

***CONSTITUTION OF THE DEPAUL UNIVERSITY STUDENT GOVERNMENT  
ASSOCIATION***

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### PREAMBLE:

This organization shall exist to represent, advocate for, provide, and act as an official voice for, and ultimately act on behalf of the student body of DePaul University and the interests thereof; to be an instrument for the cooperation of students, faculty, staff, and administration; to provide an open forum for dialogue and a voice for student opinions concerning the traditions, ideas, and affairs of the university; and to afford students the opportunity to participate in the managing of their own affairs.

### MISSION:

The mission of the Student Government Association of DePaul University shall be decided and voted upon annually during the General Body Retreat and published onto the SGA website.

### ARTICLE I: ESTABLISHMENT

#### Section I: Name

The name of this organization shall be the Student Government Association of DePaul University, hereafter referred to as SGA.

#### Section II: Authority

This constitution shall be the chief governing document of SGA and shall take precedence over all other by-laws and rules of order.

#### Section III: Membership

1. All enrolled students of DePaul University are eligible for membership in SGA.
2. Membership qualifications to hold any elected or appointed position include:
  - a. Enrollment as a part-time or full-time student at DePaul University.
  - b. Enrollment every quarter by the "last day to add classes" as defined by the university calendar.
  - c. Maintaining a 2.5 cumulative GPA.
  - d. Adhering to the Code of Student Responsibility as determined by the university.
  - e. College Senators must be pursuing a major within that college.
  - f. Transfer, Commuter, Veteran, and first generation Senators must be from those respective student populations.
  - g. The President and Vice President must have served at least one previous term on SGA. A term shall be defined as the duration between either spring or fall elections through the following spring election.
3. No student shall hold more than one elected or appointed position named in the Constitution, except at the discretion of the SGA president.
4. Members shall, at all DePaul functions, abide by university policies, local ordinances, and state and federal laws.

## Section IV: Non-Discrimination Policy

1. Membership, leadership, and activities will not be restricted based on race, color, ethnicity, religion, sex, gender, gender identity, sexual orientation, national origin, age, marital status, pregnancy, parental status, family relationship status, physical or mental disability, military status, genetic information or other status protected by local, state, or federal law.

## ARTICLE II: ORGANIZATION STRUCTURE

### Section I: Executive Branch

The Executive Branch shall be defined as the President, Vice President, Treasurer, Executive Vice President for Academic Affairs, Executive Vice President for Operations, Executive Vice President for Diversity and Equity, and the Executive Vice President for Student Affairs. Their duties shall be as follows:

1. The duties of the President shall be:
  - a. To serve as the official representative voice of the student body to the Board of Trustees, university administration, media organizations, etc.
  - b. To ensure that all motions passed by the Senate are properly enacted.
  - c. To uphold this constitution, SGA by-laws, and other written policies which are deemed necessary by SGA.
  - d. To schedule all General Body meetings, in conjunction with the Vice President.
  - e. To schedule and chair all Cabinet meetings.
  - f. To be responsible for planning an organizational retreat for The Cabinet before the start of the school year.
  - g. To serve as the representative or coordinate SGA representation at university meetings, committees, and task forces.
  - h. To, in conjunction with the Treasurer and Vice President, manage and track the SGA budget.
  - i. To be a non-voting member of the General Body.
  - j. To attend General Body and Cabinet meetings and abide by SGA attendance policies.
  - k. To attend 3 SGA events per quarter
    - i. Events include SGA co-sponsored events and SGA planned events.
    - ii. General Body meetings, Committee meetings, and representation on any board, committee, or task force does not count as an event.
    - iii. Must be in attendance at the event of their choosing for at least 30 minutes.
2. The duties of the Vice President shall be:
  - a. To aid the President in completion of their duties.
  - b. To schedule all General Body meetings in conjunction with the President.
  - c. To chair all General Body meetings.

- d. To, in the absence of the President, act as President.
  - e. To uphold the constitution, SGA by-laws, and other written policies that are deemed necessary by SGA.
  - f. To be an ex-officio member of all standing SGA committees.
  - g. To be responsible for planning all organizational retreats for the General Body.
  - h. To chair the Constitutional Revisions Board.
  - i. To be a non-voting member:
    - i. Except in the case of a tie at a General Body meeting.
    - ii. Except in all committee meetings, unless chairing.
  - j. To perform duties as prescribed by the President.
  - k. To attend General Body and Cabinet meetings and abide by the SGA attendance policies.
  - l. To attend 3 SGA events per quarter.
    - i. Events include SGA co-sponsored events and SGA planned events.
    - ii. General Body meetings, Committee meetings, and representation on any board, committee, or task force does not count as an event.
    - iii. Must be in attendance at the event of their choosing for at least 30 minutes.
3. The duties of the Treasurer shall be:
- a. To track and manage the SGA budget in conjunction with the SGA President, Vice President, and, if necessary, advisors.
  - b. In conjunction with the SGA President, prepare a line item budget for the following academic year and present said budget to the Senate for approval.
  - c. To be the chair of the Student Activity Fee Board (SAF-B).
  - d. To advise SGA on fiscal matters.
  - e. To provide SGA with monthly budget updates based on their own calculation of the budget, which shall be rectified with the university issued report whenever possible.
  - f. To be a voting member of the Senate, with full rights to debate and motion making.
  - g. To move forward recommendations on fiscal matters to the General Body if necessary. These recommendations shall be treated and moved as seconded.
  - h. To attend General Body and Cabinet meetings and abide by the SGA attendance policies.
  - i. To attend 3 SGA events per quarter.
    - i. Events include SGA co-sponsored events and SGA planned events.
    - ii. General Body meetings, Committee meetings, and representation on any board, committee, or task force does not count as an event.
    - iii. Must be in attendance at the event of their choosing for at least 30 minutes.
4. There shall be four Executive Vice Presidents. These are the Executive Vice President of Academic Affairs, the Executive Vice President of Student Affairs, the Executive Vice President of Operations, and the Executive Vice President of Diversity and Equity. The duties of the Executive Vice Presidents shall be:
- a. To chair their respective standing committee.

- b. To represent student issues and concerns as a liaison to their represented departments and offices, as defined by the current university organizational charts. This responsibility includes attendance at relevant department meetings and sitting on departmental committees.
- c. To be a voting member of the Senate, with full rights to debate and motion making.
- d. To attend General Body and Cabinet meetings and abide by the SGA attendance policies.
- e. To attend 3 SGA events per quarter.
  - i. Events include SGA co-sponsored events and SGA planned events.
  - ii. General Body meetings, Committee meetings, and representation on any board, committee, or task force does not count as an event.
  - iii. Must be in attendance at the event of their choosing for at least 30 minutes.

## Cabinet

1. The Cabinet shall be defined as all members within the executive branch including President, Vice President, EVPs, Treasurer and staff.
  - a. Voting members of Cabinet shall exclude appointed staff members.
2. The Cabinet will be responsible for appointing all SGA staff members, pending confirmation in the Senate.
3. The Cabinet's responsibilities also include the following:
  - a. Must attend General Body and Cabinet meetings and abide by SGA attendance policies.
  - b. Required to attend 3 SGA events per quarter
    - i. Events include SGA co-sponsored events, SGA planned events, and anything requiring a sign-up sheet.
    - ii. General Body Meetings, Committee meetings, Office Hours, and representation on any board, committee, or taskforce does not count as an event.
    - iii. Must be in attendance at the event of their choosing for at least 30 minutes.
    - iv. Must complete 5 hours of quarterly community service.
  - c. Must attend Vincentian Service Day.
  - d. Must attend quarterly trainings pertaining to mission and ministry, health promotion and wellness and diversity and equity.
  - e. To uphold this constitution, SGA bylaws, and other written policies which are deemed necessary by SGA.
4. All executive level members, including staff, will be required to complete 5 hours of community service per quarter and participate in Vincentian Service Day
  - a. All community service hours will be tracked and maintained by the Senator for Mission and Ministry.
  - b. Hours from Vincentian Service Day will not count towards the quarterly service requirement.

5. All executive level members, including staff, will be required to partake in the following trainings by the end of their term of service:
  - a. A mission formation training facilitated by the Office of Mission and Ministry.
  - b. A health promotion and wellness training facilitated by the Office of Health Promotion and Wellness.
  - c. A diversity and equity training facilitated by the Office of Institutional Diversity and Equity.

## Section II: The Senate

1. Representative Distribution: The Senate shall be comprised of the sum of Senators who collectively represent undergraduate colleges, graduate colleges, years, and senators representing student communities.
  - a. Senators shall represent the following academic colleges:
    - i. There shall be one Senator representing the College of Communication.
    - ii. There shall be one Senator representing the College of Computing and Digital Media.
    - iii. There shall be one Senator representing the Driehaus College of Business.
    - iv. There shall be one Senator representing the College of Education.
    - v. There shall be one Senator representing the College of Law.
    - vi. There shall be one Senator representing the College of Liberal Arts and Social Sciences.
    - vii. There shall be one Senator representing the School of Music.
    - viii. There shall be one Senator representing the College of Science and Health.
    - ix. There shall be one Senator representing the Theatre School. The Senator from the Theatre School shall serve as a liaison or be elected independently to the Theatre School's Student Government Association.
  - b. Senator positions to represent the following years can be held by any student, in that corresponding year of school and enrolled in a traditional program defined per credit hour at the university classification.
    - i. There shall be one Senator representing first year students.
    - ii. There shall be one Senator representing second year students.
    - iii. There shall be one Senator representing third year students.
    - iv. There shall be one Senator representing fourth and fifth year students.
    - v. There shall be one Senator representing graduate students.
  - c. Senators representing student communities:
    - i. There shall be one Senator responsible for ensuring that SGA promotes and upholds the university's mission and ministry.
    - ii. There shall be three senators responsible for advocating for intercultural awareness. At least one of these positions will be responsible for advocating for LGBTQ+ students.
    - iii. There shall be one Senator responsible for promoting the student voice in the university's community and government relations.

- iv. There shall be one Senator responsible for advocating on behalf of the students for sustainable practices across all facets of the university.
- v. There shall be one Senator representing transfer students.
- vi. There shall be one Senator representing commuter students.
- vii. There shall be one Senator representing veteran students.
  - 1. Students that wish to be a candidate for the position for the Senator for Veteran Students must officially be recognized by the DePaul Office of Veteran Affairs in order to be an eligible candidate.
- viii. There shall be one Senator representing first generation students.
- ix. There shall be one Senator representing international students.
- x. There shall be one senator responsible for advocating for disabled students.

## 2. Powers and Duties

- a. Senators are responsible for representing the concerns and interests of their respective constituencies to SGA.
- b. All Senators shall have the right to forward motions or resolutions to SGA on behalf of the student body, to debate on motions before SGA, and to vote on all motions and resolutions before SGA.
- c. The Senate shall have the authority to make recommendations over all matters of policy affecting student welfare at DePaul University.
- d. The Senate shall oversee the work of student representatives participating in any university meetings, committees, task forces, and any other similar groups when possible through:
  - i. Quarterly update presentations given and uploaded to the shared online drive by the aforementioned student representatives, including any notes available to the public;
  - ii. Other measures that the Senate may deem necessary to enact.
- e. The Vice President and President shall be responsible for assigning Senators to standing committees, as well as selecting a member to represent SGA on SAF-B.
- f. The Senate must confirm all presidential appointments.
- g. The Senate shall have authority to vote on the proposed budget.
- h. All Senators must attend General Body and committee meetings as outlined in SGA attendance policy.
- i. Senators for the Colleges shall sit on their respective Grade Challenge Committees as needed and at the discretion of the EVP for Academic Affairs.
- j. There shall be one Senator who represents SGA on SAF-B as chosen by the Treasurer.
- k. All Senators are required to attend 3 SGA events per quarter
  - i. Events include SGA co-sponsored events and SGA planned events.
  - ii. General Body Meetings, Committee meetings, and representation on any board, committee, or taskforce does not count as an event.
  - iii. Each senator must be in attendance at the events of their choosing for at least 30 minutes.



- l. All Senators will be required to complete 5 hours of community service per quarter. All community service hours will be tracked and maintained by the Senator for Mission and Ministry.
- m. All Senators must participate in Vincentian Service Day. Hours from Vincentian Service Day will not count towards the quarterly service requirement.
- n. All Senators will be required to partake in the following trainings by the end of their term of service:
  - i. A mission formation training facilitated by the Office of Mission and Ministry.
  - ii. A health promotion and wellness training facilitated by the Office of Health Promotion and Wellness.
  - iii. A Diversity and Equity training facilitated by the Office of Institutional Diversity and Equity.
3. Compensation: Per the Office of Student Involvement Policy, no member of the SGA may be compensated from the SGA budget. It shall be the aim and intend of SGA to seek compensation for its members through other venues working with the Office of Student Involvement.

### Section III: SGA Liaisons

1. Composition
  - a. SGA shall have liaisons for any recognized organization or student population on campus that seeks to have a liaison to SGA.
  - b. All liaisons must be approved by The Cabinet.
  - c. Liaisons must not be current members of SGA.
2. Powers and Duties
  - a. Liaisons shall attend General Body meetings and to report back to their respective organization or student population.
  - b. Liaisons shall sit on at least one standing committee or subcommittee.
  - c. Liaisons shall call attention to the affairs of their respective organization or student population during General Body meetings.
  - d. Liaisons shall be non-voting members but may participate in debate and bring forward motions and resolutions.
    - i. Liaisons shall not affect quorum of General Body or committee meetings.
  - e. Liaisons shall be ex officio members of the Budget Committee.
3. Liaisons term shall be one academic year. After the year is over (upon the end of the academic year in DePaul University's Spring Quarter), the people and/or organization responsible for appointing the Liaisons have the option to select a new Liaison for the new year, or continue with the current Liaison for the next year at the discretion of The Cabinet.

### Section IV: SGA Staff

1. SGA may employ a staff consisting of a Chief of Staff, a Public Relations Coordinator, and three open positions at the discretion of the Cabinet.

2. All staff members shall be non-voting members.
3. Staff shall be appointed by cabinet and confirmed with a simple majority vote of quorum by the elected members of SGA's General Body.
4. The responsibilities of the staff shall be as follows:
  - a. Public Relations Coordinator
    - i. Shall manage SGA's social media accounts.
    - ii. Shall be responsible for designing and creating all SGA graphics and promotional item materials.
    - iii. Shall adhere to the SGA brand and graphics identity as outlined in the Graphic Identity Guidelines.
    - iv. Shall establish timelines as to when, and which, promotional materials are to be distributed.
    - v. Shall maintain contacts, and act as the liaison, between SGA and campus (DePaulia, Radio DePaul, and Good Day DePaul) as well as local media syndicates. The PR coordinator shall provide weekly emails to the student media including meeting information and any important information regarding the General Body.
    - vi. The PR coordinator shall prepare a weekly newsletter covering the work of SGA in the previous week, which shall be sent out via email on Monday, pending approval by The Cabinet.
  - b. Chief of Staff
    - i. Shall be responsible for coordinating all executive staff and keeping the executive informed of the President's agenda.
    - ii. Shall sit in on university committee meetings in the absence of the President.
    - iii. Shall keep the President aware of developments and concerns of the Senate.
    - iv. Shall take minutes at SGA meetings and publish regularly to DeHUB.
    - v. Shall be responsible for reserving rooms to meet the needs of the Senate.
    - vi. Shall be responsible for managing the files and documents of the organization.
    - vii. Shall be responsible for any other duties as determined by the President.
5. Staff members may be terminated at the discretion of The Cabinet. If a staff member feels they have been unfairly terminated, they may appeal this decision to the Senate. A super-majority of the Senate may overturn The Cabinet's decision.
6. Should The Cabinet choose not to fill any of these positions, their responsibilities will be delegated to other Staff and Executive Branch members.
7. Vacated positions must be advertised to the student community for no less than seven days.

## Section V: Succession

1. Chair Succession

- a. Should the chair choose to enter debate on any issue, the gavel shall pass to the Vice President and then members in order of seniority (amount of time served as a member). No member who has spoken on the issue may occupy the chair.
2. Executive Vacancies
  - a. In the event the Presidency falls vacant, the Vice President shall fill that vacancy, causing a vacancy in the Vice Presidency.
  - b. In the event of a vacancy in the Vice Presidency, the President shall appoint, pending simple majority confirmation by quorum of the elected members of SGA's General Body, an appropriate replacement.
  - c. In the event the Presidency and Vice Presidency fall vacant, the Executive Vice President for Academic Affairs shall fill that vacancy pending a simple majority confirmation by a quorum of the elected members of SGA's General Body.
  - d. In the event of an Executive Vice President or Treasurer vacancy, the President shall appoint a replacement to fill the positions.
3. Transition Archive:
  - a. The archive shall exist on the W Drive and be updated annually.
  - b. The Chief of Staff in collaboration with EVPs and Senators shall be charged with maintaining and annually updating this archive.
  - c. This archive shall include all information relevant to positions including, but not limited to, quarterly reports, former position holders' contact information and position reports, time commitment, contact information of faculty, staff, and student organizations, in addition to any other information deemed important or relevant to the position; all information pending a simple majority confirmation by a quorum of the elected members of SGA's General Body.
  - d. The Chief of Staff shall work with DePaul Special Collections and Archives at the completion of each academic year to archive all documents, papers, records, and other items produced by the organization that year.

## Section VI: General Body

General Body shall be defined as the entire Executive Branch, Senate, Advisors, and Staff.

## Section VII: Committees

1. Standing committees shall include the Academic Affairs, Operations, Student Affairs, and Diversity and Equity committees.
  - a. The Academic Affairs, Operations, Student Affairs, and Diversity and Equity committees shall be chaired by their respective Executive Vice President.
  - b. All standing committees shall be open to all DePaul students.
    - i. Meeting times will be listed on the SGA website.
    - ii. Students may become voting members after attending three meetings and indicating their intent to the EVP.
    - iii. Voting privileges shall be revoked in the event of two or more unexcused absences.
  - c. Committee Structure

- i. The SGA Vice President shall be an ex-officio member of all standing committees.
  - ii. Chairs are to update the SGA President and Vice President on projects and progress of their committee no less than every Cabinet meeting.guest
- 2. Special committees shall consist of the Constitutional Revisions Board, Election Operations Board, Judicial Board, and the Budget Committee. Special committees shall meet as the need arises and are not required to meet on a regular basis.
  - a. The Constitutional Revisions Board shall be chaired by the Vice President. It shall exist to examine the SGA constitution and bylaws.
  - b. The Election Operations Board shall be run and chaired in accordance with the Election Operations Board bylaws.
  - c. The Judicial Board shall be chaired by the Parliamentarian. It shall be run in accordance with the Judicial Board bylaws and shall have the sole power to provide final interpretations of the constitution and bylaws.
  - d. The Budget Committee shall be chaired by the Treasurer, run in accordance with the Budget Committee bylaws, and shall exist to set priorities for student representatives on SRAC and TPC.
- 3. Ad hoc committees focusing on specific student concerns may be proposed by any voting member and approved by a simple-majority vote in a General Body Meeting.
  - a. Chairpersons of ad hoc committees shall update the General Body on projects and progress of their committee no less than twice a quarter.
  - b. Ad hoc committees shall be open to all DePaul students. Students may become voting members after attending three meetings and indicating their intent to the committee chair. Voting privileges shall be revoked in the event of two or more unexcused absences.
  - c. Ad hoc committees shall dissolve at the completion of the committee's goal or at the completion of the academic year in which the committee is proposed, whichever comes first.

### Section VIII: Meetings

- 1. General Body meetings shall be open to all students of DePaul University and special guests invited by the President. General Body meetings shall serve as a time to communicate to the student body and conduct official business, including any new business brought by a member. Meetings shall be scheduled once a week, using the same time and day consistently, for nine of the ten weeks of each quarter, taking a week off for midterms and finals and under special circumstances at the discretion of the president. Scheduling shall be the prerogative and responsibility of the SGA President.
- 2. There shall be a minimum of six scheduled Cabinet meetings per quarter, which shall be open to the entire Executive Branch and special guests invited by the President. Scheduling shall be the prerogative and responsibility of the SGA President.
- 3. Committees shall meet outside of General Body meetings at the discretion of the Executive Vice President chairing the committee.
  - a. There shall be a minimum of six scheduled standing committee meetings per quarter unless otherwise directed by the President.

4. The attendance policy of SGA shall be that:
  - a. General Body and standing committee meeting absences must be excused by the President or Vice President.
  - b. Members shall report absences to the President or Vice President 48 hours in advance. In the event of an emergency, members shall notify the President or Vice President as early as possible.
  - c. An absence shall be defined as 30+ minutes late.
  - d. Members shall inform the Vice President before the meetings starts, so that absences may be properly recorded in organizational minutes.
  - e. An excused absence will be limited to illness and family emergencies. All other absences will be classified as unexcused unless at the discretion of the President or Vice President.
  - f. Members are required to stay for the duration of the General Body meeting and their committee meeting.
    - i. Leaving early from General Body and or a Committee meeting two times, will be counted as one absence. This absence will only be excused in the case of illness, family emergency, or at the discretion of the President or Vice President.
  - g. If an Executive Branch member or Senator anticipates an unavoidable class conflict, they must meet with the President or Vice President no more than two weeks after class enrollment opens for the upcoming academic term.
  - h. After three unexcused absences from General Body meetings or three committee and advising meetings per academic year, Judicial Board removal procedures shall begin.
    - i. These meetings will be defined prior to each academic quarter at the discretion of the President.
    - ii. The removal procedures shall be where the Judicial Board decide whether to impeach or expel the accused offender, per the Judicial Board bylaws.
5. The tardy policy of SGA shall be that:
  - a. Tardiness may be excused by the President or Vice President.
  - b. Members shall report tardiness to the President or Vice President 48 hours in advance. In event of emergency, members shall notify the President or Vice President as early as possible.
  - c. Tardiness shall be defined as 1 + minutes late.
  - d. Members shall inform the Vice President before the meeting starts, so that tardiness may be properly recorded in organizational minutes.
  - e. Tardiness to two General Body meetings is equivalent to one unexcused absence to a General Body meeting.

#### Section IX: Advisors

1. There may be up to two SGA advisors.
2. One advisor shall be the Director of the Office of Student Involvement.
3. One faculty advisor may be appointed by the President, confirmed by the Senate.
4. The advisors may be removed by a super-majority vote of the Senate.

## ARTICLE III: RESOLUTIONS

### Section I: Proposal

1. Resolutions may be proposed by any member of the General Body, and members of the General Body may propose a resolution on behalf of another member of the student body.
2. Resolutions must be drafted, approved, and reported out favorably by a committee before they may be considered for approval by the General Body.

### Section II: Adoption

1. A resolution will be adopted by the General Body if it receives a majority vote of the General Body.
2. An adopted resolution represents a formal recommendation of the General Body on behalf of the DePaul student body.

## ARTICLE IV: ELECTION AND REFERENDA

### Section I: Elections

1. All members of the Senate and Executive Branch shall be elected, either by vote of the student body or, in the case of a vacancy, internal SGA elections.
2. Elections shall occur annually in Spring and Fall Quarters under the direction of the Election Operations Board.
  - a. All positions except for Senator for First Year Students shall be open for election in the spring.
  - b. Senator for First Year Students, Senator for Transfer Students, and any other open positions shall be open for elections in Fall Quarter.
3. The Elections and Community Engagement Coordinator will chair the Elections Operations Board.
4. Members of the EOB shall be nominated by the EOB chair and confirmed by a simple majority vote of the General Body. This shall happen no later than the second General Body meeting of the academic year.
5. All enrolled students shall be eligible to vote in elections, in accordance with Election Operations Board bylaws.

### Section II: Referenda

1. Referenda may be considered during Fall and Spring Elections.
2. Referenda may be placed upon a ballot in two ways:
  - a. With the submission of a signed petition of two-hundred fifty (250) or more DePaul University Students verified by the Election Operations Board (EOB); or
  - b. Any voting member of the SGA General Body sponsoring referenda which receives two-thirds approval by the elected members of SGA's General Body.
3. Referenda language must be submitted and approved by SGA's Election Operations Board before the collection of signatures.

4. Referenda language approved by the Election Operations Board must remain consistent on the petition and ballot.
5. Signed referenda petitions must be submitted to the Election Operations Board (EOB) no less than fifteen (15) days prior to Spring Elections.
6. Polls shall be open for a minimum of 48 hours.
7. All enrolled students of DePaul University shall be eligible to vote.
8. An affirmative majority (50% + 1 vote) of those voting on referenda is required for passage of all referenda.
9. Referenda will represent the binding position of the SGA for the following academic year.
10. The SGA General Body may not adopt any resolutions contrary to approved referenda within the academic year following passage of said referenda.
11. Referenda may not seek to make appropriations, remove SGA members, or make amendments to the SGA constitution or to the constitutions of other student organizations.
12. Results shall be ratified as prescribed in the Elections Operations Board (EOB) bylaws.

### Section III: Terms of Service

1. Election or appointment shall entitle a member to one term of service.
2. Those elected in the Spring Election shall service from the first meeting following election ratification up until the first meeting following the completion and ratification of the next Spring Election.
3. Those elected in the Fall Election or appointed after the Fall Election shall serve from moment of appointment confirmation or election ratification up until the first meeting following the completion and ratification of the next Spring Election.
4. Term of service shall be considered severed by resignation, termination, or impeachment.
5. In order to be eligible to run for President and Vice President candidates must have served one full term of service, defined as the period between the ratification of Spring elections or the ratification of Fall elections through the start of the following Spring election.

## ARTICLE V: VACANCIES, IMPEACHMENT, AND CENSURE

### Section I: Vacancies

1. A vacancy of elected positions shall occur when a position remains unfilled after an election in which that position was eligible to be filled or the member resigned, is impeached, or otherwise removed.
  - a. Vacated positions must be advertised to the student community for no less than seven days.
  - b. Notice of vacated positions must be posted on all available social media accounts

- and the official SGA website.
2. Elected positions may not be filled between the confirmation of the Fall EOB chair and the Fall elections.
  3. Vacancies of elected positions shall be filled through Internal Elections. Internal Elections shall proceed as follows:
    - a. Applicants shall submit appropriate paperwork indicating interest to the President. This paperwork shall be circulated to the voting members.
    - b. Applicants shall appear before the Senate at a General Body meeting at which time the Senate shall have the opportunity to question applicants.
    - c. Internal elections shall be held at the same meeting.
    - d. All Senators, Executive Vice Presidents, and the Treasurer shall have the right to vote. Voting shall be made public.
    - e. A non-voting member shall be selected as election judge.
    - f. A plurality shall be sufficient threshold for election.
    - g. Voting members may vote no confidence.
    - h. Upon announcement of the election results, the winner shall begin their term of service.

## Section II: Censure, Expulsion, and Impeachment

1. Infraction Processes
  - a. All elected and appointed members shall act in accordance with this Constitution, the Code of Ethics, and the Code of Student Responsibility. Any infraction may be cause for censure, expulsion, or impeachment.
  - b. Charges of infraction may be brought before the Chair of the Judicial Board.
  - c. If the Chair of the Judicial Board finds sufficient evidence to warrant a trial, that threshold shall be sufficient to initiate investigation of the infraction by the Judicial Board.
  - d. In the event that charges of infraction are brought up against the Chair, the Chair shall recuse themselves from the Judicial Board procedures. In this case, the Judicial Board will select an existing member to chair the Judicial Board processes as outlined in the Judicial Board bylaws.
  - e. Charges may also be brought by a petition of DePaul students. A petition of 250 students will be considered sufficient threshold to begin the Judicial Board investigation and trial.
  - f. The trial shall commence as outlined in the Judicial Board bylaws.
  - g. According to the Judicial Board by-laws, the referred member will either be found in violation or not in violation of the Constitution, Code of Ethics, and/or the Code of Student Responsibility.
  - h. If the referred member is found in violation, said member will either be censured, issued an injunction, expelled, or impeached as outlined in the Judicial Board bylaws.
  - i. The decision of the Judicial Board shall be announced at the next General Body meeting by the Judicial Board Chair.
  - j. A super-majority by the elected members of the General Body shall be required to overturn the ruling.



- k. Once a member is expelled, they shall not be permitted to sit on SGA at any capacity during the duration of their career at DePaul.
2. Automatic Expulsion
  - a. Any member may be automatically expelled from the organization in the event of:
    - i. Failure to maintain a cumulative GPA of 2.5
    - ii. The member is no longer a DePaul student.
    - iii. Once a member is automatically expelled, they shall not be permitted to sit on SGA at any capacity during the duration of their career at DePaul with the exception of the GPA requirement, if a former member of the body raises their GPA they will be eligible to sit on SGA in an appointed or elected capacity again.

## *ARTICLE VI: FINANCE AND BUDGET*

### **Section I: Budget Creation**

1. The President, Vice President, and Treasurer shall cooperatively create a line item budget for the following fiscal year. Two of three members must approve this budget proposal.
  - a. SGA's budget timeline should be in accordance with the University's fiscal year to allow for summer expenditures. (ex. July 1, 2017 - June 30th, 2018).
  - b. The budget shall be completed and submitted to the General Body by the first meeting of the year.
2. This budget must be presented to the Senate for approval. The Senate shall have the right to suggest amendments to the budget as seen fit.
3. A three-fifths (%) majority vote of all voting members General Body shall be sufficient for the approval of the budget.
4. This budget must be presented on a monthly basis no later than the second meeting of each quarter.

### **Section II: Budget Usage**

1. The President, Vice President, and Treasurer may use funds for purchases covered by line items, up to \$100, at their discretion.
2. EVPs may spend money designated for their committees for purchases covered by line items, up to \$100, at their discretion.
3. All spending must be reported to the SGA Treasurer.

### **Section III: Budget Transparency**

1. The budget will be sent to on campus media affiliates, the SGA Advisor, and Vice President for Student Affairs within a week of the General Body's approval.
2. The budget shall also be made available on the SGA website, DeHUB and all other SGA social channels. The Treasurer shall publish the most recent SGA budget on the SGA website and DeHUB on a monthly basis.

## *ARTICLE VII: PARLIAMENTARY AUTHORITY*

This organization shall run under the most recent edition of Robert's Rules of Order in all meetings and in all applicable circumstances not addressed by this constitution. The term “session” as made distinct by Robert’s Rules of Order shall be defined as one complete academic year.

## *ARTICLE VIII: AMENDMENTS AND RATIFICATION*

### *Section I: Amendments*

1. Amendments proposed by individual members of SGA must be reviewed by the Constitutional Revisions Board and then, at their majority approval, presented in writing to all of SGA. Amendments must be presented at the General Body meeting prior to the vote of approval.
2. Amendments proposed by the Constitutional Revisions Board must be presented in writing to all members of SGA. The amendment must be circulated to all members 72 hours before the meeting for a vote to be held.
3. Amendments shall require a super-majority to be approved.

### *Section II: Ratification*

Unless specified in motion of approval, all amendments shall take effect immediately upon ratification.

## *ARTICLE IX: CODE OF ETHICS*

### *Section I: Respect*

1. Members are to maintain respect for all members of the DePaul community.
  - a. Members are to maintain respect for fellow SGA members inside and outside of General Body Meetings.
  - b. Members will not partake in any slander or libel of fellow SGA members inside and outside of General Body Meetings.
  - c. Members will maintain a professional and respectful relationship with fellow SGA members void of any sexual, physical, verbal or psychological harassment or abuse.
2. Members shall, at all SGA functions, abide by university policies, local ordinances, and states and federal laws.
3. Members will abide by all DePaul University policies.

## Section II: Accountability

1. Members will be held personally responsible for their actions and shall abide by the Code of Ethics brought forth in this Article.
2. Members will conduct themselves in a manner that is considered ethical according to Robert's Rules of Order during General Body meetings and debates.
3. Failure to uphold the Code of Ethics will result in disciplinary action from the Judicial Board.
4. All members of the governing body will be required to partake in the following trainings by the end of their term of service:
  - a. A mission formation training facilitated by the Office of Mission and Ministry.
  - b. A health promotion and wellness training facilitated by the Office of Health Promotion and Wellness.
  - c. A diversity and equity training facilitated by the Office of Institutional Diversity and Equity.
  - d. A training pertaining to SGA and the university's organizational structure. All members must undergo this training.

## ARTICLE X: VOTING IN GENERAL BODY MEETINGS

### Section I: Affirmative Votes

1. A quorum will be defined as 50% plus one of the members of the voting members in the General Body.
2. A supermajority will be defined as 2/3 the amount of voting members present.
3. A majority (also noted as a simple-majority) will be defined as 50% plus one of voting members present.
4. A plurality will be defined as the item having the most votes, but not necessarily holding a majority of votes cast by present members of the General Body.
5. All votes cast for constitutional revisions and resolutions shall be made publicly available to all DePaul students. Information on the votes (the name of the voting members counted in the vote in addition to their respective vote decision of yea, nay, or abstention) shall be made publicly available to the DePaul student body. Secret ballots may not be used for constitutional revisions and resolutions.

## ARTICLE XI: TRANSPARENCY

### Section I: Documents

1. General Body meeting schedules shall be published on the SGA website, DeHUB and other social media outlets used by SGA.

2. Ad hoc committees shall publish committee reports throughout the session which shall be presented to the General Body and published separately of transparency reports on all of SGA's social media outlets.
  - a. A committee report shall be a written report detailing the work of an ad hoc committee on a specific initiative or idea by the ad hoc committee, including any actions taken in the General Body in support of the initiative or idea, or research done to support the initiative or idea.
  - b. A committee report shall be issued from each ad hoc committee at least once a month.
3. General Body meeting minutes shall be published on the SGA website, DeHUB and other social media outlets used by SGA.
4. The Treasurer shall publish the most recent SGA budget on the SGA website and DeHUB on a monthly basis.
5. The General Body shall collectively publish a transparency report for at least two of the three quarters, these being fall, winter, and spring, on the SGA website.
  - a. A transparency report shall be defined as a written update of current and future work being done by respective committees and members of SGA.
  - b. This transparency report shall be published within the last two weeks, including finals week, of the quarter.

## Section II: Publication of Votes and Election Results

1. SGA roll call votes shall be published 24 hours after voting has taken place.
2. The results of private votes, without voting members' names, shall be published 24 hours after voting has taken place.
3. The percentage and raw count of votes cast for each valid candidate in the fall and spring elections shall be posted by the EOB following the election.