers:

- Convene and preside over the meetings of the Student Senate;
- Together with the Speaker of the Senate, be charged with the administrative business of the Student Senate;
- Assume the office or duties of the President of the Assembly in the event of absence, disability, resignation, or death of the President;
- Submit a report at the end of his/her term, listing any accomplishments, ongoing tasks or collaborations, and important decisions, in order to ensure a sufficient transition of the succeeding Vice President;

Chief of Staff

The Chief of Staff shall be the Chief Administrative Officer of SGi and shall report directly to the President.

Treasurer

The Treasurer shall be the Chief Financial Officer of SGi and shall be responsible for the management of all finances and expenditures of SGi, including the distribution of funds to SGi-recognized organizations and programming boards on campus. The Treasurer shall report directly to the President.

Senior Programming Coordinator

The Senior Programming Coordinator shall report directly to the President and shall have the following responsibilities:

- Oversee the production of the Vincentian Yearbook and work to promote the sales of the book;
- Coordinate the planning of Senior Week for the senior class;
- Collaborate with other Officers to fundraise for the Senior Scholarship and holding applications before the start of the Fall semester;
- Attend all Assembly meetings (exceptions shall be made under extraordinary circumstances).

Secretary

The Secretary shall be the Chief Records and Operations Officer of SGI and shall report directly to the President. The Secretary shall have the following responsibilities:

- Maintain updated versions of all legislation and governing documents (including amendments) when applicable;
- Direct passed legislation to the Vice President and President for certification and approval;
- Submit a report at the end of his/her term, listing any accomplishments, ongoing tasks or collaborations, and important decisions, in order to ensure a sufficient transition of the succeeding Secretary.

Press Secretary

The Press Secretary shall be the primary representative of SGI to all external press affiliates and organizations. The Press Secretary shall report directly to the President and have the following responsibilities:

- Work directly with all Executive Board-level officers and Executive Committee Chairs on a regular basis to communicate the interests, opinions and actions of all three branches of SGI;
- Advise the President, the Speaker of the Senate, and all other SGI officers on issues of public relations;
- Oversee a committee of Staff Writers to assist with carrying out their duties as Press Secretary.

Part C: Term

All members of the Executive Board are elected for a one (1) year term, commencing on the day following the St. John's University Queens Spring Commencement Ceremony and continuing until the next Queens Spring Commencement Ceremony, unless otherwise sooner terminated pursuant to this constitution.

Part D: Removal and Vacancies of Members of Executive Branch

The line of succession to the office of President, in the case that the President becomes incapacitated, dies, resigns, or is removed from office, shall be as follows:

- Vice President
- Speaker of the Student Senate

In the event that the Vice President becomes vacant, the President may appoint a new President to take office before the next meeting of the Student Senate. This individual must be confirmed by a majority vote of the Student Senate at the next regularly scheduled Student Senate meeting.

The Speaker of the Senate of the Student Senate may be removed from office with a two-thirds vote of the present membership of the Student Senate.

Upon vacancy of any appointed Executive Board seat, the President may appoint someone to fill the position, with majority consent of the Student Senate.

Part E: Special Presidential Powers

Executive Orders will be considered formal written documents containing instructions or orders from the President. Anything that the President may do by simple declaration, they may do by Executive Order. All Executive Orders will be public upon their signing.

All Task Forces will be chartered by Executive Order and will be dissolved by Executive Order. Task Forces will be considered formal commissions with members appointed by the President to engage in one of the following:

- Investigate issues of concern by involving the knowledge and opinions of the undergraduate student population;
- Execute programming consistent with the policies of SGI;
- Assist Student Senate Committees in developing stances on issues;
- Recommend issues to be taken up by the Student Senate and its Committees.

Section II. Executive Committees

Part A: Function

Executive Committees shall work under the Executive Board to fulfill roles throughout SGI. SGI shall maintain the following standing committees, each of which shall perform the functions inclusive of, but not limited to, those stated beside its title:

- *Budget Committee*: This committee handles organizational funding requests and, upon thorough review, recommends allocations for the Assembly to discuss and the voting members to vote on. The chairs of this committee are also members of any other budgeting committee created by the Assembly;
- *Elections Committee*: Coordinated under the supervision of the Division of Student Affairs, this committee organizes and facilitates all SGI elections.
- *Organizations Committee*: Along with regulating established organizations' activities on campus, this committee handles the formation of new organizations by making recommendations of applications for the Power to Organize, which is the permanent recognition of organizations and reactivation of lapsed organizations. Responsibilities also include Organizational Congress meetings, allocation of organizational space and the Organizations Banquet in the spring semester;

- *Public Relations Committee*: This committee is the primary body for the dissemination of information concerning SGI. Responsibilities include the Spring Activities Fair, SGI recruitment, suggestion boxes, approval of organizational publicity and allocation of advertising space in the Torch to SGI and all organizations;
- *Service Committee*: This committee is responsible for building upon the University's Vincentian mission. In addition to creating new initiatives that they deem fit, the Service Committee shall oversee student participation in annual University service events. This committee may also collaborate with other organizations on campus by supporting their philanthropic and service initiatives in order to bring together the St. John's community at large.
- *School Spirit Committee*: Promotion of school spirit throughout the University is the responsibility of this committee. School Spirit, through the RedZone Student Section, is meant to support the athletic programs of St. John's, help with the coordination of homecoming activities and plan trips to out-of-town games. The committee is responsible for promotion of season tickets as well as ordering giveaways. This committee will also promote the Alma Mater and the Mascot.
- *Student Affairs Committee*: This committee is responsible for the coordination and execution of all marquee events, as well as developing and facilitating new programming which promotes the St. John's University Mission.
- *Health and Wellness Committee*: This committee shall implement new initiatives that address student needs in regards to their health, as well as collaborating with existing wellness services, this committee will be able to create a culture of physical, mental, and spiritual wellbeing. The members of this committee aim to develop effective relationships with the wellness services on campus that are defined by advocacy, reflection and understanding.
- *Sustainability Committee*: This committee is responsible for creating and strengthening on-campus environmental actions.
- *Equity Committee*: To initiate conversation surrounding social and economic challenges based on issues of gender and sexuality, race, religion and more. To educate and train committee members through Diversity Peer Education and collaborations with other campus resources about diversity, inclusivity, equality and equity, and how to recognize and diffuse incidents of bias. To inquire about policy changes that can help bring about equity in the distribution and accessibility of academic resources, physical and mental health services and other resources devoted for the student body at St. John's University. To serve as an informational hub, maintaining connections with the Office of Multicultural Affairs, the Inclusivity Resource Center, the Faculty of Color, Academic Affairs of Equity and Inclusion, R.I.S.E. Mentoring, etc.
- *Yearbook Committee*: This committee shall work with the Senior Programming Coordinator to develop the yearbook for the graduating class.

Part B: Executive Committee Chairs

Executive Committee Chairs shall lead the selection process for Assistant Chair positions, and shall oversee all Assistant Chairs and positions in which they have been granted authority. In order to complete the responsibilities of the Executive Committees, the following committees have been set and shall be led by their respective Executive Committee Chair. The Press Secretary shall act as chair of the Public Relations Committee.

- Budget
- Elections
- Equity
- Organizations
- Health and Wellness
- School Spirit
- Student Affairs
- Yearbook
- Service
- Philanthropy

The roles of Executive Committees shall be specific yet dynamic, so that each abides by its own set of by-laws that may be changed without amendment to the Student Government, Incorporated By-laws or Constitution. Changes to Executive Committee By-laws may be brought forth by any Officer and must be approved by a majority vote taken by the Executive Board of Student Government Incorporated and the Executive Committee Chair of the respective committee.

Part C: Executive Committee Assistant Chairs

Executive Committee Assistant Chairs shall be appointed by their respective Executive Committee Chair with oversight provided by the Chief of Staff as outlined in the Constitution of the Student Government Incorporated. Executive Committee Assistant Chairs shall work with the Chief of Staff, and within a committee, to help aid their respective Executive Committee Chair in completing their responsibilities outlined herein. Executive Committee Chairs shall be required to attend all regularly scheduled Executive Committee meetings, as well as any meetings or events deemed mandatory by the Chief of Staff.

Part D: Selection and Terms of Office

Chairs shall serve from the time of confirmation until the next President takes office, resignation, or removal by the President. Chairs shall serve from appointment until the next President takes office, resignation or removal by the President.

Part E: Delegates

Delegates will be representatives from student organizations, as well as students who represent St. John's academic or administrative areas. Executive Committee Chairs are responsible for advertising the Delegate positions to relevant groups to ensure adequate representation. The Delegate positions will be standing, uncapped and fluid. They may be filled by a different representative each week, or left unfilled for any period of time. The goal of these positions is to allow for clear communication and collaboration between SGI and the existing groups on campus and to streamline the project and program creation process. Delegates will be invited to attend and to contribute to committee meetings and general Executive Committee gatherings.

Article III: Legislative Branch

Section I. The Student Senate

Part A: Function

All legislative powers of SGI shall be vested in the Student Senate. The Student Senate shall be the forum for debate on issues affecting the general welfare of the Student Body. The Student Senate shall have the power to enact bills by majority vote, unless otherwise specified.

Responsibilities of the Student Senate shall include, but not be limited to, the following:

- The approval of Special Allocations;
- The approval of appointed Senators by a two-thirds majority;
- The proposal and approval of amendments to the Constitution;
- The creation and maintenance of the SGI Student Senate Standing rules.
- Each senator shall serve as a member of an SGI Legislative committee;
- To approve or deny recognition of student organizations during the Power to Organize process.

Part B: Composition

The Student Senate shall be made up of members elected annually by their respective College and year to serve as Senators. There shall be two Senators representing each year of each College which enrolls undergraduates on St. John's University's Queens Campus.

Part C: Selection and Terms of Office

All members of the Assembly elected in the Spring Elections shall serve for a one (1) year term, commencing on the day following the St. John's University Queens Spring Commencement Ceremony and continuing until the next Queens Spring Commencement Ceremony, unless otherwise sooner terminated pursuant to this Constitution. Members of the Assembly elected in the Fall Elections or later shall serve from the time of their election until St. John's University Queens Spring Commencement Ceremony, unless sooner terminated pursuant to this Constitution.

Part D: Removal and Vacancies of Senators

A petition to remove a Senator from office shall be submitted as legislation in the form of a bill, or an Executive Order by the President. An investigation of the Senator's proposed removal from office will be conducted before the bill is heard before the Student Senate. Passage of a bill which removes a Senator from office requires a two-thirds vote of the present membership of the Student Senate. Approval of an Executive Order which removes a Senator from office requires a two-thirds vote of the present membership of the Student Senate, unless otherwise specified by the Constitution.

Upon vacancy of any Student Senate seat, the Senators of the respective college or field shall appoint a member to fill the vacancy. If, after two regularly scheduled meetings of the Student Senate, and/or the SGi Assembly, the Student Senate has not filled the vacancy, the Vice President may appoint a Senator to fulfill the position.

Part E: Senate Leadership

Senate Leadership shall be composed of the Vice President, the Speaker of the Student Senate, the Secretary and each of the chairs of the Senate Standing Committees. The Speaker of the Senate shall be the chair of Senate Leadership.

Speaker of the Senate

The Speaker of the Senate shall be the spokesperson for the Student Senate and shall communicate the concerns of the Student Senate to the Executive Board and the rest of SGi. Upon vacancy of the office of Speaker of the Senate, the Speaker of the Senate shall be a Senator elected at the next regularly scheduled meeting of the current Student Senate by a plurality vote of Senators. The slate for election shall consist of all Senators receiving a nomination and a second.

The Speaker of the Senate shall be required to:

- Assist the Student Body Vice President in the administration of the Student Senate;
- Gather legislation and set the agenda for the Student Senate meetings;
- Assign each Senator to serve on one Student Senate Standing Committee;
- Convene meetings of the Senate Standing Committee Chairs on a regular basis.

The Speaker of the Senate shall serve as the Presiding Officer of Legislative Meetings. In any case where the Speaker of the Senate is absent, the Vice President shall perform the duties of the Speaker of the Senate.

Chairs of Committees

At the first committee meeting of a given session, or in the event of a vacancy, a Committee Chair shall be elected by a confirmation vote of the active committee membership, as outlined in the Constitution of the Student Government Incorporated. The Chairs of the Standing Legislative Committees shall schedule and preside over their respective Committee meetings, and act on the findings of said committee.

Part F: Meetings

The Student Senate shall convene for Legislative Meetings every Monday of the academic year that General Assembly Meetings do not occur during the Fall and Spring semesters. The Vice President or the Speaker of the Senate may call a Special Legislative Meeting of the Student Senate for the purpose of discussing time-sensitive issues.

The Vice President shall chair all meetings of the Student Senate, or until the Student Senate elects a Speaker of the Senate. The first Legislative Meeting shall occur after the end of the transition period. Newly appointed Senators throughout the academic year shall be sworn in at the commencing Legislative Meeting once approved by the Student Senate.

Quorum during Student Senate meetings shall be defined as fifty percent plus one of the active membership of the Student Senate. Quorum during Student Senate Standing Committee meetings shall be defined as one-half of the active membership of that committee.

Part G: Duties of Senators

All Senators in the Student Senate shall be required to:

- Attend all meetings of the Student Senate. Senators are allowed two excused absences for Legislative Meetings and two excused absences for Assembly Meetings;
- Participate in at least one outreach event with their constituency focused solely on SGI initiatives;
- Serve on and attend all meetings of at least one Standing Committee of the Student Senate.

Part H: Acts of the Student Senate

All acts passed by the Student Senate shall be certified as passed by the signature of the person who served as chair when the act passed. The following acts are proposals that can be introduced by any Senator:

- *Rules*: Rules will be binding to the whole of the Assembly. They will require a two-thirds majority for passage. Once they are passed, they must be made available through online means in accordance with the paper-free meetings initiative outlined in the Constitution. Rules can cover topics such as mandating executive board action, amending committee by-laws, and pursuing permanent change to SGI function. Rules can only be undone by other rules.
- *Binding resolutions*: Binding resolutions will require a majority of the Legislative Branch for passage. Once they are passed, they must be made available through online means in accordance with the paper-free meetings initiative outlined in the Constitution. They can mandate behavior from the executive board and committees without altering their by-laws. They can involve components of the budgeting process not already covered by existing rules and traditions.
- *Non-binding resolutions*: Non-binding resolutions require a majority of votes for passage. Once they are passed, they must be made available through online means in accordance with the paper free meetings initiative outlined in the constitution. They can cover topics outside of the purview of SGI to express opinions regarding university policy. When passed in the purview of SGI, they can represent suggestions, praise, or dissatisfaction with policy decisions taken by actors within SGI. They cannot amend bylaws, mandate behavior, coerce or cajole administrative or executive functions.

All acts certified by a Chair shall be submitted to the President, who then may either approve or veto by the next meeting. Any veto of legislation of the Student Senate must be in writing. Upon the veto of legislation, the Speaker of the Student Senate will be notified by the Vice President. The reason for veto shall be presented at the next Assembly meeting.

In the event an act is vetoed, it may return to the Student Senate for another vote at the discretion of the author(s). The veto shall be overridden and the act considered effective if the act is passed by a two-thirds vote. If the act fails to obtain the approval of two-thirds of the Student Senate, the veto shall hold and the act will be rendered ineffective.

Section II. Legislative Committees

Part A: Authority

The Student Senate shall have the authority to create and dissolve Legislative Standing and Ad-Hoc Committees by proposal and approval of bills. All Standing Committees roles shall be defined in the By-Laws of Student Government, Incorporated. The Student Senate may create or dissolve Legislative Ad-Hoc Committees by a two-thirds vote of the present membership of the Student Senate.

Part B: Structure and Leadership

Attendance to all Legislative Committee meetings shall be open to any member of the Student Government Incorporated, with the business of each Legislative Committee conducted only by the officers serving as a voting member of said committee.

Each committee shall elect a Chair with a majority vote of its active membership during the first meeting of said committees' members. Each Chair shall, in addition to the requirements set by the Constitution of the Student Government, Incorporated, be required to:

- Convene and preside over meetings of the committee;
- Set an agenda for each meeting of the committee, and submit said agenda to the Secretary for permanent retention;
- Take attendance and official minutes during committee meetings, or assign another member to do so, and submit said documentation to the Secretary for permanent retention;
- Report the actions of the committee to the Vice President and Speaker of the Senate on a regular basis.

Quorum must be met in order for a Legislative Committee to conduct business. Quorum shall be defined as a one-half attendance of the active membership of said committee.

Part C: Standing Legislative Committees

The Committee on University and Academic Affairs shall address academic concerns affecting the St. John's Student Body and work with existing University faculty and staff to address student-driven issues, as well as any concerns assigned to the Committee by the Vice President or Speaker of the Senate.

The Committee on Campus and Student Resource Affairs shall address everyday issues throughout campus affecting the St. John's student body, promote health and safety initiatives and other positive resources on campus, and evaluate University-wide resource concerns and research related-problem solutions, as well as any concerns assigned to the Committee by the Vice President or Speaker of the Senate.

The Committee on Research and Development shall address the needs and desires of the student body through data analysis, which then are used as evidence to enact change on campus. This committee is responsible for assisting with information and surveying of students within the St. John's community to assess the opinions and concerns of the student body, including those in regard to proposed policies and new ideas. Throughout the year, this committee produces and compiles surveys and other ways to collect data that reflect student opinions and desires. This committee shall be in charge of coordinating and executing student forums for the Legislative Branch, as well as any concerns assigned to the Committee by the Vice President or Speaker of the Senate.

The Committee on Governmental Relations shall supervise the communication between Student Government Inc. and federal, state and local governments and officials. This committee is also responsible for supervising the voting and voter registration efforts of Student Government Inc. and creating a more politically knowledgeable student body. This committee shall also work to gather and research governmental issues, and to advise on legislation pertaining to the Student Senates support or opposition of governmental action. The committee shall lobby for local, state or federal legislation if and only if the Student Government Inc. Student Senate approves of the effort through the passing of a resolution. The committee shall supervise and be the primary voice for the communication between Student Government Inc. and federal, state and local governments and officials.

Part D: Ad-Hoc Legislative Committees

Ad-Hoc Committees shall be restricted to issues designated upon their creation, or as amended by the convener, and shall report to the Student Senate on a regular basis, or as directed upon their creation.

Unless terminated by the convener, or extended by the incoming Student Senate, Vice President, or Speaker of the Senate, all Ad-Hoc Committees shall convene no longer than May 15th of the following year. Ad-Hoc Committees can be dissolved at the discretion of the Student Senate, in accordance to the Constitution of the Student Government Incorporated.

The convener of an Ad-Hoc Committee shall designate the members and duties of the Committee or establish a procedure for determining the members and duties of the Committee at the time the Committee is created. Such appointments, duties and procedures may be amended at the discretion of the convener.

Part E: Records of Legislative Committees

All Standing and Ad-Hoc Committees shall be required to record meeting minutes, to then be reported to the Speaker of the Senate and given to Student Body Secretary for permanent retention. Such minutes shall include:

- A written report of all major subjects discussed at the meeting;
- A written report on the attendance of the meeting;
- The opinion of the Committee on assigned legislation, divided into those that are in favor, opposed, and abstain on the matter.

Section III. Voting

Standard voting entitles each Senator to one vote on each piece of legislation deliberated amongst the Student Senate, with the Vice President having the opportunity to cast a tie-breaking vote, in situations where there would otherwise be a tie. Members of the Student Senate must be present in order to cast a vote.

Section IV. Requirements of Members

Every Senator shall be present at every Student Senate meeting unless the Senator is excused by the Speaker of the Senate. Every Senator shall be present at every meeting of the Committee(s) to which they have been assigned, unless the Chair excuses said Senator. Missing two or more Student Senate meetings, or missing two or more Committee meetings without proper exemption within a given semester shall constitute a malfeasance of office and be grounds for removal from all offices and positions held within the Student Government Incorporated.

Senators must act as Voting Members of at least two Standing Legislative Committees, and no more than three Standing Legislative Committees. Senators must also be a Voting Member of at least one of the following standing committees:

- University and Academic Affairs Committee
- Student Services and Health and Wellness Committee

Senators must also be a Voting Member of at least one of the following standing committees:

- Research and Development Committee
- Governmental Affairs

Section V. Records of the Student Senate

Part A: Minutes

The Secretary shall take and prepare the official minutes of the Student Senate, as outlined in the Constitution of the Student Government Incorporated, and shall distribute them in a timely fashion to all officers of the Student Government Incorporated. Minutes shall include a complete record of how each individual Senator voted on all acts of legislation deliberated by the Student Senate. All minutes and voting records of the Student Senate shall be made public via the Student Government, Incorporated website. If the website is inactive, Student Government, Incorporated shall make the minutes public online in another suitable fashion.

Part B: Legislation

All formal, signed legislation of the Student Government Incorporated shall be archived and kept in a place easily accessible to students.

Article IV. Elections

Section I. Timing of Elections

A Student Government Election shall be held each semester under the direction of the Elections Committee. Elected positions shall consist of:

- President
- Vice President
- Secretary
- Treasurer
- Chief of Staff
- Press Secretary
- Senior Programming Coordinator
- Members of the Student Senate

First-Year Senators positions and any vacancies shall be filled during the Fall Student Government Elections. All other elected positions shall be open for election during the Spring Student Government Elections.

Section II. Elections Procedures and Eligibility

Members of the Assembly shall be elected by a majority of voters in their respective constituency. Constituencies shall be defined below:

- The constituency of each member of the Executive Board shall consist of all members of the undergraduate student population
- The constituency of a Senator shall be all members of SGI who share that Representative's college and credit-year.

Eligibility for all Executive Board positions, including those that are elected and those that are appointed, shall be limited to students of St. John's University, Queens Campus, who are enrolled in at least 12 academic credits and have completed at least fifty-five (55) academic credits while maintaining good academic and student conduct standing at St. John's University.

Candidates for an Executive Board position shall have served at least one year of experience in one of the following ways:

- One term as an elected officer, senator, representative or a Chairperson or Assistant Chairperson of a committee of SGI;
- One term as Chairperson of the Inter-Greek Council;
- One term as President, Vice President, Secretary or Treasurer of an organization that has maintained an active status under SGI during their year on its Executive Board.

In order for a ticket to form, there must be at least four members - a President, a Vice President, a Secretary, and a Treasurer. If a member drops from the ticket, the whole ticket must be dissolved and candidates must run separately. No Executive Board member may hold the title of President, Vice President, Secretary or Treasurer of another organization during their term.

Candidates for Executive Board positions are prohibited from campaigning in any collaborative fashion with candidates for Senator positions. Candidates for Senator may not campaign on a ticket or in any collaborative fashion with other candidates for Senator or Executive Board positions.

The eligibility of all candidates and the results of all elections shall be verified in advance by the SGI Advisor and the SGI Elections Chair. If a candidate does not have sufficient years of experience to run for an Executive Board position, that candidate may petition the SGI Advisor for the opportunity to run in an election.

Any candidates found responsible for violating any election procedure may be disqualified from all elections that occur during the academic year in which the violation occurred.

Article V: Oath of Office

All Executive Board members and Senators, before assuming the responsibilities of their position, must take the following Oath of Office:

“I (state your name) solemnly swear to uphold the standards and ideals of Student Government, Inc., to serve and represent the needs and concerns of my fellow students to the best of my ability, and to uphold the integrity and honor that my position entails. I will do so with the utmost honesty, fairness, enthusiasm and respect for my fellow members and the mission of St. John’s University.”

Article VI: Meetings & Procedure

Section I. Meetings of the Executive Board

- Executive Board meetings will be held at the discretion of the President.
- Notice of an upcoming absence should be submitted to the President at least 24 hours before the scheduled meeting. Any member who fails to submit such a notice shall be expected to meet with the President before the next Assembly meeting.
- The President shall be responsible for creating an agenda for these meetings.

Section II. Meetings with the SGI Advisor

- The SGI Advisor meetings shall be held at the discretion of the President and/or SGI Advisor.
- Notice of an upcoming absence should be submitted to the President and/or SGI Advisor at least 24 hours before the next scheduled meeting. Any member who fails to submit such a notice may be expected to meet with the President before the next SGI Advisor meeting.
- The President shall be responsible for creating an agenda for these meetings.

Section III. Meetings of the SGI Assembly

- Regular meetings may be held approximately two times per month between September and May and as otherwise determined by the President, on dates determined by resolution of the Executive Board. The meetings will be typically held on a bi-weekly basis unless otherwise stated.
- Notice of the time, place and purpose of all meetings of the members shall be served either personally or by mail, directed to each member at the e-mail address as it appears for such purposes on the books or records of SGI.
- Notice of an upcoming absence must be submitted to the Secretary at least 24 hours before the scheduled meeting. Any member who fails to do so will receive an absence. A member may only be excused of an absence if it is explained why, in writing, at least 24 hours before the scheduled Board meeting and approved by the Executive Board.
- Any reports must be submitted in a timely manner, as determined by the Secretary.
- The review of the budget and the installation of the newly elected officers shall take place at the regularly scheduled Board meeting.

Section IV. Special Meetings

- Additional meetings may be called by the President with twenty-four (24) hours written notice to the Executive Board.
- Notice of the time, place and purpose of special meetings of the Board shall be served not less than twenty-four (24) hours before the time referred to in such notice.

Section V. Meeting Protocol

The parliamentary authority of SGI shall be the latest version of Robert's Rules of Order. Procedures outlined in SGI Documents shall supersede the parliamentary authority, if there is a conflict between the two.

Section VI. Quorum

- At any regularly scheduled meeting of the Assembly, unless otherwise required by law, or in the Certificate of Incorporation of the Corporation, the presence of fifty (50) percent of the voting members plus one individual shall constitute a quorum for the transaction of business at any regular SGI Assembly meeting.
- At any other SGI meeting, unless otherwise required by law or in the Certificate of Incorporation of the Corporation, an act of the majority of the members present at any meeting which there is quorum shall be the act of the membership.
- The President shall not be entitled to vote on any action. In the event of a tie on any vote by the Assembly, the President shall then be permitted to vote for the purpose of breaking such tie.

Section VII. Paperless Meetings

- All SGI Assembly Meetings will be 100% paperless, and no paper flyers, handouts or advertisements may be distributed during these meetings.
- Any person who wishes to share a flyer, handout or advertisement may forward such documents to the Secretary of SGI prior to the meeting and the Secretary shall distribute electronically.
- Attendees may use paper products such as notebooks or loose-leaf paper for personal use.
- Exceptions may be made at the discretion of the President of SGI.

Article VII: Compensation

Section I. Regulation of Compensation

- In order to receive a stipend, eligible SGi officers must fulfill all responsibilities set forth for them in the SGi governing documents, including the Constitution of the Student Government Incorporated and the Bylaws of the Student Government Incorporated. The discretion to withhold a stipend rests with the SGi Advisor.
- The highest paid stipend must not exceed 10 times the amount of the lowest paid stipend.
- All stipends will be divided equally per each semester of the academic year that the officer serves their term.

Article VIII: Finances

Section I. Fiscal Year

The fiscal year of the Student Government Incorporated shall begin on the first day of July of each year and end on the last day of June, as modeled from the fiscal policy of St. John's University.

Section II. Payments

All checks, drafts or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Student Government Incorporated shall be prepared by the business office for Student Government Incorporated and two of the following people:

- Student Body President or Student Body Treasurer
- Student Government Advisor

Section III. Budget

The Treasurer, with direction from the President, shall prepare or have prepared the annual capital and operations budget for Student Government Incorporated. The budget shall be made binding by the process herein. The Student Body Treasurer shall distribute the budget and a budget report to the Members of Student Government Incorporated as defined in the By-Laws. The Members will provide feedback and offer revisions.

Article IX: Transition

Section I. Student Senate Transition

The first meeting of the Student Senate following their election shall be a joint session between the outgoing and incoming Senators.

- All Senators shall convene at least one half hour before the meeting in order to informally introduce themselves and explain the particulars of the office.
- The transition Student Senate meeting shall be considered the last official meeting of the current session. Both outgoing and incoming Senators may partake in debate; however, only outgoing senators may cast votes.
- After all regular business has been conducted, the Senators–elect shall be sworn in and their term shall officially begin.
- A yearly SGI Senate Orientation Program, which will take place before the Senate meeting that follows the transition meeting, will be organized by the outgoing Speaker of the Senate and Committee Chairs to facilitate the effective transition of incoming senators into their new roles and responsibilities. There will be formal training over the following summer as well.

Section II. Executive Board Transition

Before officially leaving office, all Executive Board members shall be responsible for communicating the particulars of their office to their replacements in order to prepare the newly elected Executive Board members for their duties and to facilitate a smooth transition between administrations.

Article X: Social Media Presence

Section I. General

- SGi shall maintain a presence on contemporary social media platforms in order to provide outreach to constituents.
- SGi officers are free to maintain their own individual social media presence however they see fit, provided that a disclaimer is included confirming that these statements are not said to represent SGi as an organization.

Section II. Content

- SGi social media shall primarily be used to serve as an outreach tool to the student body.
- In some circumstances, there may be a need for SGi to comment on matters that are not directly related to the affairs of the St. John's undergraduate student body. In such cases it is permissible to make a post on official SGi social media as per the guidelines set forth in Sections III and IV.

Section III. Approved Administrators

- Approved administrators of official SGi social media pages shall be the following:
 - The Student Body President and Press Secretary
 - Public Relations Committee Officers
- Any SGi member may request for a post to be made by the Press Secretary and/or Public Relations Committee, provided that the post is approved by the Press Secretary and at least one other Approved administrator.
- At the discretion of the Approved administrators, another member of SGi may be granted Temporary Approver status to post from official SGi social media pages, so long as the range of time of access and subject matter posts be first agreed upon by the Approved administrators and followed closely by the Temporary Approver.
- The Student Body and Press Secretary shall also have access to any committee or Senate Social media pages.

Section IV. Restrictions

Unless content being posted on SGi social media solely addresses advertising SGi-sponsored or supported events, profiles of St. John's students and faculty, results of SGi conducted research, or SGi legislation (past, present, and future), the poster must state their name, or the name of who they are posting for, in a reasonable manner in the post.

Article XI: General Provisions

Section I. Use of Student Government, Incorporated Logos, Symbols, Letterhead

- No logo or symbol of the Student Government, Incorporated may be altered or incorporated into a larger symbol without the express written permission of the President.
- Any official, non–electronic correspondence on behalf of Student Government, Incorporated must be contained within the formal approved letterhead of the Student Government, Incorporated.

Section II. Conflicts of Interest

A conflict of interest is defined as a situation where an Officer's personal interests interfere, conflict or adversely affect the interest of Student Government, Incorporated. The Student Government, Incorporated Advisor has sole discretion in determining if a conflict of interest exists according to the above criteria.

Part A. Prohibited Activities

- No Officer shall use Student Government, Incorporated property or equipment or divulge proprietary information, such as mailing lists, business information, personal information of members, or computer data, in activities conflicting with Student Government, Incorporated interests. The Advisor retains authority to resolve any such conflicts.
- No Student Government, Incorporated Officer or Appointee may vote on a request for funds from any student organization that they hold an appointed or elected leadership position in. A violation of this shall constitute malfeasance of office and be grounds for removal from all offices and positions held in the Student Government, Incorporated.

Part B. Disclosure

In any financial transaction where conflict of interest is believed to exist, the material facts of the transaction and the interest or relationship of any Officer must be disclosed to the Advisor before the transaction occurs. The Advisor holds responsibility for approving or disapproving the transaction upon being informed of the conflict of interest.

Section III. Usage of Property

- Property of Student Government, Incorporated shall be used only by the Officers of Student Government, Incorporated for the furtherance of Student Government, Incorporated efforts.
- No Student Government, Incorporated property may be used in any manner that violates the laws or regulations of the United States of America, the State of New York, or St. John's University.

Article XII: Parliamentary Authority

The current edition of Robert's Rules of Order Newly Revised shall govern meetings in which actions will be deliberated.

Article XIII: Ratification

This Constitution shall become effective upon 2/3 approval of the Student Senate, followed by approval of the President.

Article XIV: Advisor

Section I. Appointment

The Student Government Advisor shall be appointed by the Vice President of Student Affairs or designee. The advisor shall be a full-time employee of St. John's University.

Section II. Duties

The Student Government Advisor shall:

- Meet with the Executive Board on a regular basis as determined by the SGI President and/or the Advisor;
- Support SGI in its endeavors by facilitating contact with administration, offering advice and working with the Executive Board to identify and achieve its goals;
- Serve as liaison between SGI and the University community;
- Work with the Treasurer to provide oversight on all financial expenditures of SGI funds and ensure that they are in compliance with established spending regulations;
- Advise the Budget Committee and ensure that proper practices are followed regarding the allocation of funds;
- Resolve disputes between the Executive Board and the Student Senate;
- Attend Assembly meetings and serve as a non-voting member of the Assembly.