Constitution of the  
Student Government Association  
Of the Penn State Shenango  

Preamble  

We, the students of the Pennsylvania State Shenango University, hear and now known as Shenango Campus, in order to form a more representative and self-governing student body to promote the welfare of the student body and the best interests of the University to hereby adopt and ordain the Constitution.

Article I  
Name  

Section I  
The students of Shenango Campus declare and support the constitutional rights of The United States citizens and hold the freedom to exercise these rights in the pursuit of these objectives, purposes, and goals of the University, the commonwealth, and the Nation. More specifically, the students declare their freedom of speech and their right to assemble non-violently on University property. Also, the students do hereby express their opposition to discrimination based on race, religion, color, creed, sex, sexual orientation, age, national origin, physical handicap, disability, or veteran status as it concerns all matters of the institution.

Section II  
The name of the Organization shall be known as the Student Government Association of the Shenango Campus of the Pennsylvania State University. The legislative body of this Organization shall henceforth be called the “SGA.”

Article II  
Membership  

Section I  
Membership shall be open to all students of the Shenango Campus. Elected members of the Student Senate shall be termed “Senators”. Student members shall consist of the President, Vice-President, Secretary, and Treasurer, as well as sixteen senators; four representing the freshmen class, four representing the sophomore class, four representing a combination of the junior and senior class and four overall representatives, representing any year.

Section II  
The Student Government Association shall be composed of four officers, sixteen Senators and the House of Representatives.
Article III
Function

Section I
The Student Government Association is a nonprofit organization that acts as a liaison between the students and administration. The primary responsibilities of the Student Government Association are:

I. To represent the interest of the students and to encourage communication between the student body, administration, staff and faculty.
II. To encourage extra-curricular activities.
III. To support clubs and organizations.
IV. To represent Shenango Campus in the Council of Commonwealth Student Government at University Park, CCSG.

Article IV
Officers-Powers and Duties of the Senate

Section I
The President of the Student Government Association Shall:

I. Serve as the Chairperson of the Student Senate and shall vote only along with the House of Representatives only to break a tie.
II. Call and preside over all meetings of the SGA Senate.
III. Have the responsibility for planning, coordinating, and nurturing the organization’s activities.
IV. Be empowered to represent the students in discussion or negotiations with the administration, faculty, and staff of the University.
V. Appoint chairpersons of standing committees, commissions, and ad hoc committees as authorized by the Student Senate.
VI. Have the authority to appoint members to represent the Student Government Association and the Shenango Student Body on external committees, organizations or boards.
VII. Appoint Chair Pro-tempore, and CCSG Representative.
VIII. Be a member of the faculty council.
IX. Per University policy shall co-chair the Student Activity Fee Allocation Committee.
X. Represent the student body on ceremonial occasions.
XI. Shall serve as one of the two Shenango Campus Council Representatives for the Council of Commonwealth Student Government (CCSG).
XII. Aid in writing the Student Government Association budget.
Section II
The Vice-President of the Student Government Association shall:

I. Assist the President in planning, coordinating, and nurturing the organization’s activities.
II. Perform all duties and obligations of the President in the event that the President is unable to perform those duties.
III. Become the President of the Student Government Association and Chairperson of the Student Senate in the event of resignation or removal from office, or death of the President.
IV. Serve as the Speaker of the House of Representatives.
V. Be the Vice Chair person of the Student Senate.
VI. Appoint chairpersons of the standing committees in accordance with the President.
VII. Perform all duties and obligations of a standing committee chairperson in the event that it cannot be filled.
VIII. Have a vote in the Student Senate and only vote to break a tie in the House Of Representatives.

Section III
Treasurer of the Student Government Association shall:

I. Be responsible for the strict operation of the Student Government Association budget in accordance with University policy and as prescribed by the Student Senate.
II. Be prepared to give up-to-date report on the financial status of the Student Government Association.
III. Be responsible for writing the Student Government Association budget along with the President.
IV. Keep records and report on council financials at every SGA meeting.
V. Have a vote in the Student Senate.

Section IV
Secretary of the Student Government Association shall:

I. Be responsible for the accurate recording of the minutes of the Student Government Association meetings.
II. Assist the President in the general operation of the Student Government Association.
III. Be responsible for updating the calendar of club events in the Student Government Association room.
IV. Have a vote in the Student Senate.
Article V
Senators

Section I
Senators of the Student Government Association

There shall be 16 Senators; four freshmen, four sophomores, four junior or senior and four overall representatives. It is the responsibility of the Senator to represent the interest and opinion of the college at meetings of the Student Government Association. The Senators shall also communicate Student Government issues and activities to the college.

The Senators Shall:

I. Serve on at least one standing committee.
II. Assist in the general operations in the Student Government Association.
III. Be a voting member of the Student Senate.
IV. Attend all SGA and appropriate committee meetings.
V. Attend at least one CCSG weekend during the academic year.
VI. Maintain good financial standing with the Student Government Association. Good standing is defined as having no outstanding financial debt that exceeds 30 days of when the money was due.

Article VI
Council of Commonwealth Student Governments Requirements

I. Every officer will be required to attend on CCSG weekend per academic year.
II. Every officers will be required to sign up for one CCSG weekend at the beginning of the fall semester. Each officer must be in good standing with the Student Government in order to attend the final CCSG weekend.
III. If an individual fails to attend their designated CCSG weekend, the Executive Board will meet and make a ruling whether the reason is excused or unexcused.
   A. In the event that excuse is ruled inexcusable the underlying punishments will take into effect:
      1. Removal from office and permanently ineligible to run for election.
   B. In the event that an officer participates in any conduct unbecoming of an SGA representative during a CCSG weekend, the same punishment will follow. A debt to the Student Government for the cost of the CCSG weekend will be put on the representative’s account. Actions following Article IX, Section I, IV-B.
Article VII
Committees

Section I
Elections/Events Committee shall:

I. Vice President of the SGA will act as Chair.
II. Organize and run fall and spring elections following Article XIV, Sections I, II.
III. Head elections for replacement of officers following Article X, Section I.
IV. Act as chair persons for the following specific events:
   A. Club fair to be held the second week of the semester.
   B. October blood drive.
   C. Christmas tree decorating contest and both of the SGA trees.
   D. Shenango Cup Challenge held in March.

Section II
PAW Committee shall:

I. Elect a Chair within the committee.
II. Expand and Reestablish connections with businesses.
III. Be responsible for the advertisement of the PAW program.
IV. Completion of business list and revaluation will occur:
   A. The second week of the fall semester.
   B. The second week of the spring semester.

Section III
PR/Web Committee shall:

I. Be composed of executive committee and any members that want to take part.
II. Elect a Chair within the committee.
III. Be responsible for upkeep and updating of website
IV. Be responsible for advertisement and documentations of the SGA events, such as:
   A. Take pictures and place captions.
   B. Post Event Publication.
   C. Place advertisements in The Chatter, TV screens, bulletin boards, and chalkboards.
Section III
THON Committee shall:

I. Membership is open to all SGA members and all Penn State Shenango Students.
II. Elect a Chair within the committee.
III. Be required to attend all THON meetings and head up all THON Fundraisers.
IV. At least one committee member must attend all CCSG weekends and attend THON breakout.
   A. SGA will pay for one extra THON committee member per CCSG weekend.
V. Members will be required to participate in all canning weekends, unless excused by Canning Captain and Chair.
VI. Head a minimum of two fundraisers per semester.
VII. Organize February Blood Drive.

Article VIII
House of Representatives- Powers and Duties

The House is for the clubs. Every registered club at the school sends a representative to the meetings. The House is a place for clubs to be vocal about any issues they have and to open up channels of communication between each club. The house is overseen by the Speaker of the House, the Vice-Speaker of the House and Secretary.

Section I
Speaker of the House of Representatives shall:

I. Serve as the Chairperson of the House and shall vote only to break a tie.
II. Be directly responsible for the enforcement of all legislation passed by the House.
III. Attend all meetings of the SGA.

Section II
The Vice-Speaker of the House of Representatives shall:

I. Serve as the Chairperson of the House of Representatives if the Speaker of the House is unable to.
II. Be elected to Vice-Speaker by the House of Representatives.
III. Upon resignation or recall of the Speaker, the Vice-Speaker shall assume the office.
IV. Upon resignation or recall of the Vice-President, the Vice-Speaker shall assume the office.
V. Be elected through the House by the members of the House.
VI. Must attend all meetings of the SGA.
VII. Vice Speaker has a vote in the House.

Section III
The Secretary of the House of Representatives shall:

I. Be responsible for keeping records of all House concerns and procedures.
II. Be responsible for recording the minutes of the House of Representatives.
III. Be elected through the House by the members of the House.
IV. Upon resignation or recall of the Vice-Speaker, the Secretary shall assume the office.
V. Be responsible for reporting the minutes at the Senate meetings.
VI. Must attend all SGA meetings.
VII. Have a vote in the House.

Section IV
Clubs Representatives in the House of Representatives shall:

I. Represent the interest of their individual club.
II. Let the House get up to speed of their club
III. Assist in the general operations of the Student Government Association.
IV. Be a voting member of the House of Representatives.
V. Attend all House meetings.
VI. Have a vote in the House.

Article IX
Removal from office

Section I
Elected officials

I. Any elected or appointed officer of the SGA may be removed from his/her office on ground of illegal activity, breach of constitution, malfeasance of duty or failure to comply with University policy.
II. This includes, but is not limited to all items specifically listed in Article I, Section I.
III. A two-thirds majority vote of all voting members at a specifically designated meeting is needed for removal unless the offense is of a financial debt owed to the Student Government Association.
   A. Failure to maintain good financial standing with the Student Government Association will result in immediate removal from office, unless special arrangements have been made with the Student
Government Treasurer. Special arrangements will be noted at weekly Treasurer Report.

B. Failure to pay any debt by the end of the academic semester when the debt was acquired will result in the debt being turned over to the Bursar’s Office and a hold will be placed on the account.

IV. An excused absence is an absence incurred as a result of unavoidable circumstance including, by not limited to personal problems, extracurricular and/or co-curricular activities.

V. The President, or Vice-President, shall determine if an absence is excused or unexcused.
   A. Any appeal of this decision shall be arbitrated by a two-thirds majority decision of the Student Senate.
   B. The officer will be notified of the hearing of which the removal will take place. They will have a chance to defend themselves and the two-thirds majority vote will then take place whether to remove them or not.
   C. The individual involved shall not vote in this matter.

Section II
Club Representatives

I. Any club Representative may be removed, by either a vote by the House of Representatives or his/her own club.

II. The individual involved shall not vote in this matter.

III. The Representative will be notified of the hearing of which the removal will take place. They will have a chance to defend themselves and the two-thirds majority vote will then take place whether to remove them or not.

IV. An excused absence is an absence incurred as a result of unavoidable circumstance including, but not limited to personal problems, extracurricular and or co-curricular activities.

V. Any club who does not send a Representative shall not have a vote.

Article X

Section I
Replacement of officials

I. At a time when there are two or fewer Senate vacancies, the Student Government Association shall vote at a designated meeting to fill the empty Senator seats.

II. Election shall be conducted by secret ballot.

III. If an individual is removed he/she can not be re-elected to fill the vacant seat until one calendar year from the date they were removed.

IV. A two-thirds majority of the existing members of the SGA in attendance is needed for election.
V. If no two-thirds majority is reached on the first ballot, the candidate receiving the fewest votes shall be dropped from the ballot.
VI. This procedure shall continue until a candidate is elected.
VII. If there are three or more Senate vacancies, they shall be filled by a campus wide election conducted by the Elections committee.

Section II
President and Vice-President

I. If the President is removed or resigns from office, the Vice-President shall assume the role of President.
II. The Vice-Speaker of the House shall assume the role of the Vice-President and Speaker if the Vice-President is removed or resigns from office.
III. If the President and Vice-President are simultaneously removed or resign from office, students must be notified of the change within one week.
IV. If that happens the Vice-Speaker shall assume the duties of the President and Vice-President until elections as the SGA deems necessary.

Article XI
Student Government Association
Budget Allocations Policies and Procedures

Section I
Composition, Responsibilities, Powers

I. The Student Government Association Budget Allocations Committee shall be composed of the Director of Student Affairs and/or designee and the Senate of the Student Government Association.
   A. The Director of Student Affairs and/or designee and President of the SGA will be a non-voting member of this committee.
   B. Each member of the Senate will have one vote.

II. The responsibility of the Student Government Association Budget Allocations Committee shall be to allocate Student Government Association monies to recognized student organizations for those proposed activities that are in the best interest of the student body.
A. Each recognized and active student organization will be allocated a fixed amount of money, to be determined each year by the Student Government Association Allocation Committee.

B. Clubs may request supplemental allocations for specific programs/purposes through a process to be determined by the Student Government Association Budget Allocations Committee.

III. The powers of the Committee shall be to:

A. Allocate money to recognized student organizations.

B. Refuse funding for organizations that are not recognized by the Student Government Association.

C. Refuse funding of any proposed allocation that is in violation of the University Policies and Rules for Student Organizations guidelines as well as the following:
   1. Funding for clothing (i.e. t-shirts, hats, jackets, etc.).
   2. Lower priority will be given to supplemental funding for events that are not open to the entire campus.

D. Fundraising.
   1. Fundraisers must be pre-approved by the Director of Student Affairs.
   2. Income through fundraising may be spent at the student organization’s discretion within University guidelines.

Section II
Procedures

I. The Student Government Association Budget Allocations Committee shall be composed of the executive board and the advisors of the Student Government Association.

II. The responsibility of the Student Government Association Budget Allocations Committee shall be to allocate Student Government Association monies to recognized student organizations for those proposed activities that are in the best interest of the student body.

A. Each recognized and active student organization will be allocated a fixed amount of money, to be determined each year by the Student Government Association Allocation Committee.

B. Clubs may request supplemental allocations for specific programs/purposes through a process to be determined by the Student Government Association Budget Allocations Committee.
III. The powers of the Committee shall be to:

A. Allocate money to recognized student organizations.
B. Refuse funding for organizations that are not recognized by the Student Government Association.
C. Refuse funding of any proposed allocation that is in violation of the University Policies and Rules for Student Organizations guidelines as well as the following:
   1. Funding for clothing (i.e. t-shirts, hats, jackets, etc.).
   2. Lower priority will be given to supplemental funding for events that are not open to the entire campus.

IV. Fundraising.

A. Fundraisers must be pre-approved by the Director of Student Affairs.
B. Income through fundraising may be spent at the student organization’s discretion within University guidelines.

Section III
Types of Allocations

I. Types of Allocations

A. Fiscal year allocations shall be the primary means of distributing Student Government Association monies to recognized student organizations and will take place twice a year at the beginning of the fall and spring semesters. New clubs established during the school year will receive their allocation when they are recognized.
B. Supplemental allocations will be handled on a case-by-case basis and will be a secondary means of allocating money.

1. Special request allocations will be submitted in writing via the SGA funding proposal form to any Student Government Association officer or advisor.
2. Supplemental funding will be reviewed and voted upon at the first Senate meeting after submission.

II. Procedures for fiscal year allocations

A. Responsibilities of the Director of Student Affairs and/or designee.
1. The Director of Student Affairs and/or designee will be responsible for coordinating and facilitating the budget workshop for club officers and advisors.

2. The Director and/or designee will advise the committee on University policy and protocol in regards to student organization allocations.

B. Responsibilities of the Budget Allocations Committee

1. To follow all University and Student Government Association guidelines in allocating student monies.

2. To use sound fiscal and ethical judgment in the decision making process.

3. To communicate budget allocation decisions to appropriate student organization officers and advisors.

C. Responsibilities of Clubs and Organizations

1. Each organization requesting funds shall complete the budget proposal form by the deadline designated by the Student Government Association Budget Allocations Committee. This date will be determined no later than the treasury training that takes place in August.

2. Each organization shall be responsible for any overspending of its budget as well as unauthorized expenditures.

3. All clubs must complete two community service projects during an academic year. This includes one project that directly impacts the campus community and one that impacts the local community. These deadlines will be designated deadlines set by the House of Representatives.

D. Club Probation

1. All clubs that receive Student Government Association funding must attend scheduled House of Representative meetings. Each club may have two unexcused absence in an academic calendar year. An absence will be deemed excused or unexcused by the House Chair or Vice-Chair.

   a. If two unexcused absences occur in an academic year the club in question will be put on a probationary period which will freeze club funding.

   b. If the club in question does not complete the two community service projects by designated
deadlines set by the House of Representatives, the club will be put on probation.

2. During probation a club will not lose their voting privileges.
3. Any club that does not attend a House meeting while on probation will remain in frozen statutes until two consecutive meetings are attended.

E. Removal from Probation

1. A club must:
   a. Attend two consecutive House of Representative meetings.
   b. Submit an action plan which includes:
      i. A House Representative chosen to attend House meetings.
      ii. A statement of funds within their account.
      iii. Planned community service.

F. Excused absences

1. Excused absences will be deemed excused by the Chair or Vice-Chair of the SGA House.
2. An excuse must be given to the Chair or Vice-Chair prior to the House meeting in order for it to be considered excused absences.

G. All approved allocations will be deposited in the organization’s Student Government Association account. Organizations are not permitted to have other bank accounts.

1. All income generated by student organizations must be deposited in the Student Government Association Account.
2. Any club that has a negative balance in their unrestricted and/or restricted account must:
   a. Within two weeks of being notified by the Student Government Association, submit an action plan stating the efforts and timeline to settle their account to the Student Government Treasurer. The Student Government Treasurer will monitor the progress of the club’s account and report it at the Student Government meetings.
3. Have the club President and Treasurer review the online training.

   a. If these requirements are not met in the time allotted a meeting will be arranged between that club’s President, Treasurer, Advisor and the Student Government’s President, Treasurer and the Associate Director of Student Affairs to determine any further actions.
   b. The club’s restricted and unrestricted accounts will remain frozen until the negative account is brought current.

**Article XII**

**Meetings**

**Section I**

**Senate meetings**

I. Meetings of the Student Senate shall be held regularly and be open to the entire Shenango College Community.

II. There must be at least one meeting a week.

III. A quorum is one more than half of the voting Senate members.

IV. A quorum must be present to conduct a business session.

V. The first meeting of each academic year shall be called within two weeks of the first day of classes.
   A. There must a monthly meeting conducted during the months of June, July and August.

VI. The President shall set a schedule of meeting for the academic year.

VII. The President or a majority may call a special or closed meeting for the sole purpose of discussing and acting upon confidential matters.

**Section II**

**House of Representative meetings**

I. Meetings of the House shall be held regularly and be open to the entire Shenango College Community.

II. There must be a meeting at least once every month.

III. A quorum is one more than half of the voting House members.

IV. A quorum must be present to conduct a business session.

V. The Speaker, Vice-Speaker, or a majority may call a special or closed meeting for the sole purpose of discussing and acting upon confidential matters.
Article XIII
Amendments

I. An amendment to this constitution, proposed by one or more member of the SGA, shall be submitted at the Senate and House meetings.
II. The change must be submitted to a SGA Executive board member on paper.
III. The SGA is given one week to review the change and will be voted on during the next meeting.
IV. A two-thirds majority vote of the voting members present is required for passage.
V. A majority of those students casting ballots shall be required for a proposed amendment to be aborted.

Article XIV
Elections

Section I

I. Elections shall be held during the last four weeks of the spring semester and the first four weeks of the fall semester.
II. The Election Committee shall be composed of the Vice-President, who will act as chairperson, three senators, and two club representatives.
III. Any issues dealing with elections that is brought up and is not covered by the constitution the Election Committee shall choose what action is necessary.

Section II

Election Procedure will be as follows:
I. Petitions to be placed on the ballot must contain twenty-five students’ signatures registered at the Shenango Campus.
II. The position of Treasurer is a multi-step process;
   A. The application process will start the first day of spring semester and end the last day of February. The interviews will start the first Monday in March.
   B. An interview by a committee consisting of the current SGA Treasurer, President and Advisor(s) to determine qualifications that need met for this demanding position. Throughout the interview process the candidate will be shown the many duties and responsibilities the position will entail.
   C. Once the interview process is completed, the candidates deemed qualified will be asked to finish the rest of the election process. The SGA body and
the House of Representatives will then vote on the position of SGA Treasurer from the qualified pool.

1. After the interview process, the candidates who were not deemed qualified by the committee will now have the opportunity to run for another available position.
2. Write-ins will not be permitted for the position of SGA Treasurer.
3. At such time that no candidates are found to be qualified, or no one comes forward to fill the position, the committee will set forth to find a qualified candidate thru suggestions of faculty and administration.

III. The petitions will be submitted to the Election Committee where all signatures will be validated. If the petition is certified, the names will be placed on the ballot.

IV. The election will be done by secret ballot and student I.D. cards shall be required before balloting.

V. All voters must be currently enrolled students at the Shenango Campus.

VI. It is the duties of the committee to tabulate and notify the SGA and the student body of the results in no longer then a week after election date.

VII. A student must have a minimum of a 2.00 GPA in the previous semester and overall in order to run or serve as a SGA member.

**Article XV**

Small Games of Chance License

I. Student Government will purchase a small games of chance license that may be used free of charge by recognized clubs.

   A. Clubs must complete a raffle request form before conducting raffles.
   B. All raffles must follow the same fundraising requirements listed in Article XI, Section II, Number IV.
Article XVI
Oath of Office

I. Upon election this oath is required as administered by the preceding president for all incoming officers.

   A. I (candidate’s name), do hereby attest to my willingness to adhere to the constitutional requirements of my office, and will do my best to accomplish these ends in a manner that will not bring disgrace upon my self, the student body, my office, or school.

II. Unless in a temporary position, NO officer may hold more then one position within the SGA.

Signature of Officer_______________________ Title___________________ Date____________

Print Name______________________________

COUNTY OF_____________________________ STATE OF_____________________

Before me this day personally appeared___________________________ who, being duty sworn according to law, deposes and says that the statements contained in the foregoing constitution are true and correct.

Subscribe and sworn to before me on this date: ______________________________

Month Day Year

(Seal)

_____________________________My commission expires on ________________________

Notary Signature
