



# 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. 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 Review Board.

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

- A. To call and preside over the Review Board;
- B. To appoint SGA Review Board members;
- 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 Review Board members to be approved by a majority vote of the Senate;
- B. Ensuring that before the start of the Fall semester, the Review Board is established, approved by the Senate, and functioning;
- C. Training the SGA Review Board in conjunction with the SGA Advisor(s);
- D. D. Holding a Review Board meeting within ten (10) academic days of a complaint;
- E. Voting in case of a tie in the Review Board.

**Section 4.** The membership of the Review Board shall consist of four (4) undergraduate students who have been approved by the Dean of Students and/or their designee, and a majority vote of the Senate.

- A.** The Review Board members shall be presented for approval at the first meeting of the 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 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 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 Procedures, 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 III. 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 ( $\frac{2}{3}$ ) majority vote of the Senate;
- B.** The incoming Council shall prepare the initial budget for SGA and the Director of Finance shall present 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 the Dean of Enrollment, Financial Services, and/or the SGA Advisor(s).
- C.** The SGA Operating Budget must be re-proposed to the 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.** Any modifications to the SGA Operating Budget must be presented to the Senate and approved by a majority vote;
- E.** All expenditures shall follow Chapman's fiscal policy.

**Section 2.** The SGA Finance Team shall ensure the following:

- A.** Monies withdrawn from SGA funds shall be accounted for by numbered payment requests. The only exception to this will be the use of the Panther Card as deemed fit by the SGA Advisor(s).
- B.** All payment requests shall indicate and/or summarize the event and the reason for the withdrawal of funds and be 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 payment request;
- D.** A copy of all payment requests shall be recorded monthly and kept in a file in the SGA office with the SGA Advisor(s);
- E.** All copies of receipts, payment 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 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.

**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 emergency 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.

**ARTICLE IV. COMPENSATION**

**Section 1.** The total compensation for all officers and others employed by SGA shall not exceed 25% of the SGA budget.

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

**Section 3.** Elected 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 compensation for that period.

**Section 4.** Fellowships for the 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.** Senatorial Positions:

**i.** Senators shall receive \$1,500

**Section 5.** Appointed Executive Council positions and remaining support staff of the SGA will receive compensation through the payroll process. These positions will be paid according to the current hourly pay.

**A.** Compensation for the appointed Executive Council positions shall not exceed the following:

**i.** Director of Senate - \$6,400

**ii.** Director of Operations - \$6,400

**iii.** Director of Finance – \$12,700

**iv.** Director of Public Relations – \$6,400

**Section 6.** The Director of Justice will receive compensation in the form of a fellowship and shall receive \$500 for their complete term which shall be administered in the increments listed in Article VI, Section 3, part A.

## **ARTICLE V. 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 the Senate, Council, the Elections 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 payment 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 VI. THE PANTHER**

**Section 1.** A student completing coursework or expressing interest in writing for The Panther, the university student newspaper, may still hold a position in SGA with certain limitations. The Council 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 The Panther staff and the SGA Executive Council.

## **ARTICLE VII. ALLOCATIONS COMMITTEES**

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

- A.** Hold weekly Committee meetings;
- B.** Prepare a semester report of the Committee's progress and accomplishments that will be published on the SGA website. Submit weekly meeting minutes to the Senate.
- C.** Oversee the allotment of monies from the SGA Budget.

**Section 2.** Membership

- A.** Each Committee shall consist of at least four (4) members of the Senate.
- B.** The Director of Finance shall serve as a non-voting, ex-officio Chairperson to each Committee.
- C.** A member from the Finance Team shall serve on each Committee as a non-voting, neutral member. Official duties can be found in Article III, Section 2 of the Allocations Operating Procedures.
- D.** Additional details of the Allocations Committees shall be found in the Allocations Operating Procedures.

## **ARTICLE VIII. TASK FORCES**

**Section 1.** Task forces shall be defined as subgroups that are composed of members of the Senate to address more specific needs of the student body or possibly time-sensitive areas of campus life.

**Section 2.** A task force shall be established by pre-approval of the Vice President, and a majority vote of the Senate with the Vice President or their designee(s) acting as Chair.

**A.** A Senator may be proposed for a specific task force by indicating interest to the Vice President.

**Section 3.** Should it be deemed necessary, the Council or any member of the Senate may host additional open forums to gain insight and feedback from the student body.

## **ARTICLE IX. CONSTITUTIONAL REVIEW COMMITTEE**

**Section 1.** The purpose of the Constitutional Review Committee shall be to evaluate the SGA Constitution, and if deemed necessary, propose amendments.

**Section 2.** Membership

**A.** The President and Vice President shall preside over the committee as chairpersons;

**B.** The Committee shall be called together once every Fall semester that is an odd year (example: Fall semester 2011), but may be called together at the discretion of the President and Vice President on an as-needed basis;

**C.** Membership;

**i.** The Committee shall consist of the President and Vice President, who shall serve as Chairpersons, 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 President and Vice President, who shall only have voting power in the event of a tie.

## **ARTICLE X. 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 Senate. The Elections 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

eighteen percent (18%) 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 the Director of Senate. The Elections 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 ( $\frac{2}{3}$ ) majority vote, as well as eighteen percent (18%) 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, they must notify the President, Vice President, 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 written notice to the 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 the 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 the discussion meets the criteria for a closed session; however, the official censure and vote must be made public.

**D.** A two-thirds ( $\frac{2}{3}$ ) vote of the entire membership of the Senate is necessary to achieve censure.

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

**F.** Censures approved by the Senate must be sent to the Vice President and signed 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.

- i. If the Vice President is being censured then the censure shall be signed by the President.

**Section 5. Removal of Non-Elected Positions**

- A. The removal of a non-elected member of SGA includes the Director of Senate, Director of Operations, Director of Finance, the Director of Public Relations, the Director of Justice, a member of the Review Board, a member of the Elections Committee, and any support staff on charges of improper conduct.
- B. The grounds for the 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 and authority of SGA or the office held by the individual in question.
- C. The 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 Director of Justice 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 the Senate for approval will follow the procedure of Article X, Section 6, part D ii-viii.
  - iii. If the Director of Justice is facing removal, complaints must be submitted to the SGA Advisor(s) who will then ensure the complaint is put on the Senate agenda.

**Section 6. Removal of Elected Positions**

- A. The removal of an elected member of SGA includes the President, Vice President, or any member of the Senate;
- B. The grounds for removal 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 by the individual in question.
  - iv. Continuous failure to perform the duties and responsibilities as required by the SGA governing documents.



1. The censure process must be completed before an SGA member is removed on these grounds.

**C. Removal Procedure;**

- i. Any undergraduate student may present a removal 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 removal. Complaints must be submitted to the Director of Justice. The Director of Justice 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 removal proceedings.
- iii. The Director of Senate shall serve as Chair of the hearing and determine the format. The student filing the original complaint must be present.
- iv. The individual facing removal may be present.
- v. Following the discussion, the Senate shall vote on the removal.
- vi. A three-fourths ( $\frac{3}{4}$ ) vote of the entire membership of the Senate is necessary to achieve removal.
- vii. Removal by the Senate is not subject to appeal or review by the Review Board and cannot be reversed.
- viii. Any vacancy created by either removal or recall must be filled according to the procedures provided for in the relevant section of the governing documents.

## **ARTICLE XI. SGA DOUGHERTY AWARD**

### **Section 1. Dougherty Service Award**

- A. The SGA Award shall be known as the Dougherty Service Award in honor of Cindy Dougherty, who served in various roles at 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 awards of \$500 each shall be given.
- C. A committee will be established by the President to determine the criteria of the recipient, based on student service, leadership, and academics. The committee shall have at least one (1) member from the Senate, the faculty, and Student Affairs staff. The established committee shall solicit applications and select the recipients.
- D. The minimum cumulative grade point average shall be a 3.30.
- E. The award recipients should be chosen no later than the end of April.

F. The recipients will be awarded at the Campus Leadership Awards.

## **ARTICLE XII. ARCHIVES**

**Section 1.** A copy of all current SGA governing documents shall be kept on file on the SGA website and shall be available to any student desiring them.

**Section 2.** Copies of all agenda minutes and any enacted legislation 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.

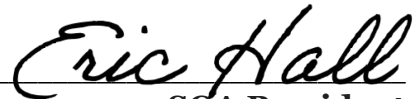
## **ARTICLE XIII. AMENDMENTS**

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



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**SGA Director of Justice**  
Sarah Mohareb



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**SGA President**  
Eric Hall