



## General Assembly Weekly Meeting Minutes

Thursday, 15 April 2021

Roster & Roll 2020-2021 <a href="https://sga.drury.edu/members/">https://sga.drury.edu/members/</a>				
Executive Council (5)	Class	Officer Position	Present	Absent
Mr. Nick Rauscher	Senior	President	x	
Ms. Haley Mueller	Senior	VP of Student Life	x	
Ms. Kate Hall	Sophomore	VP of Institutional Affairs	x	
Ms. Emily Little	Junior	VP of Finance	x	
Ms. Alathia Keith	Senior	VP of Communications & Public Relations	x	
Senators (12)	Class	Committee Affiliation	Present	Absent
Mr. Nick Rispoli	Senior	Institutional Affairs	x	
Ms. Torrey Gabriel	Senior	Student Life	x	
Mr. Mitchell Greer	Senior	Finance	x	
Mr. John Schupbach	Junior	Institutional Affairs	x	
Mr. Hunter Clouse	Junior	Institutional Affairs, Finance	x	
Ms. Emilee Harless	Sophomore	Student Life	x	
Mr. Thomas O'Brien	Sophomore	Comm & PR	x	
Ms. Emily Armour	Freshman	Finance	x	
Mr. Tyler Buff	Freshman	Comm & PR	x	
Ms. Annabel White	Freshman	Comm & PR	x	

Ms. Quinn Vonder Haar	Freshman	Institutional Affairs, Finance	x	
Ms. Kaylee Ohlson	Freshman	Student Life		x
<b>Interns (0)</b>		<b>Committee Affiliation</b>	<b>Present</b>	<b>Absent</b>
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<b>Campus Advisor (1)</b>		<b>Position</b>	<b>Present</b>	<b>Absent</b>
Mr. Paul Hinkle	Faculty Member	Director of Student Conduct & Interim Title IX Officer	x	

- **Call to Order**
  - Mtg was called to order @ 4:40pm by Pres. Rauscher. Roll was taken.
- **Approving the Minutes**
  - Motioned & seconded to approve last mtg's (Thurs, 08 April 2021) minutes at 4:45pm, passed by unanimous consent.
- **Executive Council Reports**
  - **VP of Student Life**.....Ms. Haley Mueller
    - **SENATORS** please sign-up to work tables for our mask-kit distribution event (sign-up in Teams chat)
    - Drury Awards = Weds, April 28th; email will be sent out soon to student body to submit nominations
    - **Senior Committee Report**
      - invites went out to graduating seniors; VP Mueller implored **SENATORS** to please tell senior peers to fill out RSVP link!
    - **Food Committee Report**
      - VP Mueller will meet with Director of Dining Services Jim Fenton soon, asked **SENATORS** for feedback on what is liked/disliked in the commons/CX
  - **VP of Institutional Affairs**.....Ms. Kate Hall
    - No Impact Week (NIW) starts THIS COMING Monday, April 19th
      - reusable straws may not get here on time for NIW, if get here late they'll be passed out in the commons & CX

- Arbor Day celebration on Friday, April 23rd - will include guest speakers, tree giveaways; Fresh Ideas is sponsoring free food
  - SGA MEMBERS are expected to attend, noon-2pm, please reshare our advert ab it on social media!!
- allocation for D.Cycle powerwasher was overestimated (initially allocated \$1200), it's actually around \$600! D.Cycle event is on Monday, April 19th, they'll talk ab what they do
- Campus Readership Update: seeking x2 volunteers for the first FUSE presentation on Tuesday, April 20th @ 1pm in Reed Auditorium, will meet Monday, April 19th around 11:30am...Sen Vonder Haar & VP Keith volunteered (will be handing out stress cubes at this time)
- **VP of Finance**.....Ms. Emily Little
  - allocation report coming from committee reps later in this meeting, during 'New Business'
- **VP of Communication & Public Relations**.....Ms. Alathia Keith
  - REMINDER to follow SGA's social media accts & turn on post notifications - plz like & reshare our posts bc it helps our engagement & to get info out! please send DM's to our instagram of events your know of so we can help boost their engagement by reposting them
  - SGA 'Apply Now' *Mirror* advert has been published in the April edition!!
  - send pics from your 1-on-1's with an EC member to VP Keith
  - upcoming media initiatives:
    - advertising candidates for our SGA election
    - No Impact Week events breakdown
    - update on BIPOC class info post during registration szn - collabing with Academic Affairs Committee to get info, postponed initiative til fall registration szn

- send suggestions for edits to the website to the Comm & PR Committee (editor is no longer Pres Rauscher)
    - **President**.....Mr. Nick Rauscher
      - **Student Health & Public Safety Committee Report**
        - email went out to student body about vaccinations opportunities (information about where & how to get it) as well as testing stats here at Drury (no positive cases since February) which has allowed decrease in percentage of student body that gets randomly tested each week
        - report if you get a vaccination on MyDrury!!
      - NEXT WEEK's mtg will be back to business attire
  - **Standing Committee Reports** (excluding the Food Committee & Senior Committee Reports, included already in VP Mueller's EC Report)
    - **Elections Committee | Sen Greer**
      - applications close TOMORROW Fri, April 16th @ 5pm
      - already-submitted applicants have already received email confirmation giving the go-ahead to campaign
  - **Campus Committee Reports** (excluding the Student Health & Public Safety Report, included already in Pres Rauscher's EC Report)
    - **Academic Affairs Committee | Sen Vonder Haar**
      - academic calendar for 2022-2025 approved YESTERDAY (these are planned 3 years at a time)
      - philosophy department proposed environmental ethics course be added to explorations curriculum under 'ethics' category (they tabled further discussion til next sem)
      - on diversity classes info-post by Comm & PR committee:
        - AA committee people are willing to help make the list, yay!
  - **Old Business**
    - none
  - **New Business**
    - **Allocation Requests | VP Little**

- **SENATORS** do NOT edit or add anything to these sheets! please just review them by visiting our Sharepoint, the Finance [tab](#) OR [see attached access instructions](#); if you have any questions about the allocation decisions, please message VP Little on Teams!
- VP Little moved to allocate \$304,307.90 to fund student organization allocation requests for the 2021-2022 school year, seconded.
- SGA's current funds amount to roughly \$82,000 (based on how many Day School students we will have for next year)
- NOTE - SGA's Financial Handbook has strict rules on funding stuff like food, so funding can & will be cut for those requests; travel cap is \$3,750
- Category 4 is the lowest priority for funding and 1 & 2 are 'Institutional' or 'Student' organizations
- Advisor Hinkle took the opportunity to implore GA Members to use the allocation review process as a way to get familiar with what different organizations do
- After briefing the GA on generic info about the Allocation Requests, VP Little moved to table the motion to allocate to next week, seconded.
- Pres Rauscher implored the GA to look over these allocation requests throughout the next week in order to bring questions to the floor next week; for minor questions, it was asked that **SENATORS** initiate communication w/ VP Little via Teams throughout the week prior to the meeting; thanked the Finance Committee for all their hard work!
- **Constitution Review Committee | Sen Rispoli**
  - presented changes made to SGA's Code of Ethics, Constitution, and Bylaws (to be voted on in next week's meeting - see attached)—
  - **Code of Ethics Intro | Advisor Hinkle (in place of Sen Ohlson)**

- changes = highlighted in yellow (fun fact: the Code of Ethics was first created in 2008)
  - 'E' reaffirms SGA's commitment to student organizations (Sen Rispoli asked for a show of hands of members who attended the International Student Association's International Food Festival event, thanked those who raised their hands for going)
- **Bylaws Intro | Sen Rispoli & Sen Schupbach**
  - Sen Schupbach moved to have a 5 minute recess, seconded.
  - Sen Rispoli moved to extend the time cap on the meeting from 7:00pm to 7:15pm, seconded & approved.
- **Constitution Intro | Pres Rauscher**
  - Sen Rispoli took the opportunity to shoutout Advisor Hinkle and Sen Schupbach for their work this semester, since February to April, on recreating the Code of Ethics to allow a clear path for impeachment and their work on revising the Bylaws 15, 16, 17, 18.
  - opened discussion to floor for questions, further questions should be directed to Sen Rispoli throughout the week leading up to the vote during next week's mtg

### **Open Discussion**

- Sen Greer mentioned StepNPull was on *SharkTank*
- Sen Greer asked for input on lunch or dinner time for the Dogs on Campus event during finals week, dinner time was the consensus on Monday, May 10th
- Advisor Hinkle briefed the GA on 'votes of no confidence' and the closing of the 2021-2022 SGA Member applications TOMORROW evening
- VP Keith inquired about the shipment date for the SGA tshirts and polos, VP Mueller confirmed the shipment date is within the next week
- Pres Rauscher reminded the GA to pick up their name tags from the SGA office in FSC

- VP Mueller applauded Associate Director Laree Moore for getting new leather couches installed in the lounge in FSC Down Under
- **Call to Adjourn**
  - Motioned by Sen Mitchell Greer and seconded by VP Mueller at 7:05pm, passed 16/0/0.

**Next Meeting to be Held:**

**Thursday, 22 April 2021**

**4:30 pm**

**FSC Ballroom**

SEE ATTACHMENTS



Student Government  
Association



# General Assembly Agenda

Drury University

April 15<sup>th</sup>, 2021

4:30pm

FSC Ballroom

## **Budgetary Update:**

Without Reclaimed Funds: \$151,327.28

With Reclaimed Funds: \$311,643.18

- **Call to Order**
- **Roll Call**
- **Special Guests**
- **Approving the Minutes**
  - Meeting Minutes 4.8.2021
- **Executive Council Reports**
  - Vice President of Student Life.....Ms. Haley Mueller
    - Update from meeting with Brandon Gammill and Laree Moore
  - Vice President of Institutional Affairs.....Ms. Kate Hall
    - No Impact Week
    - Campus Readership
  - Vice President of Finance.....Ms. Emily Little
    - Allocation presentation today
  - Vice President of Communication & Public Relations.....Ms. Alathia Keith
    - Website Updates
  - President.....Mr. Nick Rauscher
    - Update from meeting with Dr. Cloyd
    - Update from meeting with Dr. Julian
  - Advisor.....Mr. Paul Hinkle
    - Drury Awards
- **Standing Committee Updates**
  - Elections Committee : Sen. Mitchell Greer
  - Academic Affairs Committee : Sen. Quinn Vonder Haar
- **Old Business**
- **New Business**



- Campus Organization Allocation Presentation : Finance Committee
- Constitution, Bylaws, and Code of Ethics Revisions Presentation : Constitution Review Committee.
- **Open Discussion**

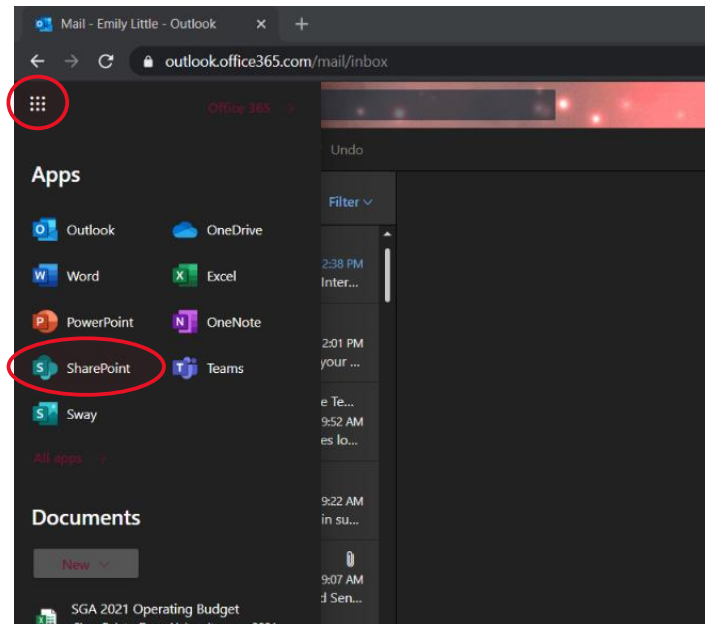
1) log into your email via a browser, you cannot reach SharePoint through the outlook desktop application

2) click the 9 dots in the upper left-hand corner of your email and select the SharePoint app

3) once in SharePoint, select the SGA site (if you do not have access, hit the request button that should pop up)

4) from here you will select in this order:

1. Finance (on the left-hand side)
2. 2021-2022 (toward the bottom)
3. Allocations
4. Slated



5) Once you are in Slated, you should see a list of around 40 excel sheets with organization names, these are the individual allocations requests along with what finance committee allocated toward each request.

Most reductions in requests will have a note next to that line item listing the reason that request was reduced.

**DO NOT EDIT ANY NUMBERS OR TYPE IN ANY OF YOUR OWN NOTES, VIEW ONLY!!!** finance committee uses our notes for future allocations as information sources for questions we asked organizations.

If you have any questions about why some numbers were reduced, feel free to message me throughout the week!

# Student Government Association of Drury University

## Code of Ethics

### I. PREAMBLE

A. The Student Government Association of Drury University (SGA) is established to address the rights and concerns of the entire student body. This Code of Ethics is an agreement by senators and executives of the Student Government Association in order to preserve the faith of the student body in their elected officials. Senators and executives of the Student Government Association claim responsibility for the student experience, as well as the ideals and values of the institution.

### II. VALUES STATEMENT

A. The Student Government Association of Drury University strives to understand, uphold, and embody the values of HONESTY, INTEGRITY, RESPECT, RESPONSIBILITY, LEADERSHIP, and PROFESSIONALISM. These values represent the core beliefs and values of the organization, and--by extension--the members, leaders, and officers of the Student Government Association.

B. SGA defines these values as follows:

1. HONESTY: thinking, acting, and speaking in a manner that demonstrates honorable principles and intentions while showing straightforward conduct of upright and fair treatment of peers and constituents.
2. INTEGRITY: an adherence and willingness to stand up for what is right, just, and moral, demonstrating sound moral and ethical decision-making, and fortitude of character, especially when facing significant temptation to do otherwise.
3. RESPECT: showing esteem toward and valuing all peers, constituents, organizations, and persons regardless of personal feelings, biases, or opinions.
4. RESPONSIBILITY: understanding and exhibiting extreme caution, care, and restraint for the power and control given to a person through their position, and exhibiting transparency and accountability when using that power and control.
5. LEADERSHIP: the utilizing of one's power, position, relationship and other attributes, both inherent and learned, to create change and progress in the best interest of others.
6. PROFESSIONALISM: Upholding the highest standards of performance, conduct, maturity, and cooperation both within and outside of the Drury community.

### III. STATEMENT ON EXPECTATIONS OF SGA VALUES

- A. The Student Government Association of Drury University has created a set of expectations in order to guide members and hold them accountable for upholding These values. These expectations are considered as examples of actions and behaviors in support of the demonstration of these values, and should not be considered an exhaustive list, but a set of guidelines for members to follow to exhibit these values on a daily basis.
- B. Just as the mantle of SGA follows senators and executive council members wherever they go, so should representatives of SGA follow these values throughout their daily lives during the tenure of their term regardless of their location, presence, or purpose in conducting business for SGA, other entities, or personal endeavors.

### IV. HONESTY

- A. I will be straightforward and sincere in expressing my opinions and executing my responsibilities. As I conduct my duties, I will seek to be transparent in my dealings, and will make sure to keep accurate and thorough records of my decisions and actions.
- B. I will seek the merit of actions, decisions, and interpretations I do not understand, and will strive to listen and understand the perspectives and experiences of others, even if I hold differing viewpoints.
- C. I will hold myself and others accountable for their actions, and recognize my responsibility to inform others when they are not upholding the values of this organization, or their personally expressed values and beliefs.
- D. I will operate and uphold my duties as an elected representative, honoring my obligation to accurately and thoroughly represent the best interests of those who elected me to office.

### V. INTEGRITY

- A. I will uphold and maintain my values and beliefs, and those held by the Student Government Association.
- B. I will abide by the Student Code of Conduct as provided in the Community Standards Handbook.
- C. I will respect my reputation and that of the University by avoiding unethical behaviors and circumstances that tempt or encourage me to make decisions contrary to my value system.
- D. I will seek to stand up for what is right, fair, and just—even at times when it is difficult and when there may not be an outside source of accountability.
- E. I will not let the values and beliefs I hold interfere with my ability to represent a wide-variety of individuals with unique interests, attributes, and needs.

## VI. RESPECT

- A. I will seek to understand the perspectives and differences of a diverse society. I will treat others well, and strive to find commonalities with those who differ from me, while seeking to learn about their experiences to improve my understanding of the world in which I reside.
- B. I will take pride in my University by working to protect and improve our facilities and their surroundings.
- C. I will suspend my assumptions about individuals, organizations, or persons-- and seek factual information when making decisions as their elected representative, as these decisions affect their Drury experience and life.
- D. I will treat my fellow members of SGA with dignity, giving value to their opinions, when debating legislation, working on committees, and performing the duties of our respective offices.
- E. I will recognize the value and importance of student organizations and will uphold SGA's responsibility to represent them, support them, and establish a space for them to express their purpose.

## VII. RESPONSIBILITY

- A. I will utilize the power given to me by my elected position for the good of those I represent, and will keep their benefit in mind when acting in my official and unofficial capacities through this office.
- B. I will exercise caution and care when utilizing the power and control given to me by my position, and will fulfill my responsibilities to the best of all my inherent and learned talents and abilities.
- C. I will fulfill my term in my elected office, and will make the Student Government Association a personal priority when scheduling and conducting my personal business in order to best represent myself and my constituency.
- D. I will fully and properly execute the duties of my office as described in the SGA Constitution and Bylaws.

## VIII. LEADERSHIP

- A. I will continually seek to better myself through learning skills, reflecting on experiences, and finding opportunities for personal and professional growth both within SGA and my personal experiences.
- B. I will make understanding the needs of my peers and constituency a priority when seeking to conduct the duties of my office, and will advocate thoroughly for the needs of those depending on me.
- C. I acknowledge my position will require me to make tough, and sometimes unpopular decisions. I will hold myself and my peers accountable for making these decisions, and will seek to understand the nuances and effects these decisions may have on those who depend on me to be their voice.

IX. PROFESSIONALISM

- A. I will maintain the highest standards of performance, conduct, and cooperation with my fellow students, faculty, staff, and co-workers.
- B. I will perform my duties with due diligence and make a continuous effort towards improvement.
- C. I will seek input and feedback to better represent the needs of my constituents.
- D. I will conduct my public affairs with dignity and recognize that I represent the people and purposes of SGA.

X. OATH

- A. In order to understand and uphold these values and expectations, the Student Government Association of Drury University requires all members to read and understand the following Oath of Office. This Oath is the same used to swear in new members and officers to the organization, and should be fully regarded before it is taken.
- B. I do affirm, as an elected representative of the student body, I will represent my constituency to the best of my abilities; I will seek to set an example for leaders across Drury University; I will represent and uphold the values of this organization; I will support and improve the Drury University community; and I will faithfully execute the duties of my elected office.

# Bylaws of the Constitution

## Purpose Statement

A bylaw shall govern those actions of Student Government Association not specifically addressed in the Student Government Association Constitution.

## BYLAW I - Code of Ethics

1. Executive Council will create and maintain the Code of Ethics.
2. The Code of Ethics shall be reviewed concurrently with the Articles and Bylaws.

## BYLAW II - Extended Duties of the President

1. The President cannot introduce legislation.
2. The President shall only vote only in the event of a tie.
3. The President shall be an ex-officio to each SGA committee.
4. The President shall prepare a list of special orders, known business, and objectives for each SGA General Assembly.
5. The President shall work with the SGA advisor to coordinate a transition plan and training for incoming officers.
6. The President shall ensure a formal review of the Constitution and Bylaws is conducted at least once per term.
7. The President shall lead the Executive Council in conducting at least one member retreat per semester.

## BYLAW III- Extended Duties of the Vice President of Student Life

1. The VP of Student Life shall serve as the chair of all committees pertaining to all social, non-academic aspects of student experiences.
2. The VP of Student Life shall serve as chair for the General Assembly in the absence or recusal of the President.
3. The VP of Student Life shall create and maintain a record of activities, initiatives, and responsibilities to be bequeathed to the VP of Student Life-Elect to ease the transition of the position.
4. The VP of Student Life shall succeed the President in the event the President is unable or unwilling to continue service in that capacity.

## BYLAW IV- Extended Duties of the Vice President of Institutional Affairs

1. The VP of Institutional Affairs shall serve as the chair of all committees pertaining to academics and the University environment.
2. The VP of Institutional Affairs shall create and maintain a record of activities, initiatives, and responsibilities to be bequeathed to the VP of Institutional Affairs-Elect to ease the transition of the position.
3. The VP of Institutional Affairs shall succeed the President in the event the President and VP of Student Life are unable or unwilling to continue service in that capacity.

## BYLAW V - Extended Duties of the Vice President of Finance

1. The VP of Finance shall serve as the chair of all committees pertaining to financial health, the auditing process, and budget allocations.
2. The VP of Finance shall work with the SGA Advisor to coordinate a transition plan and training for incoming officers.

3. The VP of Finance shall manage the auditing process of all organizations that receive student funding.
4. The VP of Finance shall present updates of the SGA general ledgers of accounts, to be included in the weekly minutes.
5. The VP of Finance shall create and maintain a record of activities, initiatives, and responsibilities to be bequeathed to the VP of Finance-Elect to ease the transition of the position.
6. The VP of Finance shall succeed the President in the event the President, VP of Student Life, and VP of Institutional Affairs are unable or unwilling to continue service in that capacity.

#### BYLAW VI - Extended Duties of the Vice President of Communication & Public Relations

1. The VP of Communication & Public Relations shall serve as the chair of all committees pertaining to internal and external communication of organizational activities.
2. The VP of Communication & Public Relations shall create and maintain a record of meeting minutes and attendance by all senators and executives.
3. The VP of Communication & Public Relations shall create and maintain a record of activities, initiatives, and responsibilities to be bequeathed to the VP of Communication & Public Relations-Elect to ease the transition of the position.
4. The VP of Communication & Public Relations shall succeed the President in the event the President, VP of Student Life, VP of Institutional Affairs, and VP of Finance are unable or unwilling to continue service in that capacity.

#### BYLAW VII - Elections Section A: General Guidelines

1. General Elections shall occur each April for the Executive Council, as well as Sophomore, Junior, and Senior Class Senators.
2. Elected officials shall begin their term immediately following their oath of office.
3. Class Senators shall be elected following the formation of the Executive Council.
4. Freshmen shall be elected in a class-specific election as Freshmen Senators in November, coinciding with the conclusion of the Freshmen Internship Program.

#### Section B: The Elections Committee

1. The Elections Committee shall designate a timeline for the election of all positions.
2. The Elections Committee is empowered to expel candidates from the election process under circumstances the candidate has failed to comply with the proper standards.
3. The Elections Committee shall organize a candidate forum for the candidates of Executive Council elected at large to represent their platform of ideas to the student body.
4. The Elections Committee shall see that every member takes an oath and is properly sworn in.
5. The Elections Committee will be comprised of non-returning Executive Council members and Senators, with oversight from the Advisor.
6. The chair of the Elections Committee will be appointed by the current President.

#### Section C: Campaign Rules

1. Campaign Rules for President and Vice Presidents
  - a. Candidates for the office of President and any Vice President must file candidacy by the date specified by the elections committee.
  - b. Write-in candidates will not be eligible for any election.
  - c. Candidates running for President and any Vice President may be required to participate in a forum organized by the elections committee.
2. Campaign Rules for all Student Government Association Offices



- a. All candidates may not begin campaigning prior to the designated time set by the elections committee.
  - b. Posters may be posted in the Findlay Student Center, the College Park Community Center and the Residence Halls with the approval of the Dean of Students Office and the Office of Residence Life.
  - c. Failure to comply with rules and standards as specified in the bylaws, as well as any other regulations established by the elections committee will result in a formal review.
3. Balloting and Tabulation
- a. The ballots will be completed online and the tabulation of votes will be processed electronically.
  - b. Election results will be verified by the SGA Advisor and President unless his/her name appears on the ballot.

### BYLAW VIII - Number of Class Representatives

- 1. The Freshman, Sophomore, Junior, and Senior classes shall each elect six students from their respective classes to serve as Senators in General Assembly.
- 2. At the discretion of the President, and by majority ratification by the General Assembly, a number of Senator "at-large" seats may be created and filled based upon the following criteria:
  - a. The number of "at-large" seats may not exceed the number of vacancies in class designated senator seats at the time of the appointments.
  - b. There shall never be more "at-large" seats than ½ of the currently filled class senator seat with a maximum of 6 "at-large" seats that can be created and filled.
  - c. The "at-large" seats cannot be filled by the student body during the designated class elections.
- 3. All "at-large" seats will be nullified and closed with the official close of each General Assembly.

### BYLAW IX - Eligibility of Student Government Association Candidates

- 1. Basic Criteria
  - a. All candidates must meet the qualifications as specified in the following sections.
  - b. Students interested in running must file candidacy by the date specified by the Elections Committee.
  - c. Those who file may be required to attend a meeting at a designated time set by the Elections Committee.
  - d. The President or a member of the Elections Committee will explain the rules and election process to candidates as well as clarify the roles and duties of each position. Failure to be at this meeting (unless prior arrangements have been made) will result in ineligibility for that student to run.
  - e. All candidates must have and maintain a minimum GPA of 2.75 with a probationary period of one semester.
- 2. Position Specific Criteria
  - a. President**
    - i. All candidates must have the following:
      - 1. Served at least two prior consecutive full semesters on SGA in good standing, not including time served as an intern, unless otherwise approved by the Elections Committee, and be enrolled as a full-time, day school student.
      - 2. The ability to effectively facilitate meetings, lead discussion, and speak in public settings in front of small and large groups of people.
      - 3. A strong sense of leadership, self-motivation, and reliability.
      - 4. The ability to effectively communicate with others, both verbally and non-verbally in group settings or person-to-person.
      - 5. An understanding of Parliamentary Procedures and *Robert's Rules of Order*.

**b. Vice President of Student Life**

i. All candidates must have the following:

1. Served at least two prior consecutive full semesters, including time served as an intern, on SGA and be enrolled as a full-time, day school student.

**c. Vice President of Institutional Affairs**

i. All candidates must have the following:

1. Served at least two prior consecutive full semesters, including time served as an intern, on SGA and be enrolled as a full-time, day school student.

**d. Vice President of Finance**

i. All candidates must have the following:

1. Served at least two prior consecutive full semesters, including time served as an intern, on SGA - or must be able to clearly demonstrate knowledge of budgeting and auditing practices through classwork, projects, or other means - and be enrolled as a full-time, day school student.
2. Basic knowledge of financial reporting.
3. Knowledge of SGA's Budgeting Guidelines and ability to implement them.
4. The ability to conduct audits of money allocated to campus organizations.

**e. Vice President of Communication & Public Relations**

i. All candidates must have the following:

1. Served at least one prior full semester, including time served as an intern, on SGA and be enrolled as a full-time, day school student.

**f. Class Senator**

i. All candidates must have the following:

1. All candidates must be enrolled as a full-time, day school student.
2. A senator is expected to be present at the main campus day school for both semesters of a term. In the case of a semester leave of absence, the senator may apply for election at the beginning of the semester for which they are present at the main campus day school. SGA members not planning to return for the second semester of their term should resign by the start of the second semester or should expect to be dismissed by the Executive Council.

**BYLAW X - Meeting Regulation**

1. All Student Government Association meetings shall be structured in accordance with the standards established in *Robert's Rules of Order*.
2. All General Assembly meetings shall begin at 4:30 p.m. on Thursdays.
3. The time cap during the non-allocation season is 6:00 p.m. unless extended by the General Assembly.
4. The time cap during the allocation season is 7:00 p.m. unless extended by the General Assembly.
5. Responsibility for the proper regulation of meeting structure shall be given to the chair.

**BYLAW XI – Attendance**

1. General Attendance Policies

- a. A Student Government Association member who accumulates up to 4 total meeting absences per semester shall be subject to dismissal pending review from the Executive Council.
- b. Of the 4 total meeting absences, a Student Government Association member may take up to 2 unexcused meeting absences per semester, after which they shall be subject to dismissal pending review from the Executive Council.
- c. An excused meeting absence includes, but is not limited to: serious illness or medical appointment accompanied by a doctor's note (unless otherwise approved by the Executive Council), a required class activity, a sanctioned University activity, appointments or events

requiring attendance by law, religious events or holidays that prohibit your participation, and family or personal emergencies. Whether or not other absences can count as excused is up to the discretion of the Executive Council.

- d. An unexcused meeting absence includes, but is not limited to: disinterest in event, personal appointment, and work commitments.
  - e. The Executive Council shall have the ability to require a member to provide proof of excuse if they see fit and it is permitted by law.
2. Meeting Attendance
- a. Excused meeting absences require advance notification by 3:00 p.m. on Thursdays to the Vice President of Communication & Public Relations. Meeting absences that are not accompanied by advance notification to the Vice President of Communications will be counted as unexcused absences.
  - b. SGA members that leave the General Assembly before 6:00 p.m. without advance notification to the Vice President of Communications, will be counted as an unexcused meeting absence. During allocation season, SGA members that leave the General Assembly before 7:00 p.m. without advance notification to the Vice President of Communication & Public Relations will be counted as an unexcused meeting absence.
  - c. SGA members that continually leave prior to the conclusion of the General Assembly meetings may accumulate meeting absences at the discretion of the Executive Council.
3. Event Attendance
- a. Members of the Student Government Association are expected to attend events in their entirety or for an assigned amount of time as representatives. These events include but are not limited to SGA sponsored or hosted events.
  - b. The Executive Council shall have the authority to determine if attendance to an event is expected and must announce this at least seven days before the start of the event.
  - c. Event absences will accumulate to require disciplinary action:
    - i. Two unexcused event absences will result in one unexcused meeting absence.
    - ii. One unexcused event absence and one excused event absence will result in one excused meeting absence.
    - iii. Two excused event absences will result in one excused meeting absence.
4. Miscellaneous Attendance Guidelines
- a. Committee attendance is at the discretion of the respective Vice Presidents.
  - b. The Executive Council meeting attendance policy is at the discretion of the President.
  - c. The Vice President of Communication & Public Relations shall be responsible for notifying members about their status after each absence.
  - d. See Appendix A for a chart of attendance policies.

## BYLAW XII - Allocation Procedure

- 1. The Finance Committee and General Assembly shall follow the procedure described in the Student Organization Financial Handbook when slating and allocating funds to student organizations.

## BYLAW XIII - Subsidiary Relationships

- 1. Based on the financial relationship between SGA and subsidiaries, it is necessary for SGA to maintain a level of oversight of all subsidiaries.
- 2. SGA has the authority to require subsidiaries to attend semesterly meetings for reviews and updates.

## BYLAW XIV

1. Student wages will not be funded through SGA

## BYLAW XV: Disciplinary Proceedings

1. The SGA Executive Council shall have the authority to enter disciplinary proceedings for alleged violations of Oath of Office, the Code of Ethics, or misconduct by a Senator or Executive in their role in SGA.
2. Any SGA Executive who receives a complaint shall recuse themselves from all discussions and decisions regarding the handling of that complaint.
3. Handling Complaints
  - a. Any member of the student body, staff, or faculty of Drury University may file a formal complaint against a member of the General Assembly.
  - b. Disciplinary Proceedings may only begin after the filing of a formal complaint against a Senator or Executive.
  - c. Complaints shall only be considered formal and actionable if the following conditions are met:
    - i. Complaints must be submitted in writing, through email, or through other official channels such as online forms.
    - ii. Complaints must be attached to a specific actionable incident or behavior.
    - iii. Complaints must be submitted with evidence of that behavior having occurred.
    - iv. Complaints must be submitted in a timely manner.
    - v. Anonymous complaints will not be considered to be a formal complaint.
    - vi. All Articles of Impeachment referred to this process shall be considered formal and actionable.
  - d. The Executive Council shall send notice of receipt shall be sent to individuals who have filed a formal, actionable complaint.
  - e. Records of complaints against individuals shall be kept confidential and shall be expunged upon the matriculation of that student, or after four (4) years.
    - i. Kept records may be brought forward during Impeachment Proceedings if relevant to the behaviors expressed in the Articles directly correlate with previous disciplinary complaints or actions.
4. Pre-Disciplinary Meeting
  - a. The Executive Council shall convene to discuss any formal, actionable complaints to determine if the alleged behavior is a violation of the Code of Ethics or Oath of Office, or if the behavior stands as misconduct in the execution of duties of their Office.
  - b. If the determination is made that the behavior is to be formally addressed, the Executive Council will send notice to the named party to appear for a Disciplinary Meeting. Notices must be sent within three (3) business days of the Pre-Disciplinary Meeting.
  - c. If the determination is made that the behavior does not warrant formal addressing, the Executive Council will designate an appropriate Executive or the SGA Advisor to speak directly with the named party regarding the complaint.
  - d. In extreme cases, received complaints may be considered severe enough for Executives to draft Articles of Impeachment. If Articles of Impeachment are to be drafted, this process shall defer to the Impeachment Proceedings.
5. Disciplinary Meeting
  - a. The Executive Council shall convene a disciplinary meeting to discuss the complaint with the named party no more than seven (7) business days from the date of notice is sent.
    - i. This notice shall include the nature of the complaint and any relevant details and documents.
    - ii. The Disciplinary Meeting shall consist of, at minimum, the SGA President, an additional Vice President, and the SGA Advisor. Additional Vice Presidents may be added at the discretion of the Executive Council based on the severity of Complaint.

- b. One member of the Executive Council shall be designated to explain the nature of the complaint and the rationale for moving to a Disciplinary Meeting.
- c. The named party of the complaint shall be allowed the opportunity to explain and defend their behavior.
- d. The named party shall be allowed the opportunity to bring a supporting advisor with them to the Disciplinary Meeting. However, this individual may not advocate on their behalf.
- e. Disciplinary Meetings may be recorded if desired by the named party.
- f. After the conclusion of the Disciplinary Meeting, a formal letter regarding assigned sanctions and outcomes shall be sent to the named party, the SGA Advisor, and the Executive Council no later than three (3) days after the Disciplinary Meeting.
  - i. This letter shall be considered an official disciplinary record and shall be kept confidential. These records will be kept with the complaint until the named party has matriculated or four (4) years.

#### 6. Sanctions and Outcomes

- a. During the Disciplinary Meetings the named party and the Executive Council will discuss appropriate sanctions and outcomes to address the misbehavior. Sanctions will be formalized by the letter sent after the Disciplinary Meeting.
- b. The SGA Executive Council will be limited in their ability to apply sanctions and outcomes. Sanctions and outcomes may only be imposed within the jurisdiction of the official roles and responsibilities of the named party and their office.
- c. The SGA Executive Council will not have the power to assess fines or other monetary penalties.
- d. Sanctions may include:
  - i. Written warning
  - ii. Presentation for the General Assembly regarding a project of interest or proposal of action.
  - iii. Committee Reassignments/Suspensions/Removals
  - iv. Community Service with a registered 501(c)3 non-profit organization not to exceed five completed hours.
  - v. Impeachment as governed under the Impeachment Proceedings
  - vi. Other sanctions and outcomes agreed to by the named party and Executive Council during the Disciplinary Meeting

#### 7. Appeals

- a. Senators and Executives who disagree with the sanctions and outcomes set forth by the Executive Council are granted a right to appeal.
- b. A Notice of Appeal must be sent to the Executive Council and the SGA Advisor no later than two (2) days after the receipt of the Disciplinary letter.
- c. The Appeals Process
  - i. After receiving a Notice of Appeal, the SGA Executive Council will create a Sanction Dispute Letter to be sent to the General Assembly containing the initial complaint, the Disciplinary letter, and the Notice of Appeal.
  - ii. The Sanction Dispute Letter must be sent no later than three (3) business days after receiving the Notice of Appeal from the named party.
  - iii. The Appeal will be scheduled for the next SGA General Assembly session, but shall be held no sooner than three (3) business days after the Sanction Dispute Letter is sent to the General Assembly.
  - iv. The Appeal will be heard by the General Assembly as the final agenda item for this session.
  - v. A designated member from the Executive Council shall present the complaint to the General Assembly, as well as a brief rationale regarding the sanctions and outcomes approved by the Executive Council.
  - vi. The named party will then be granted ten (10) minutes to present counter arguments and evidence, and present the General Assembly with a revised set of sanctions.
  - vii. The General Assembly will be granted 15 minutes to ask questions of the designated representative of the Executive Council and the named party.

- viii. A 2/3 majority vote of those seated in the General Assembly will be required to render a decision in adopting sanctions.
    - 1. A vote in the affirmative will adopt the sanctions as proposed by the named party.
    - 2. A vote in the dissent will leave the sanctions and outcomes of the Executive Council in place.
  - ix. Any Senator or Executive, including the named party, who was present in the Disciplinary Meeting shall recuse themselves from voting.
  - x. A record of the proceedings for appeals will be kept, but shall be held confidential from the student body. These records will be kept until the student has matriculated or four (4) years.
8. No Senator or Executive who has taken part in a Disciplinary Meeting shall be allowed to present Articles of Impeachment for the same infraction.
9. No Senator or Executive shall present Articles of Impeachment if an Appeal of Sanctions and Outcomes is granted by the General Assembly during a Sanction Dispute.
10. Automatic Filing of Articles of Impeachment
- a. If any standing member of the General Assembly has accrued and been sanctioned for more than 2 complaints for identical infractions of the Code of Conduct or Oath of Office, or for misconduct in their duties, may receive Articles of Impeachment with the filing of a formal, actionable complaint for a third offense.
  - b. Any standing member of the General Assembly who receives three (3) or more formal, actionable complaints for the same infraction of the Code of Ethics or Oath of Office, or for misconduct in their duties, shall be considered to have sponsored Articles of Impeachment, even without the sponsorship of a member of the Executive Council, if Articles of Impeachment are filed.

#### BYLAW XVI: Administrative Removal from Office

- 1. The Executive Council is granted limited authority to administratively remove a Senator or other Executive Council member from their elected office.
- 2. The Executive Council may Administratively Remove an SGA member for any of the following reasons without approval from the General Assembly:
  - a. Failure to meet the attendance requirements for membership as enumerated.
  - b. Failure to meet the GPA requirements for membership as enumerated.
  - c. Receipt of notice of poor judicial standing as defined by the Office of Student Conduct.
  - d. Suspension or Expulsion of a member by the University for misconduct, or academic underperformance.
- 3. The SGA President shall send a formal Letter of Administrative Removal to the named party no more than seven (7) days after receipt of notice of cause for removal.
  - a. This letter shall include the stated reason for the Administrative Removal and must be signed by the SGA President and the Vice President of Communication and Public Relations.
  - b. If the SGA President is the named party, the responsibility for Administrative Removal shall fall to the Vice President of Communications and Public Relations.
  - c. If the President or Vice President of Communications are the named party for removal, an additional Vice President may sign the letter in place of the appropriate office.
- 4. Senators and Executive Council members removed through this process under 2b, 2c, or 2d shall be barred from being appointed to positions outside of a general election by the student body.
- 5. Executive Council members removed by this process under 2b, 2c, or 2d shall be barred from being appointed further Executive office in the Student Government Association outside of a general student body election.
- 6. Senators and Executive Council members shall be unable to appeal their Administrative Removal.

#### BYLAW XVII: Impeachment Proceedings

1. Any elected or appointed member of the General Assembly may be impeached. Any elected or appointed member of the General Assembly may bring forward Articles of Impeachment.
2. The grounds for impeachment must be related to their duties as assigned by the SGA Constitution, Bylaws, or Oath of Office, or violations of the Code of Ethics.
3. Submission of Articles of Impeachment
  - a. Articles of Impeachment must be filed with the Executive Council and SGA Advisor.
  - b. These articles shall contain an explanation of the behaviors or actions considered by the filing party to be incongruent with the Governing Documents and Code of Ethics. Evidence of these behaviors or actions must be submitted with the Articles of Impeachment.
  - c. The Executive Council and the SGA Advisor shall review the Articles as presented at the following meeting of the Executive Council, or shall call a special meeting to review if no meeting is scheduled within ten (10) days of receipt.
    - i. If the Articles are filed against an Executive Council member, that individual shall recuse themselves from the review of the Articles of Impeachment.
  - d. Articles of Impeachment will require sponsorship by a single member of the Executive Council or the SGA Advisor to proceed forward for consideration by the General Assembly.
  - e. If the filed Articles fail to achieve this sponsorship, the complaint will be resolved using the disciplinary proceedings as documented in Bylaw XV. The SGA President, shall notify the filing party as to the failure of the Articles to gain sponsorship and shall provide a rationale as to the reason for proceeding forward under disciplinary action.
    - i. This notice shall be provided by the Vice President of Student Life if the SGA President is the named party in the Articles of Impeachment.
  - f. If the field Articles are sponsored by a member of the Executive Council or SGA Advisor, the complaint will be resolved using the Impeachment Proceedings under Bylaw XVII, Section 4.
4. Impeachment by the General Assembly
  - a. The SGA General Assembly will hold Impeachment Proceedings if the Articles of Impeachment receive the necessary sponsorship. A special session may be called by the SGA President, or by the appropriate chair as designated in the line of succession if Articles were filed against the SGA President.
    - i. Notice of this session must be presented to the General Assembly no fewer than seven (7) days prior to the convening of the session.
    - ii. The notice of the session shall not contain details regarding the articles of impeachment, but shall provide notice to attend.
    - iii. At written request of the named party, the EC may disclose the details of the article of impeachment prior to the special session.
    - iv. The named party in the Articles shall be allowed to bring an advisor with them to assist in supporting the party and managing evidence and assets to their defense.
    - v. Minutes of this session shall be kept, but not published to the student body.
  - b. The chair shall read the Articles of Impeachment as filed in their entirety to open the proceedings. This will include providing the General Assembly with any supporting evidence or information filed with the Articles.
  - c. After the reading of the Impeachment Articles, the named party shall be allotted 10 minutes with which they are able to speak to their own defense. A five (5) minute recess may be called by the chair following this statement.
  - d. After the initial statement from the named party has been completed, the General Assembly will be given time for questioning. After fifteen (15) minutes, a five (5) minute recess shall be called for by the chair.
  - e. The General Assembly may have a maximum of two (2) questioning periods.
  - f. Questions may only be asked of the named party or the filing party.
  - g. After the completion of the question periods, the named party will be dismissed from the proceedings. Regular debate and voting shall ensue.
  - h. The named party may leave the Impeachment Proceedings at any time. The named party shall not be required to answer any question against their will.
  - i. A two-thirds majority of those seated will result in immediate removal from office.



j. The chair shall notify the named party no fewer than three (3) hours after the vote has occurred.

### BYLAW XVIII: Resignations of Office

1. Senators or Executive members seeking to resign their office must submit an official notice of resignation to the Executive Council and the Advisor of SGA.
2. Resignations will be considered binding upon receipt and may not be overturned.
3. Executives who have resigned from office shall be barred from holding further Executive positions within the Student Government Association unless a resignation falls into the following categories:
  - a. Resignation for medical withdrawal from the University.
  - b. Resignation for participation in Study Abroad, or academic internship/practicum that will prohibit the student from residing within commuting distance of the University.
  - c. Resignations for unavoidable academic conflict as determined by the Registrar's Office, Academic Advisor, and SGA Advisor.
4. Senators who have resigned from office shall be barred from being appointed to positions outside of a general election by the student body, unless a resignation falls into the following categories:
  - a. Resignation for a medical withdrawal from the University
  - b. Resignation for participation in Study Abroad, or academic internship/practicum that will prohibit the student from residing within commuting distance of the University.
  - c. Resignations for unavoidable academic conflict as determined by the Registrar's Office, Academic Advisor, and SGA Advisor.

### APPENDIX A- Attendance

1. Excused and Unexcused absences include, but are not limited to the following:

Excused Absences	Unexcused Absences
Serious illness or medical appointment	Disinterest in event
Required class activity	Personal appointment
Sanctioned University activity	Work commitments
Appointments or events requiring your attendance by law	
Religious events or holidays that prohibit your participation	
Family or personal emergencies	

2. Tallying Meeting Absences

SGA members will be brought to review in cases where their total number of meeting absences are equal with the quantities listed below:

Excused Meeting Absences	Unexcused Meeting Absences	Outcome
4	0	Review
3	1	Review
2	2	Review
1	2	Review
0	2	Review

3. Tallying Event Absences

Event absences will result in meeting absences as listed below:

Excused Event Absences	Unexcused Event Absences	Outcome



0	2	1 unexcused meeting absence
1	1	1 excused meeting absence
2	0	1 excused meeting absence

# The Constitution of the Student Government Association of Drury University

## Preamble

The Student Government Association of Drury University (SGA) is established as the organization through which the values and ideals of Drury University students are implemented. The structure of the Student Government Association is designed to safeguard and enhance key areas directly contributing to the student experience and to the Drury community.

## Mission Statement

The Student Government Association of Drury University is established to address the rights and concerns of the entire student body. We constantly strive to enhance the student experience within the Drury Community.

## Article I: The Structure of the Student Government Association

### Section A: Executive Council

1. The Executive Council (EC) shall be comprised of The President, Vice President of Student Life, Vice President of Institutional Affairs, Vice President of Finance, and Vice President of Communication & Public Relations.
2. Each EC member will be elected by the student body to a one year term.
3. EC shall be responsible for the overall strategy, direction, and operation of the Student Government Association that are both visionary and acknowledging to student priorities.
4. EC shall work with the student body through a variety of standing, campus, and ad-hoc committees.

### Section B: General Assembly

1. The General Assembly shall be composed of student senators from each academic class and overseen by the Executive Council.
2. Senators are elected to one-year terms by their respective classmates. The number of class representatives elected will be such as defined in the bylaws.
3. Senators shall represent their constituents and work to better the student experience in all aspects of university life.
4. The General Assembly shall meet as a collective group at weekly meetings. The General Assembly shall have the ability to enact legislation and pass resolutions to officially represent the student body.
5. Senators shall serve on various standing, campus, and ad-hoc committees.

### Section C: Senate Interns

1. The Senate Interns shall be comprised of student representatives from the freshman class.
2. Interns are appointed by the President and an additional member of the EC. The number of interns appointed will be such as defined in the bylaws.

Interns shall represent their constituents and work to better the student experience in all aspects of university life.

4. The Interns shall meet with the SGA General Assembly for regular weekly meetings. The Interns shall have the ability to vote on procedural motions at the discretion of the President, but may not vote on formal business.
5. Interns shall serve on various standing, campus, and ad-hoc committees. Interns shall be a voting member of these committees when applicable.
6. Interns shall hold their positions from the beginning of the academic year through the time of the Freshman Senator election.

#### Section D: University-wide Committees

1. SGA will be represented on various campus committees and councils including but not limited to:
  - a. President's Council on Inclusion
  - b. President's Council on Sustainability
  - c. Honorary Degree Committee
  - d. Faculty Awards Committee
  - e. Technology Advisory Committee
  - f. Student Affairs Committee
  - g. Academic Affairs Committee

#### Section E: Constituency

1. The Student Body is recognized as the organizations sanctioned by the Student Affairs Committee, the individuals who make up these organizations, and all other Drury University Day School students.
2. SGA recognizes Drury University Day School students and represents those students as long as adequate representation is held within the General Assembly.

### Article II: Roles of SGA Members

#### Section A: Roles of the President of SGA

1. The President shall oversee and chair the SGA General Assembly.
2. The President shall oversee the Executive Council.
3. The President shall act as the official spokesperson and have the signature of authority for SGA.
4. The President shall communicate consistently with the Advisor, Dean of Students, Board of Trustees, and other University personnel as directed.
5. The President shall represent SGA and Drury University in a professional manner at all times and will not enter into situations that would compromise the integrity of SGA or the University.
6. The President shall be visionary and proactive in all of his/her assigned duties.

#### Section B: Roles of the Vice Presidents

1. The Vice Presidents (VPs) shall be equal voting members of the SGA General Assembly, except when presiding in the absence of the President.

2. The VPs shall serve on EC and attend all EC meetings as directed by the President.  
The VPs shall chair and oversee their designated committee.
4. The VPs shall be responsible to meet with the SGA Advisor and other University personnel as directed.
5. The VPs shall represent SGA and Drury University in a professional manner at all times and will not enter into situations that would compromise the integrity of the SGA or the University.
6. The VPs shall be visionary and proactive in all of their assigned duties.

### Section C: Roles of the Senators

1. Each Senator shall represent the student body on issues of student concern.
2. Each Senator shall serve on at least one SGA standing committee.
3. Each Senator shall have the right to introduce resolutions and legislation to the General Assembly on matters of student concern.
4. Each Senator shall interact and/or serve with campus committees as directed by EC and/or the bylaws.
5. Each Senator shall complete all tasks in a time frame predetermined by his/her respective committee.
6. Each Senator shall have an equal vote.
7. Each senator shall be visionary and proactive in all of his/her assigned duties.

### Section D: Roles of the Advisor

1. The advisor shall advise and guide the executive council, senators, and interns in conducting SGA business.
2. The advisor shall be an active and present participant in General Assembly, committee, and executive council meetings.
3. The advisor shall assist in the maintaining and monitoring SGA documents and accounts.
4. The advisor shall, on behalf of the SGA executive council, submit requests for payment of and purchasing of SGA supplies, materials, and expenditures.
5. The advisor shall serve as the parliamentarian of the SGA General Assembly.

## Article III: Accountability

### Section A: Members

1. All members must conduct themselves in accordance with Student Government Association Code of Ethics.
2. A violation of the Code of Ethics and/or failure to perform as mandated by applicable bylaws and the Student Government Association Constitution will result in the initiation of Disciplinary Proceedings or Impeachment Proceedings, as governed by the Bylaws.

### Section B: Governing Documents

1. SGA must regulate itself with a set of bylaws.
2. SGA shall engage with its governing documents to resolve improperly handled business.
3. Should two or more governing documents conflict, the SGA Constitution shall have primary authority and the SGA Bylaws shall have secondary authority.

4. Petitions against an SGA document will be heard during Special Orders of Student Government Association General Assembly meetings.

### Section C: General Assembly

1. In the case that the entire General Assembly is petitioned as having failed to adhere to its bylaws and the Student Government Association Constitution, a special election will be held among the student body.
  - a. A petition against Student Government Association shall be comprised of  $\frac{1}{4}$  of the entire student body with  $\frac{1}{4}$  of each respective class represented.
2. If a two-thirds vote from the student body approves the measure against the General Assembly, the Executive Council and the General Assembly will disband and special elections will be held by the Dean of Students to fill these vacant Student Government Association components.

### Section D: Executive Removal from Office

1. Should the General Assembly find a reason the President or any Vice President is unfit to serve the remainder of their term, a vote of no confidence may be initiated by a senator or Vice President.
2. In the case a vote of no confidence is motioned and seconded, the highest presiding officer, not including the seat in question, shall conduct the vote at the next meeting.
3. A vote of no confidence will take place no later than three weeks after it is brought to the floor.
4. A vote of no confidence will only be deemed successful if it was approved by at least three-fourths of the voting members.

## Article IV: Terms and Elections

### Section A: Terms

1. Each seat shall run concurrent with the academic calendar of Drury University.
2. Extended definitions of term limits are located within the Bylaws.

### Section B: Elections

1. Elections for all positions will be held on an annual basis.
2. All candidates must meet qualification criteria set forth in the bylaws.

### Section C: Vacancies and Appointments

1. In the event that an application for an empty seat on SGA is filled between election cycles, an interview of the applicant by the General Assembly will take place during a regularly scheduled meeting, followed by an allotted time for discussion and a vote within the same meeting.
2. To fill any vacant seat between election cycles, a majority vote in favor of the applicant must be cast by the General Assembly.
  - a. Executives shall recuse themselves from votes to fill vacant senator seats.

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3. The outcome of such a vote must be formally disclosed via an email or letter to the applicant by the SGA no later than 5 days after the interview and no sooner than 3 hours immediately following the vote.

4. No single seat in the SGA may be appointed by the General Assembly to more than three persons within a single term.
  - a. After this limit of turnover has been reached, such a seat must remain vacant until the next natural election cycle, or
  - b. A special election must be held for the student body to vote on any further replacements until the next natural election cycle.

## Article V: Rules of Treasury

### Section A: Student Fees

1. The Student Government Association shall act as a trustee of the student fees treasury.

### Section B: Allocations

1. The Student Government Association shall be responsible for all allocations from the student fee treasury.
2. The Finance Committee shall be responsible for assisting student organizations seeking an allocation of funds from the student fee treasury.
3. Allocation proposals shall be presented to the Student Government Association General Assembly in order to be considered to receive student fee monies as funding.

### Section C: Stipulations of Student Fees

1. Student fees allocated must be used in a manner consistent with the guidelines set forth in the Student Organization Financial Handbook.
2. Allocation of student fees may only be made to student groups or organizations which have been approved by the Student Affairs Committee and are recognized as active groups by the Student Activities Office and special projects designated eligible by the SGA General Assembly.

### Section D: Student Fee Accountability

1. SGA shall create and maintain a SGA Student Organizations Financial Handbook which dictates student fee and allocation guidelines.
2. Parties who have received student fee allocations shall maintain records and handle funds in a manner consistent with the guidelines set forth in the bylaws and SGA Student Organization Financial Handbook.

## Article VI: Amendments to the Governing Documents

### Section A: Amendments to Articles

1. Constitutional amendments shall be submitted one meeting prior to vote.
2. Constitutional amendments shall be approved by a two-thirds majority of the SGA General Assembly.
3. An approval vote of the student body must be obtained to ratify constitutional amendments.

4. The SGA General Assembly may only submit a constitutional amendment to the student body twice. After this point, it must be re-approved by the Student Government Association General Assembly in order to submit an amendment for student body vote again.

#### Section B: Amendments to Bylaws

1. Bylaw amendments must be submitted one meeting prior to vote.
2. Bylaw amendments must be passed by a two-thirds vote of the SGA General Assembly.

#### Section C: Amendments to Financial Handbook

1. The Financial Handbook may be overridden by a two-thirds vote of the SGA General Assembly.
2. Financial Handbook amendments must be passed by a two-thirds vote of the SGA General Assembly.

#### Section D: Ratification and Application

1. Ratified amendments to any governing document shall go into effect on the date previously agreed upon by the General Assembly.
2. The official date of application must be made public knowledge to the student body before they have submitted their votes to ratify or reject constitutional amendments.
3. If no date of application is agreed upon by the General Assembly before amendments to a governing document are approved, they shall become active immediately after ratification.





# General Assembly Agenda

Drury University

April 15<sup>th</sup>, 2021

4:30pm

FSC Ballroom

## **Budgetary Update:**

Without Reclaimed Funds: \$151,327.28

With Reclaimed Funds: \$311,643.18

- **Call to Order**
- **Roll Call**
- **Special Guests**
- **Approving the Minutes**
  - Meeting Minutes 4.8.2021
- **Executive Council Reports**
  - Vice President of Student Life.....Ms. Haley Mueller
    - Update from meeting with Brandon Gammill and Laree Moore
  - Vice President of Institutional Affairs.....Ms. Kate Hall
    - No Impact Week
    - Campus Readership
  - Vice President of Finance.....Ms. Emily Little
    - Allocation presentation today
  - Vice President of Communication & Public Relations.....Ms. Alathia Keith
    - Website Updates
  - President.....Mr. Nick Rauscher
    - Update from meeting with Dr. Cloyd
    - Update from meeting with Dr. Julian
  - Advisor.....Mr. Paul Hinkle
    - Drury Awards
- **Standing Committee Updates**
  - Elections Committee : Sen. Mitchell Greer
  - Academic Affairs Committee : Sen. Quinn Vonder Haar
- **Old Business**
- **New Business**

- Campus Organization Allocation Presentation : Finance Committee
- Constitution, Bylaws, and Code of Ethics Revisions Presentation : Constitution Review Committee.
- **Open Discussion**

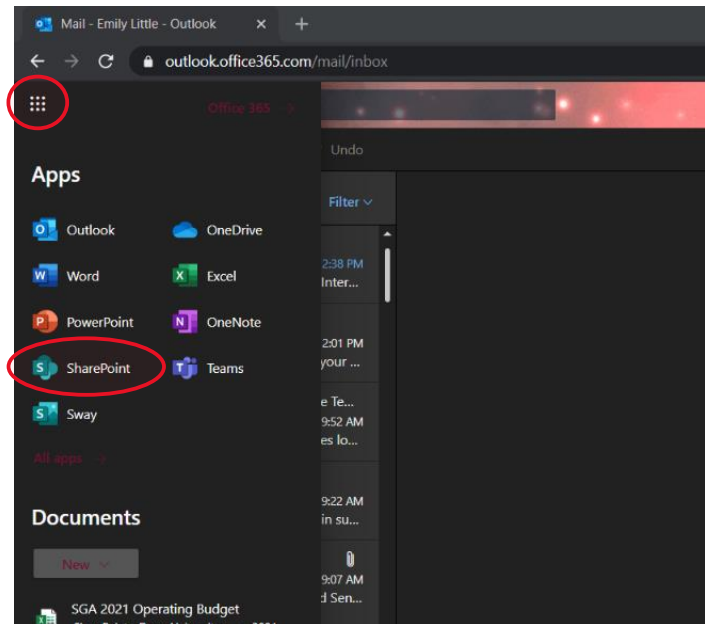
1) log into your email via a browser, you cannot reach SharePoint through the outlook desktop application

2) click the 9 dots in the upper left-hand corner of your email and select the SharePoint app

3) once in SharePoint, select the SGA site (if you do not have access, hit the request button that should pop up)

4) from here you will select in this order:

1. Finance (on the left-hand side)
2. 2021-2022 (toward the bottom)
3. Allocations
4. Slated



5) Once you are in Slated, you should see a list of around 40 excel sheets with organization names, these are the individual allocations requests along with what finance committee allocated toward each request.

Most reductions in requests will have a note next to that line item listing the reason that request was reduced.

**DO NOT EDIT ANY NUMBERS OR TYPE IN ANY OF YOUR OWN NOTES, VIEW ONLY!!!** finance committee uses our notes for future allocations as information sources for questions we asked organizations.

If you have any questions about why some numbers were reduced, feel free to message me throughout the week!

# Student Government Association of Drury University

## Code of Ethics

### I. PREAMBLE

A. The Student Government Association of Drury University (SGA) is established to address the rights and concerns of the entire student body. This Code of Ethics is an agreement by senators and executives of the Student Government Association in order to preserve the faith of the student body in their elected officials. Senators and executives of the Student Government Association claim responsibility for the student experience, as well as the ideals and values of the institution.

### II. VALUES STATEMENT

A. The Student Government Association of Drury University strives to understand, uphold, and embody the values of HONESTY, INTEGRITY, RESPECT, RESPONSIBILITY, LEADERSHIP, and PROFESSIONALISM. These values represent the core beliefs and values of the organization, and--by extension--the members, leaders, and officers of the Student Government Association.

B. SGA defines these values as follows:

1. HONESTY: thinking, acting, and speaking in a manner that demonstrates honorable principles and intentions while showing straightforward conduct of upright and fair treatment of peers and constituents.
2. INTEGRITY: an adherence and willingness to stand up for what is right, just, and moral, demonstrating sound moral and ethical decision-making, and fortitude of character, especially when facing significant temptation to do otherwise.
3. RESPECT: showing esteem toward and valuing all peers, constituents, organizations, and persons regardless of personal feelings, biases, or opinions.
4. RESPONSIBILITY: understanding and exhibiting extreme caution, care, and restraint for the power and control given to a person through their position, and exhibiting transparency and accountability when using that power and control.
5. LEADERSHIP: the utilizing of one's power, position, relationship and other attributes, both inherent and learned, to create change and progress in the best interest of others.
6. PROFESSIONALISM: Upholding the highest standards of performance, conduct, maturity, and cooperation both within and outside of the Drury community.

### III. STATEMENT ON EXPECTATIONS OF SGA VALUES

- A. The Student Government Association of Drury University has created a set of expectations in order to guide members and hold them accountable for upholding These values. These expectations are considered as examples of actions and behaviors in support of the demonstration of these values, and should not be considered an exhaustive list, but a set of guidelines for members to follow to exhibit these values on a daily basis.
- B. Just as the mantle of SGA follows senators and executive council members wherever they go, so should representatives of SGA follow these values throughout their daily lives during the tenure of their term regardless of their location, presence, or purpose in conducting business for SGA, other entities, or personal endeavors.

### IV. HONESTY

- A. I will be straightforward and sincere in expressing my opinions and executing my responsibilities. As I conduct my duties, I will seek to be transparent in my dealings, and will make sure to keep accurate and thorough records of my decisions and actions.
- B. I will seek the merit of actions, decisions, and interpretations I do not understand, and will strive to listen and understand the perspectives and experiences of others, even if I hold differing viewpoints.
- C. I will hold myself and others accountable for their actions, and recognize my responsibility to inform others when they are not upholding the values of this organization, or their personally expressed values and beliefs.
- D. I will operate and uphold my duties as an elected representative, honoring my obligation to accurately and thoroughly represent the best interests of those who elected me to office.

### V. INTEGRITY

- A. I will uphold and maintain my values and beliefs, and those held by the Student Government Association.
- B. I will abide by the Student Code of Conduct as provided in the Community Standards Handbook.
- C. I will respect my reputation and that of the University by avoiding unethical behaviors and circumstances that tempt or encourage me to make decisions contrary to my value system.
- D. I will seek to stand up for what is right, fair, and just—even at times when it is difficult and when there may not be an outside source of accountability.
- E. I will not let the values and beliefs I hold interfere with my ability to represent a wide-variety of individuals with unique interests, attributes, and needs.

## VI. RESPECT

- A. I will seek to understand the perspectives and differences of a diverse society. I will treat others well, and strive to find commonalities with those who differ from me, while seeking to learn about their experiences to improve my understanding of the world in which I reside.
- B. I will take pride in my University by working to protect and improve our facilities and their surroundings.
- C. I will suspend my assumptions about individuals, organizations, or persons-- and seek factual information when making decisions as their elected representative, as these decisions affect their Drury experience and life.
- D. I will treat my fellow members of SGA with dignity, giving value to their opinions, when debating legislation, working on committees, and performing the duties of our respective offices.
- E. I will recognize the value and importance of student organizations and will uphold SGA's responsibility to represent them, support them, and establish a space for them to express their purpose.

## VII. RESPONSIBILITY

- A. I will utilize the power given to me by my elected position for the good of those I represent, and will keep their benefit in mind when acting in my official and unofficial capacities through this office.
- B. I will exercise caution and care when utilizing the power and control given to me by my position, and will fulfill my responsibilities to the best of all my inherent and learned talents and abilities.
- C. I will fulfill my term in my elected office, and will make the Student Government Association a personal priority when scheduling and conducting my personal business in order to best represent myself and my constituency.
- D. I will fully and properly execute the duties of my office as described in the SGA Constitution and Bylaws.

## VIII. LEADERSHIP

- A. I will continually seek to better myself through learning skills, reflecting on experiences, and finding opportunities for personal and professional growth both within SGA and my personal experiences.
- B. I will make understanding the needs of my peers and constituency a priority when seeking to conduct the duties of my office, and will advocate thoroughly for the needs of those depending on me.
- C. I acknowledge my position will require me to make tough, and sometimes unpopular decisions. I will hold myself and my peers accountable for making these decisions, and will seek to understand the nuances and effects these decisions may have on those who depend on me to be their voice.

IX. PROFESSIONALISM

- A. I will maintain the highest standards of performance, conduct, and cooperation with my fellow students, faculty, staff, and co-workers.
- B. I will perform my duties with due diligence and make a continuous effort towards improvement.
- C. I will seek input and feedback to better represent the needs of my constituents.
- D. I will conduct my public affairs with dignity and recognize that I represent the people and purposes of SGA.

X. OATH

- A. In order to understand and uphold these values and expectations, the Student Government Association of Drury University requires all members to read and understand the following Oath of Office. This Oath is the same used to swear in new members and officers to the organization, and should be fully regarded before it is taken.
- B. I do affirm, as an elected representative of the student body, I will represent my constituency to the best of my abilities; I will seek to set an example for leaders across Drury University; I will represent and uphold the values of this organization; I will support and improve the Drury University community; and I will faithfully execute the duties of my elected office.

# Bylaws of the Constitution

## Purpose Statement

A bylaw shall govern those actions of Student Government Association not specifically addressed in the Student Government Association Constitution.

## BYLAW I - Code of Ethics

1. Executive Council will create and maintain the Code of Ethics.
2. The Code of Ethics shall be reviewed concurrently with the Articles and Bylaws.

## BYLAW II - Extended Duties of the President

1. The President cannot introduce legislation.
2. The President shall only vote only in the event of a tie.
3. The President shall be an ex-officio to each SGA committee.
4. The President shall prepare a list of special orders, known business, and objectives for each SGA General Assembly.
5. The President shall work with the SGA advisor to coordinate a transition plan and training for incoming officers.
6. The President shall ensure a formal review of the Constitution and Bylaws is conducted at least once per term.
7. The President shall lead the Executive Council in conducting at least one member retreat per semester.

## BYLAW III- Extended Duties of the Vice President of Student Life

1. The VP of Student Life shall serve as the chair of all committees pertaining to all social, non-academic aspects of student experiences.
2. The VP of Student Life shall serve as chair for the General Assembly in the absence or recusal of the President.
3. The VP of Student Life shall create and maintain a record of activities, initiatives, and responsibilities to be bequeathed to the VP of Student Life-Elect to ease the transition of the position.
4. The VP of Student Life shall succeed the President in the event the President is unable or unwilling to continue service in that capacity.

## BYLAW IV- Extended Duties of the Vice President of Institutional Affairs

1. The VP of Institutional Affairs shall serve as the chair of all committees pertaining to academics and the University environment.
2. The VP of Institutional Affairs shall create and maintain a record of activities, initiatives, and responsibilities to be bequeathed to the VP of Institutional Affairs-Elect to ease the transition of the position.
3. The VP of Institutional Affairs shall succeed the President in the event the President and VP of Student Life are unable or unwilling to continue service in that capacity.

## BYLAW V - Extended Duties of the Vice President of Finance

1. The VP of Finance shall serve as the chair of all committees pertaining to financial health, the auditing process, and budget allocations.
2. The VP of Finance shall work with the SGA Advisor to coordinate a transition plan and training for incoming officers.



3. The VP of Finance shall manage the auditing process of all organizations that receive student funding.
4. The VP of Finance shall present updates of the SGA general ledgers of accounts, to be included in the weekly minutes.
5. The VP of Finance shall create and maintain a record of activities, initiatives, and responsibilities to be bequeathed to the VP of Finance-Elect to ease the transition of the position.
6. The VP of Finance shall succeed the President in the event the President, VP of Student Life, and VP of Institutional Affairs are unable or unwilling to continue service in that capacity.

#### BYLAW VI - Extended Duties of the Vice President of Communication & Public Relations

1. The VP of Communication & Public Relations shall serve as the chair of all committees pertaining to internal and external communication of organizational activities.
2. The VP of Communication & Public Relations shall create and maintain a record of meeting minutes and attendance by all senators and executives.
3. The VP of Communication & Public Relations shall create and maintain a record of activities, initiatives, and responsibilities to be bequeathed to the VP of Communication & Public Relations-Elect to ease the transition of the position.
4. The VP of Communication & Public Relations shall succeed the President in the event the President, VP of Student Life, VP of Institutional Affairs, and VP of Finance are unable or unwilling to continue service in that capacity.

#### BYLAW VII - Elections Section A: General Guidelines

1. General Elections shall occur each April for the Executive Council, as well as Sophomore, Junior, and Senior Class Senators.
2. Elected officials shall begin their term immediately following their oath of office.
3. Class Senators shall be elected following the formation of the Executive Council.
4. Freshmen shall be elected in a class-specific election as Freshmen Senators in November, coinciding with the conclusion of the Freshmen Internship Program.

#### Section B: The Elections Committee

1. The Elections Committee shall designate a timeline for the election of all positions.
2. The Elections Committee is empowered to expel candidates from the election process under circumstances the candidate has failed to comply with the proper standards.
3. The Elections Committee shall organize a candidate forum for the candidates of Executive Council elected at large to represent their platform of ideas to the student body.
4. The Elections Committee shall see that every member takes an oath and is properly sworn in.
5. The Elections Committee will be comprised of non-returning Executive Council members and Senators, with oversight from the Advisor.
6. The chair of the Elections Committee will be appointed by the current President.

#### Section C: Campaign Rules

1. Campaign Rules for President and Vice Presidents
  - a. Candidates for the office of President and any Vice President must file candidacy by the date specified by the elections committee.
  - b. Write-in candidates will not be eligible for any election.
  - c. Candidates running for President and any Vice President may be required to participate in a forum organized by the elections committee.
2. Campaign Rules for all Student Government Association Offices

- a. All candidates may not begin campaigning prior to the designated time set by the elections committee.
  - b. Posters may be posted in the Findlay Student Center, the College Park Community Center and the Residence Halls with the approval of the Dean of Students Office and the Office of Residence Life.
  - c. Failure to comply with rules and standards as specified in the bylaws, as well as any other regulations established by the elections committee will result in a formal review.
3. Balloting and Tabulation
- a. The ballots will be completed online and the tabulation of votes will be processed electronically.
  - b. Election results will be verified by the SGA Advisor and President unless his/her name appears on the ballot.

### BYLAW VIII - Number of Class Representatives

1. The Freshman, Sophomore, Junior, and Senior classes shall each elect six students from their respective classes to serve as Senators in General Assembly.
2. At the discretion of the President, and by majority ratification by the General Assembly, a number of Senator "at-large" seats may be created and filled based upon the following criteria:
  - a. The number of "at-large" seats may not exceed the number of vacancies in class designated senator seats at the time of the appointments.
  - b. There shall never be more "at-large" seats than ½ of the currently filled class senator seat with a maximum of 6 "at-large" seats that can be created and filled.
  - c. The "at-large" seats cannot be filled by the student body during the designated class elections.
3. All "at-large" seats will be nullified and closed with the official close of each General Assembly.

### BYLAW IX - Eligibility of Student Government Association Candidates

1. Basic Criteria
  - a. All candidates must meet the qualifications as specified in the following sections.
  - b. Students interested in running must file candidacy by the date specified by the Elections Committee.
  - c. Those who file may be required to attend a meeting at a designated time set by the Elections Committee.
  - d. The President or a member of the Elections Committee will explain the rules and election process to candidates as well as clarify the roles and duties of each position. Failure to be at this meeting (unless prior arrangements have been made) will result in ineligibility for that student to run.
  - e. All candidates must have and maintain a minimum GPA of 2.75 with a probationary period of one semester.
2. Position Specific Criteria
  - a. President**
    - i. All candidates must have the following:
      1. Served at least two prior consecutive full semesters on SGA in good standing, not including time served as an intern, unless otherwise approved by the Elections Committee, and be enrolled as a full-time, day school student.
      2. The ability to effectively facilitate meetings, lead discussion, and speak in public settings in front of small and large groups of people.
      3. A strong sense of leadership, self-motivation, and reliability.
      4. The ability to effectively communicate with others, both verbally and non-verbally in group settings or person-to-person.
      5. An understanding of Parliamentary Procedures and *Robert's Rules of Order*.

**b. Vice President of Student Life**

i. All candidates must have the following:

1. Served at least two prior consecutive full semesters, including time served as an intern, on SGA and be enrolled as a full-time, day school student.

**c. Vice President of Institutional Affairs**

i. All candidates must have the following:

1. Served at least two prior consecutive full semesters, including time served as an intern, on SGA and be enrolled as a full-time, day school student.

**d. Vice President of Finance**

i. All candidates must have the following:

1. Served at least two prior consecutive full semesters, including time served as an intern, on SGA - or must be able to clearly demonstrate knowledge of budgeting and auditing practices through classwork, projects, or other means - and be enrolled as a full-time, day school student.
2. Basic knowledge of financial reporting.
3. Knowledge of SGA's Budgeting Guidelines and ability to implement them.
4. The ability to conduct audits of money allocated to campus organizations.

**e. Vice President of Communication & Public Relations**

i. All candidates must have the following:

1. Served at least one prior full semester, including time served as an intern, on SGA and be enrolled as a full-time, day school student.

**f. Class Senator**

i. All candidates must have the following:

1. All candidates must be enrolled as a full-time, day school student.
2. A senator is expected to be present at the main campus day school for both semesters of a term. In the case of a semester leave of absence, the senator may apply for election at the beginning of the semester for which they are present at the main campus day school. SGA members not planning to return for the second semester of their term should resign by the start of the second semester or should expect to be dismissed by the Executive Council.

**BYLAW X - Meeting Regulation**

1. All Student Government Association meetings shall be structured in accordance with the standards established in *Robert's Rules of Order*.
2. All General Assembly meetings shall begin at 4:30 p.m. on Thursdays.
3. The time cap during the non-allocation season is 6:00 p.m. unless extended by the General Assembly.
4. The time cap during the allocation season is 7:00 p.m. unless extended by the General Assembly.
5. Responsibility for the proper regulation of meeting structure shall be given to the chair.

**BYLAW XI – Attendance**

1. General Attendance Policies

- a. A Student Government Association member who accumulates up to 4 total meeting absences per semester shall be subject to dismissal pending review from the Executive Council.
- b. Of the 4 total meeting absences, a Student Government Association member may take up to 2 unexcused meeting absences per semester, after which they shall be subject to dismissal pending review from the Executive Council.
- c. An excused meeting absence includes, but is not limited to: serious illness or medical appointment accompanied by a doctor's note (unless otherwise approved by the Executive Council), a required class activity, a sanctioned University activity, appointments or events

requiring attendance by law, religious events or holidays that prohibit your participation, and family or personal emergencies. Whether or not other absences can count as excused is up to the discretion of the Executive Council.

- d. An unexcused meeting absence includes, but is not limited to: disinterest in event, personal appointment, and work commitments.
- e. The Executive Council shall have the ability to require a member to provide proof of excuse if they see fit and it is permitted by law.

## 2. Meeting Attendance

- a. Excused meeting absences require advance notification by 3:00 p.m. on Thursdays to the Vice President of Communication & Public Relations. Meeting absences that are not accompanied by advance notification to the Vice President of Communications will be counted as unexcused absences.
- b. SGA members that leave the General Assembly before 6:00 p.m. without advance notification to the Vice President of Communications, will be counted as an unexcused meeting absence. During allocation season, SGA members that leave the General Assembly before 7:00 p.m. without advance notification to the Vice President of Communication & Public Relations will be counted as an unexcused meeting absence.
- c. SGA members that continually leave prior to the conclusion of the General Assembly meetings may accumulate meeting absences at the discretion of the Executive Council.

## 3. Event Attendance

- a. Members of the Student Government Association are expected to attend events in their entirety or for an assigned amount of time as representatives. These events include but are not limited to SGA sponsored or hosted events.
- b. The Executive Council shall have the authority to determine if attendance to an event is expected and must announce this at least seven days before the start of the event.
- c. Event absences will accumulate to require disciplinary action:
  - i. Two unexcused event absences will result in one unexcused meeting absence.
  - ii. One unexcused event absence and one excused event absence will result in one excused meeting absence.
  - iii. Two excused event absences will result in one excused meeting absence.

## 4. Miscellaneous Attendance Guidelines

- a. Committee attendance is at the discretion of the respective Vice Presidents.
- b. The Executive Council meeting attendance policy is at the discretion of the President.
- c. The Vice President of Communication & Public Relations shall be responsible for notifying members about their status after each absence.
- d. See Appendix A for a chart of attendance policies.

## BYLAW XII - Allocation Procedure

- 1. The Finance Committee and General Assembly shall follow the procedure described in the Student Organization Financial Handbook when slating and allocating funds to student organizations.

## BYLAW XIII - Subsidiary Relationships

- 1. Based on the financial relationship between SGA and subsidiaries, it is necessary for SGA to maintain a level of oversight of all subsidiaries.
- 2. SGA has the authority to require subsidiaries to attend semesterly meetings for reviews and updates.

## BYLAW XIV

1. Student wages will not be funded through SGA

## BYLAW XV: Disciplinary Proceedings

1. The SGA Executive Council shall have the authority to enter disciplinary proceedings for alleged violations of Oath of Office, the Code of Ethics, or misconduct by a Senator or Executive in their role in SGA.
2. Any SGA Executive who receives a complaint shall recuse themselves from all discussions and decisions regarding the handling of that complaint.
3. Handling Complaints
  - a. Any member of the student body, staff, or faculty of Drury University may file a formal complaint against a member of the General Assembly.
  - b. Disciplinary Proceedings may only begin after the filing of a formal complaint against a Senator or Executive.
  - c. Complaints shall only be considered formal and actionable if the following conditions are met:
    - i. Complaints must be submitted in writing, through email, or through other official channels such as online forms.
    - ii. Complaints must be attached to a specific actionable incident or behavior.
    - iii. Complaints must be submitted with evidence of that behavior having occurred.
    - iv. Complaints must be submitted in a timely manner.
    - v. Anonymous complaints will not be considered to be a formal complaint.
    - vi. All Articles of Impeachment referred to this process shall be considered formal and actionable.
  - d. The Executive Council shall send notice of receipt shall be sent to individuals who have filed a formal, actionable complaint.
  - e. Records of complaints against individuals shall be kept confidential and shall be expunged upon the matriculation of that student, or after four (4) years.
    - i. Kept records may be brought forward during Impeachment Proceedings if relevant to the behaviors expressed in the Articles directly correlate with previous disciplinary complaints or actions.
4. Pre-Disciplinary Meeting
  - a. The Executive Council shall convene to discuss any formal, actionable complaints to determine if the alleged behavior is a violation of the Code of Ethics or Oath of Office, or if the behavior stands as misconduct in the execution of duties of their Office.
  - b. If the determination is made that the behavior is to be formally addressed, the Executive Council will send notice to the named party to appear for a Disciplinary Meeting. Notices must be sent within three (3) business days of the Pre-Disciplinary Meeting.
  - c. If the determination is made that the behavior does not warrant formal addressing, the Executive Council will designate an appropriate Executive or the SGA Advisor to speak directly with the named party regarding the complaint.
  - d. In extreme cases, received complaints may be considered severe enough for Executives to draft Articles of Impeachment. If Articles of Impeachment are to be drafted, this process shall defer to the Impeachment Proceedings.
5. Disciplinary Meeting
  - a. The Executive Council shall convene a disciplinary meeting to discuss the complaint with the named party no more than seven (7) business days from the date of notice is sent.
    - i. This notice shall include the nature of the complaint and any relevant details and documents.
    - ii. The Disciplinary Meeting shall consist of, at minimum, the SGA President, an additional Vice President, and the SGA Advisor. Additional Vice Presidents may be added at the discretion of the Executive Council based on the severity of Complaint.

- b. One member of the Executive Council shall be designated to explain the nature of the complaint and the rationale for moving to a Disciplinary Meeting.
- c. The named party of the complaint shall be allowed the opportunity to explain and defend their behavior.
- d. The named party shall be allowed the opportunity to bring a supporting advisor with them to the Disciplinary Meeting. However, this individual may not advocate on their behalf.
- e. Disciplinary Meetings may be recorded if desired by the named party.
- f. After the conclusion of the Disciplinary Meeting, a formal letter regarding assigned sanctions and outcomes shall be sent to the named party, the SGA Advisor, and the Executive Council no later than three (3) days after the Disciplinary Meeting.
  - i. This letter shall be considered an official disciplinary record and shall be kept confidential. These records will be kept with the complaint until the named party has matriculated or four (4) years.

#### 6. Sanctions and Outcomes

- a. During the Disciplinary Meetings the named party and the Executive Council will discuss appropriate sanctions and outcomes to address the misbehavior. Sanctions will be formalized by the letter sent after the Disciplinary Meeting.
- b. The SGA Executive Council will be limited in their ability to apply sanctions and outcomes. Sanctions and outcomes may only be imposed within the jurisdiction of the official roles and responsibilities of the named party and their office.
- c. The SGA Executive Council will not have the power to assess fines or other monetary penalties.
- d. Sanctions may include:
  - i. Written warning
  - ii. Presentation for the General Assembly regarding a project of interest or proposal of action.
  - iii. Committee Reassignments/Suspensions/Removals
  - iv. Community Service with a registered 501(c)3 non-profit organization not to exceed five completed hours.
  - v. Impeachment as governed under the Impeachment Proceedings
  - vi. Other sanctions and outcomes agreed to by the named party and Executive Council during the Disciplinary Meeting

#### 7. Appeals

- a. Senators and Executives who disagree with the sanctions and outcomes set forth by the Executive Council are granted a right to appeal.
- b. A Notice of Appeal must be sent to the Executive Council and the SGA Advisor no later than two (2) days after the receipt of the Disciplinary letter.
- c. The Appeals Process
  - i. After receiving a Notice of Appeal, the SGA Executive Council will create a Sanction Dispute Letter to be sent to the General Assembly containing the initial complaint, the Disciplinary letter, and the Notice of Appeal.
  - ii. The Sanction Dispute Letter must be sent no later than three (3) business days after receiving the Notice of Appeal from the named party.
  - iii. The Appeal will be scheduled for the next SGA General Assembly session, but shall be held no sooner than three (3) business days after the Sanction Dispute Letter is sent to the General Assembly.
  - iv. The Appeal will be heard by the General Assembly as the final agenda item for this session.
  - v. A designated member from the Executive Council shall present the complaint to the General Assembly, as well as a brief rationale regarding the sanctions and outcomes approved by the Executive Council.
  - vi. The named party will then be granted ten (10) minutes to present counter arguments and evidence, and present the General Assembly with a revised set of sanctions.
  - vii. The General Assembly will be granted 15 minutes to ask questions of the designated representative of the Executive Council and the named party.

- viii. A 2/3 majority vote of those seated in the General Assembly will be required to render a decision in adopting sanctions.
    - 1. A vote in the affirmative will adopt the sanctions as proposed by the named party.
    - 2. A vote in the dissent will leave the sanctions and outcomes of the Executive Council in place.
  - ix. Any Senator or Executive, including the named party, who was present in the Disciplinary Meeting shall recuse themselves from voting.
  - x. A record of the proceedings for appeals will be kept, but shall be held confidential from the student body. These records will be kept until the student has matriculated or four (4) years.
8. No Senator or Executive who has taken part in a Disciplinary Meeting shall be allowed to present Articles of Impeachment for the same infraction.
9. No Senator or Executive shall present Articles of Impeachment if an Appeal of Sanctions and Outcomes is granted by the General Assembly during a Sanction Dispute.
10. Automatic Filing of Articles of Impeachment
- a. If any standing member of the General Assembly has accrued and been sanctioned for more than 2 complaints for identical infractions of the Code of Conduct or Oath of Office, or for misconduct in their duties, may receive Articles of Impeachment with the filing of a formal, actionable complaint for a third offense.
  - b. Any standing member of the General Assembly who receives three (3) or more formal, actionable complaints for the same infraction of the Code of Ethics or Oath of Office, or for misconduct in their duties, shall be considered to have sponsored Articles of Impeachment, even without the sponsorship of a member of the Executive Council, if Articles of Impeachment are filed.

#### BYLAW XVI: Administrative Removal from Office

- 1. The Executive Council is granted limited authority to administratively remove a Senator or other Executive Council member from their elected office.
- 2. The Executive Council may Administratively Remove an SGA member for any of the following reasons without approval from the General Assembly:
  - a. Failure to meet the attendance requirements for membership as enumerated.
  - b. Failure to meet the GPA requirements for membership as enumerated.
  - c. Receipt of notice of poor judicial standing as defined by the Office of Student Conduct.
  - d. Suspension or Expulsion of a member by the University for misconduct, or academic underperformance.
- 3. The SGA President shall send a formal Letter of Administrative Removal to the named party no more than seven (7) days after receipt of notice of cause for removal.
  - a. This letter shall include the stated reason for the Administrative Removal and must be signed by the SGA President and the Vice President of Communication and Public Relations.
  - b. If the SGA President is the named party, the responsibility for Administrative Removal shall fall to the Vice President of Communications and Public Relations.
  - c. If the President or Vice President of Communications are the named party for removal, an additional Vice President may sign the letter in place of the appropriate office.
- 4. Senators and Executive Council members removed through this process under 2b, 2c, or 2d shall be barred from being appointed to positions outside of a general election by the student body.
- 5. Executive Council members removed by this process under 2b, 2c, or 2d shall be barred from being appointed further Executive office in the Student Government Association outside of a general student body election.
- 6. Senators and Executive Council members shall be unable to appeal their Administrative Removal.

#### BYLAW XVII: Impeachment Proceedings



1. Any elected or appointed member of the General Assembly may be impeached. Any elected or appointed member of the General Assembly may bring forward Articles of Impeachment.
2. The grounds for impeachment must be related to their duties as assigned by the SGA Constitution, Bylaws, or Oath of Office, or violations of the Code of Ethics.
3. Submission of Articles of Impeachment
  - a. Articles of Impeachment must be filed with the Executive Council and SGA Advisor.
  - b. These articles shall contain an explanation of the behaviors or actions considered by the filing party to be incongruent with the Governing Documents and Code of Ethics. Evidence of these behaviors or actions must be submitted with the Articles of Impeachment.
  - c. The Executive Council and the SGA Advisor shall review the Articles as presented at the following meeting of the Executive Council, or shall call a special meeting to review if no meeting is scheduled within ten (10) days of receipt.
    - i. If the Articles are filed against an Executive Council member, that individual shall recuse themselves from the review of the Articles of Impeachment.
  - d. Articles of Impeachment will require sponsorship by a single member of the Executive Council or the SGA Advisor to proceed forward for consideration by the General Assembly.
  - e. If the filed Articles fail to achieve this sponsorship, the complaint will be resolved using the disciplinary proceedings as documented in Bylaw XV. The SGA President, shall notify the filing party as to the failure of the Articles to gain sponsorship and shall provide a rationale as to the reason for proceeding forward under disciplinary action.
    - i. This notice shall be provided by the Vice President of Student Life if the SGA President is the named party in the Articles of Impeachment.
  - f. If the field Articles are sponsored by a member of the Executive Council or SGA Advisor, the complaint will be resolved using the Impeachment Proceedings under Bylaw XVII, Section 4.
4. Impeachment by the General Assembly
  - a. The SGA General Assembly will hold Impeachment Proceedings if the Articles of Impeachment receive the necessary sponsorship. A special session may be called by the SGA President, or by the appropriate chair as designated in the line of succession if Articles were filed against the SGA President.
    - i. Notice of this session must be presented to the General Assembly no fewer than seven (7) days prior to the convening of the session.
    - ii. The notice of the session shall not contain details regarding the articles of impeachment, but shall provide notice to attend.
    - iii. At written request of the named party, the EC may disclose the details of the article of impeachment prior to the special session.
    - iv. The named party in the Articles shall be allowed to bring an advisor with them to assist in supporting the party and managing evidence and assets to their defense.
    - v. Minutes of this session shall be kept, but not published to the student body.
  - b. The chair shall read the Articles of Impeachment as filed in their entirety to open the proceedings. This will include providing the General Assembly with any supporting evidence or information filed with the Articles.
  - c. After the reading of the Impeachment Articles, the named party shall be allotted 10 minutes with which they are able to speak to their own defense. A five (5) minute recess may be called by the chair following this statement.
  - d. After the initial statement from the named party has been completed, the General Assembly will be given time for questioning. After fifteen (15) minutes, a five (5) minute recess shall be called for by the chair.
  - e. The General Assembly may have a maximum of two (2) questioning periods.
  - f. Questions may only be asked of the named party or the filing party.
  - g. After the completion of the question periods, the named party will be dismissed from the proceedings. Regular debate and voting shall ensue.
  - h. The named party may leave the Impeachment Proceedings at any time. The named party shall not be required to answer any question against their will.
  - i. A two-thirds majority of those seated will result in immediate removal from office.



j. The chair shall notify the named party no fewer than three (3) hours after the vote has occurred.

### BYLAW XVIII: Resignations of Office

1. Senators or Executive members seeking to resign their office must submit an official notice of resignation to the Executive Council and the Advisor of SGA.
2. Resignations will be considered binding upon receipt and may not be overturned.
3. Executives who have resigned from office shall be barred from holding further Executive positions within the Student Government Association unless a resignation falls into the following categories:
  - a. Resignation for medical withdrawal from the University.
  - b. Resignation for participation in Study Abroad, or academic internship/practicum that will prohibit the student from residing within commuting distance of the University.
  - c. Resignations for unavoidable academic conflict as determined by the Registrar's Office, Academic Advisor, and SGA Advisor.
4. Senators who have resigned from office shall be barred from being appointed to positions outside of a general election by the student body, unless a resignation falls into the following categories:
  - a. Resignation for a medical withdrawal from the University
  - b. Resignation for participation in Study Abroad, or academic internship/practicum that will prohibit the student from residing within commuting distance of the University.
  - c. Resignations for unavoidable academic conflict as determined by the Registrar's Office, Academic Advisor, and SGA Advisor.

### APPENDIX A- Attendance

1. Excused and Unexcused absences include, but are not limited to the following:

Excused Absences	Unexcused Absences
Serious illness or medical appointment	Disinterest in event
Required class activity	Personal appointment
Sanctioned University activity	Work commitments
Appointments or events requiring your attendance by law	
Religious events or holidays that prohibit your participation	
Family or personal emergencies	

2. Tallying Meeting Absences

SGA members will be brought to review in cases where their total number of meeting absences are equal with the quantities listed below:

Excused Meeting Absences	Unexcused Meeting Absences	Outcome
4	0	Review
3	1	Review
2	2	Review
1	2	Review
0	2	Review

3. Tallying Event Absences

Event absences will result in meeting absences as listed below:

Excused Event Absences	Unexcused Event Absences	Outcome

0	2	1 unexcused meeting absence
1	1	1 excused meeting absence
2	0	1 excused meeting absence

# The Constitution of the Student Government Association of Drury University

## Preamble

The Student Government Association of Drury University (SGA) is established as the organization through which the values and ideals of Drury University students are implemented. The structure of the Student Government Association is designed to safeguard and enhance key areas directly contributing to the student experience and to the Drury community.

## Mission Statement

The Student Government Association of Drury University is established to address the rights and concerns of the entire student body. We constantly strive to enhance the student experience within the Drury Community.

## Article I: The Structure of the Student Government Association

### Section A: Executive Council

1. The Executive Council (EC) shall be comprised of The President, Vice President of Student Life, Vice President of Institutional Affairs, Vice President of Finance, and Vice President of Communication & Public Relations.
2. Each EC member will be elected by the student body to a one year term.
3. EC shall be responsible for the overall strategy, direction, and operation of the Student Government Association that are both visionary and acknowledging to student priorities.
4. EC shall work with the student body through a variety of standing, campus, and ad-hoc committees.

### Section B: General Assembly

1. The General Assembly shall be composed of student senators from each academic class and overseen by the Executive Council.
2. Senators are elected to one-year terms by their respective classmates. The number of class representatives elected will be such as defined in the bylaws.
3. Senators shall represent their constituents and work to better the student experience in all aspects of university life.
4. The General Assembly shall meet as a collective group at weekly meetings. The General Assembly shall have the ability to enact legislation and pass resolutions to officially represent the student body.
5. Senators shall serve on various standing, campus, and ad-hoc committees.

### Section C: Senate Interns

1. The Senate Interns shall be comprised of student representatives from the freshman class.
2. Interns are appointed by the President and an additional member of the EC. The number of interns appointed will be such as defined in the bylaws.

Interns shall represent their constituents and work to better the student experience in all aspects of university life.

4. The Interns shall meet with the SGA General Assembly for regular weekly meetings. The Interns shall have the ability to vote on procedural motions at the discretion of the President, but may not vote on formal business.
5. Interns shall serve on various standing, campus, and ad-hoc committees. Interns shall be a voting member of these committees when applicable.
6. Interns shall hold their positions from the beginning of the academic year through the time of the Freshman Senator election.

#### Section D: University-wide Committees

1. SGA will be represented on various campus committees and councils including but not limited to:
  - a. President's Council on Inclusion
  - b. President's Council on Sustainability
  - c. Honorary Degree Committee
  - d. Faculty Awards Committee
  - e. Technology Advisory Committee
  - f. Student Affairs Committee
  - g. Academic Affairs Committee

#### Section E: Constituency

1. The Student Body is recognized as the organizations sanctioned by the Student Affairs Committee, the individuals who make up these organizations, and all other Drury University Day School students.
2. SGA recognizes Drury University Day School students and represents those students as long as adequate representation is held within the General Assembly.

### Article II: Roles of SGA Members

#### Section A: Roles of the President of SGA

1. The President shall oversee and chair the SGA General Assembly.
2. The President shall oversee the Executive Council.
3. The President shall act as the official spokesperson and have the signature of authority for SGA.
4. The President shall communicate consistently with the Advisor, Dean of Students, Board of Trustees, and other University personnel as directed.
5. The President shall represent SGA and Drury University in a professional manner at all times and will not enter into situations that would compromise the integrity of SGA or the University.
6. The President shall be visionary and proactive in all of his/her assigned duties.

#### Section B: Roles of the Vice Presidents

1. The Vice Presidents (VPs) shall be equal voting members of the SGA General Assembly, except when presiding in the absence of the President.

2. The VPs shall serve on EC and attend all EC meetings as directed by the President.  
The VPs shall chair and oversee their designated committee.
4. The VPs shall be responsible to meet with the SGA Advisor and other University personnel as directed.
5. The VPs shall represent SGA and Drury University in a professional manner at all times and will not enter into situations that would compromise the integrity of the SGA or the University.
6. The VPs shall be visionary and proactive in all of their assigned duties.

### Section C: Roles of the Senators

1. Each Senator shall represent the student body on issues of student concern.
2. Each Senator shall serve on at least one SGA standing committee.
3. Each Senator shall have the right to introduce resolutions and legislation to the General Assembly on matters of student concern.
4. Each Senator shall interact and/or serve with campus committees as directed by EC and/or the bylaws.
5. Each Senator shall complete all tasks in a time frame predetermined by his/her respective committee.
6. Each Senator shall have an equal vote.
7. Each senator shall be visionary and proactive in all of his/her assigned duties.

### Section D: Roles of the Advisor

1. The advisor shall advise and guide the executive council, senators, and interns in conducting SGA business.
2. The advisor shall be an active and present participant in General Assembly, committee, and executive council meetings.
3. The advisor shall assist in the maintaining and monitoring SGA documents and accounts.
4. The advisor shall, on behalf of the SGA executive council, submit requests for payment of and purchasing of SGA supplies, materials, and expenditures.
5. The advisor shall serve as the parliamentarian of the SGA General Assembly.

## Article III: Accountability

### Section A: Members

1. All members must conduct themselves in accordance with Student Government Association Code of Ethics.
2. A violation of the Code of Ethics and/or failure to perform as mandated by applicable bylaws and the Student Government Association Constitution will result in the initiation of Disciplinary Proceedings or Impeachment Proceedings, as governed by the Bylaws.

### Section B: Governing Documents

1. SGA must regulate itself with a set of bylaws.
2. SGA shall engage with its governing documents to resolve improperly handled business.
3. Should two or more governing documents conflict, the SGA Constitution shall have primary authority and the SGA Bylaws shall have secondary authority.

4. Petitions against an SGA document will be heard during Special Orders of Student Government Association General Assembly meetings.

### Section C: General Assembly

1. In the case that the entire General Assembly is petitioned as having failed to adhere to its bylaws and the Student Government Association Constitution, a special election will be held among the student body.
  - a. A petition against Student Government Association shall be comprised of  $\frac{1}{4}$  of the entire student body with  $\frac{1}{4}$  of each respective class represented.
2. If a two-thirds vote from the student body approves the measure against the General Assembly, the Executive Council and the General Assembly will disband and special elections will be held by the Dean of Students to fill these vacant Student Government Association components.

### Section D: Executive Removal from Office

1. Should the General Assembly find a reason the President or any Vice President is unfit to serve the remainder of their term, a vote of no confidence may be initiated by a senator or Vice President.
2. In the case a vote of no confidence is motioned and seconded, the highest presiding officer, not including the seat in question, shall conduct the vote at the next meeting.
3. A vote of no confidence will take place no later than three weeks after it is brought to the floor.
4. A vote of no confidence will only be deemed successful if it was approved by at least three-fourths of the voting members.

## Article IV: Terms and Elections

### Section A: Terms

1. Each seat shall run concurrent with the academic calendar of Drury University.
2. Extended definitions of term limits are located within the Bylaws.

### Section B: Elections

1. Elections for all positions will be held on an annual basis.
2. All candidates must meet qualification criteria set forth in the bylaws.

### Section C: Vacancies and Appointments

1. In the event that an application for an empty seat on SGA is filled between election cycles, an interview of the applicant by the General Assembly will take place during a regularly scheduled meeting, followed by an allotted time for discussion and a vote within the same meeting.
2. To fill any vacant seat between election cycles, a majority vote in favor of the applicant must be cast by the General Assembly.
  - a. Executives shall recuse themselves from votes to fill vacant senator seats.

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3. The outcome of such a vote must be formally disclosed via an email or letter to the applicant by the SGA no later than 5 days after the interview and no sooner than 3 hours immediately following the vote.

4. No single seat in the SGA may be appointed by the General Assembly to more than three persons within a single term.
  - a. After this limit of turnover has been reached, such a seat must remain vacant until the next natural election cycle, or
  - b. A special election must be held for the student body to vote on any further replacements until the next natural election cycle.

## Article V: Rules of Treasury

### Section A: Student Fees

1. The Student Government Association shall act as a trustee of the student fees treasury.

### Section B: Allocations

1. The Student Government Association shall be responsible for all allocations from the student fee treasury.
2. The Finance Committee shall be responsible for assisting student organizations seeking an allocation of funds from the student fee treasury.
3. Allocation proposals shall be presented to the Student Government Association General Assembly in order to be considered to receive student fee monies as funding.

### Section C: Stipulations of Student Fees

1. Student fees allocated must be used in a manner consistent with the guidelines set forth in the Student Organization Financial Handbook.
2. Allocation of student fees may only be made to student groups or organizations which have been approved by the Student Affairs Committee and are recognized as active groups by the Student Activities Office and special projects designated eligible by the SGA General Assembly.

### Section D: Student Fee Accountability

1. SGA shall create and maintain a SGA Student Organizations Financial Handbook which dictates student fee and allocation guidelines.
2. Parties who have received student fee allocations shall maintain records and handle funds in a manner consistent with the guidelines set forth in the bylaws and SGA Student Organization Financial Handbook.

## Article VI: Amendments to the Governing Documents

### Section A: Amendments to Articles

1. Constitutional amendments shall be submitted one meeting prior to vote.
2. Constitutional amendments shall be approved by a two-thirds majority of the SGA General Assembly.
3. An approval vote of the student body must be obtained to ratify constitutional amendments.



4. The SGA General Assembly may only submit a constitutional amendment to the student body twice. After this point, it must be re-approved by the Student Government Association General Assembly in order to submit an amendment for student body vote again.

#### Section B: Amendments to Bylaws

1. Bylaw amendments must be submitted one meeting prior to vote.
2. Bylaw amendments must be passed by a two-thirds vote of the SGA General Assembly.

#### Section C: Amendments to Financial Handbook

1. The Financial Handbook may be overridden by a two-thirds vote of the SGA General Assembly.
2. Financial Handbook amendments must be passed by a two-thirds vote of the SGA General Assembly.

#### Section D: Ratification and Application

1. Ratified amendments to any governing document shall go into effect on the date previously agreed upon by the General Assembly.
2. The official date of application must be made public knowledge to the student body before they have submitted their votes to ratify or reject constitutional amendments.
3. If no date of application is agreed upon by the General Assembly before amendments to a governing document are approved, they shall become active immediately after ratification.