



The Constitution & By-Laws
of the
Student Government Association
of
Loyola University Maryland

Updated March 11, 2026

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Verbiage

This document refers to several entities that are to be recognized as how they are defined here:

- The Student Government Association shall be referred to as “SGA.”
- The “Executive Leadership” is to recognize the Student Body President (SBP) and the Executive Vice President (EVP).
- An “Executive Candidate” is to be recognized as anyone running for Student Body President, Executive Vice President, and any of the Class President positions.
- “General Elections” are to be recognized as anyone running for the Senate or Assembly.
- The Oversight Committee shall be referred to as “OC.”

Preamble

We, the students of Loyola University Maryland, in recognition of our right and responsibility to take an active role in the governance of our University community, in our commitment to protecting the interests and welfare of all members of the student body, in our obligation to promote Jesuit values and spirit throughout the Evergreen Campus, and in our duty to provide a representative leadership body for the general student populace do ordain and establish this Constitution for the Student Government Association of Loyola University Maryland.

Article I: General Provisions

1. **NAME:** The undergraduate student government under this Constitution will be “Student Government Association of Loyola University Maryland,” hereafter referred to as “SGA.”
2. **MISSION & PURVIEW:** The mission of SGA is to pursue the objectives stated in the preamble. Any matter that can be decided or considered by an officer, office, or official body within the University or directly affects the quality of undergraduate education or life falls within the Student Government Association’s purview.
3. **NON-DISCRIMINATION POLICY:** The Student Government Association shall not discriminate, and shall discourage discrimination on the basis of ancestry, citizenship, creed, economic background or status, ethnicity, gender expression, gender identity, intellectual disability, national origin, philosophy, physical disability, political affiliation or ideology, race, religion, sex, or sexual orientation. In adhering to this policy, the Student Government Association will not advocate the restriction of anyone’s freedom of public speech, assembly, expression, or association.
4. **AUTHORITY:** The authority of this constitution is the basis for the conduct of all business in the undergraduate Student Government Association.

Article II: Structure & Organization

1. **STRUCTURE:** The structure of the SGA shall be divided into the Executive Board, Senate, and Assembly.
2. **REPRESENTATION:** The Student Government Association represents all undergraduate students currently enrolled on the Evergreen Campus at Loyola University Maryland. Therefore, the membership of the Student Government Association shall be limited to all full-time undergraduate students of Loyola University Maryland.
3. **ELECTION:** The undergraduate student body will vote for the positions of Student Body President, Executive Vice President, Class Presidents, Senators, and Assemblypersons. The Election Procedures are detailed in Article VI.
4. **TENURE:** An elected representative shall take office at the conclusion of the academic semester after their election and shall serve until the conclusion of the academic semester after the next election unless they resign, leave the University, is expelled for nonattendance or misconduct, is recalled, or transfers out of the body from which they were originally elected.
5. **VACANCY:** Following the resignation, departure, or expulsion of a member, the vacancy must be announced during the next Joint Conference meeting.
 - 5.1. **The SGA Presidency:** If there is a vacancy in the position of Student Body President, the position will be appointed to the Executive Vice President, unless the Executive Vice President personally defers this position to the Chief of Staff. The new Student Body President will appoint the vacant Vice President. A Joint Conference will vote to confirm the Executive Vice President nominated following the Executive Board Appointment Process.
 - 5.2. **The Vice Presidency:** If there is a vacancy in the position of Executive Vice President, the Chief of Staff shall fill that position.
 - 5.3. **Executive Board:** In the case of a failure to confirm or a vacant position throughout any time of the year, the President may appoint an acting director. The nominee must be confirmed within two Joint Conference meetings to become a full director.
 - 5.4. **Class Presidents:** If there is a vacancy in the position of the Class President, the position will be filled by the Assembly and/or Senate members of that class year. The combination of the Senators and Assembly members of that class year shall vote and elect the next Class President through a two-thirds majority vote.
 - 5.5. **Senate and Assembly:** If there is a vacancy in the Senate or Assembly, in either semester, the vacancy may be addressed in the following ways: filled through the appointment of the runner-ups, through a special election, or remain vacant. All possibilities remain at the discretion of the Director of Civic Engagement in

consultation with the applicable and respective Class President or Speaker of the Senate, and Executive Leadership.

6. **JOINT CONFERENCE:** The entire organization shall convene in a Joint Conference no less than once every two weeks to provide updates from each branch, hear from invited guests (administrators, club leaders, etc.), discuss matters of special importance or gravity, debate issues that pertain directly to SGA as a whole, and plan for the weeks ahead.
 - 6.1. All elected and appointed members of SGA are required to attend. (For more information, refer to Article VII on Member Accountability.)
 - 6.1.1. Only those that have class conflicts or extenuating circumstances as approved by a member of Executive Leadership or the SGA Advisor shall be excused.
 - 6.1.2. All members of SGA will receive a meeting recap no later than 24 hours after.
 - 6.2. This meeting shall be open to the Loyola Community.
 - 6.3. The Chief of Staff shall coordinate guest speakers with assistance from the Student Body President.

7. **THE OVERSIGHT COMMITTEE:**

- 7.1. The purpose of the Oversight Committee (OC) is to oversee the SGA elections processes as well as the impeachment of any SGA member.
- 7.2. **Oversight Committee Composition**
 - 7.2.1. The OC will be made up of students nominated by faculty and administrators and students who apply.
 - 7.2.2. The OC shall not exceed more than five members.
 - 7.2.3. The OC shall have at least 1 alternate for both semesters.
 - 7.2.4. Members of the OC shall not run in a Student Government Association election while they are a current member of the OC.
 - 7.2.5. The administrator who will serve as the advisor of the OC shall be the SGA advisor.
 - 7.2.5.1. The advisor does not participate in final decision-making on violations or impeachment; however, they are able to be a part of discussions and provide direction as needed to the OC.
 - 7.2.5.2. The advisor shall conduct the interview and selection process for the OC as well as training for the OC.
- 7.3. **Oversight Committee Appointment Process**
 - 7.3.1. The OC application and appointment process for the upcoming academic year shall be held during the months of March and April.
 - 7.3.2. The OC application shall be open for a period no longer than three weeks.
 - 7.3.2.1. Faculty and administrators may nominate students.
 - 7.3.2.2. Students may apply to the OC.

7.3.3. The SGA Advisor, SBP, and outgoing OC members shall conduct all interviews for the OC.

7.3.4. The SGA Advisor shall appoint all members to the OC.

7.3.5. All OC appointments shall be made before the end of the Spring Semester.

7.4. Oversight Committee Responsibilities. The OC shall:

7.4.1. Attend mandatory training which shall be held in September and/or January.

7.4.2. Work with the SGA Director of Civic Engagement and SBP to oversee the election process for the First-Year elections in the Fall Term and both the Executive Elections as well as the Senate and Assembly general elections in the Spring Term.

7.4.3. Manage the process of campaign rules and reports of related violations.

7.4.4. Investigate election violations, determine consequences, and enforce decisions.

7.4.5. Follow the process for Impeachment laid forth in Article VIII if the process is called for.

7.5. Unbiased Representation

7.5.1. All OC members shall serve as unbiased representatives of the SGA, and therefore may not be a candidate for any SGA position or in any way be involved in a campaign for any candidate.

7.5.2. Members of the OC are not to be connected to a candidate in any way, including but not limited to; roommate, teammate, campaign team member, or other relationships. OC members must recuse themselves from an election if they are connected to a candidate.

7.5.3. In an impeachment trial, if a member of the OC is connected to a member of SGA, they shall recuse themselves from the proceedings.

7.5.4. OC members may vote in elections but are prohibited from endorsing candidates.

7.6. Removal from the OC

7.6.1. A person on the OC is subject to removal for the following reasons:

7.6.1.1. A violation of the Loyola University Maryland Code of Conduct.

7.6.2. The removal process is as follows:

7.6.2.1. The SBP and EVP will consult with the individual who has filed the complaint.

7.6.2.2. If the complaint is in accordance with the aforementioned clause (7.6.1.1.), the SBP and EVP will make the executive decision on the status of membership of the OC member in question, ranging from probation to removal.

7.6.2.2.1. The SBP and EVP may consult with the Director of Civic Engagement as needed to aid in the process if a disagreement has arisen.

- 7.6.2.3. The SGA Advisor will contact the members of the OC and ask to have a meeting concerning the status of their membership.
- 7.6.2.4. The SGA Advisor will meet with the membership in question and discuss the circumstances while maintaining appropriate confidentiality.

8. SPECIAL INTEREST REPRESENTATIVES:

- 8.1. Special Interest Representatives (SIRs) are students from registered student organizations (RSOs) of Loyola University Maryland that have unique interests or needs that warrant direct representation to the Student Government Association.
- 8.2. Special Interest Representation is to include but is not limited to:
 - 8.2.1. Representative(s) from the Student-Athlete Advisory Committee (SAAC)
 - 8.2.2. Representative(s) from the Commuter Student Organization (CSO)
 - 8.2.3. Representative(s) from the Transfer Student Organization (TSO)
 - 8.2.4. Representative(s) from the First Gen Hounds
- 8.3. SIRs are members of the RSO from which they represent, and they are to be nominated to the SGA by the leadership or advisor of the respective group.
 - 8.3.1. An RSO may not nominate a student who fills a current position within the SGA.
 - 8.3.2. Nominations must be delivered to and can be accepted/denied by the Student Body President.
- 8.4. SIRs will be present at SGA Joint Conferences, and they are permitted to attend Executive Board meetings at the invitation of the Student Body President.
- 8.5. SIRs will be exempt from Article VII Sections 4, 5, 6, and 7.

Article III: The Executive Board

The general executive authority resides with the Executive Board, which shall consist of the Student Body President, the Executive Vice President, the Chief of Staff, the Class Presidents, the Speaker of the Senate and the directors appointed onto the Executive Board. The President will preside over the board. The Executive Board is charged with determining and carrying out the strategic direction of SGA by compiling a docket of legislative business and social programming for their elected tenure.

1. **PURPOSE:** The Executive Board shall be responsible for providing leadership for the full organization, for spearheading the implementation of the general operating objectives, and for holding all members of SGA accountable for their duties.

2. **MEMBERSHIP:** The Executive Board shall be chaired by the Student Body President and comprised of:
 - 2.1. Executive Vice President
 - 2.2. Chief of Staff
 - 2.3. Chief Financial Officer
 - 2.4. Chief Marketing Officer
 - 2.5. Director of Events and Traditions
 - 2.6. Director of Academic Affairs
 - 2.7. Director of Club Connections
 - 2.8. Director of Civic Engagement
 - 2.9. Director of Community Outreach
 - 2.10. Director of Diversity, Equity, Inclusion, & Justice
 - 2.11. Director of Mission & Spiritual Engagement
 - 2.12. Director of Student Affairs
 - 2.13. Director of Student Support
 - 2.14. Director of Sustainability
 - 2.15. Class presidents
 - 2.16. The Speaker of the Senate

3. **POSITION DESCRIPTIONS:**
 - 3.1. **Student Body President shall:**
 - 3.1.1. Serve as President of the Student Government Association.
 - 3.1.2. Oversee setting the strategic agenda for the Student Government Association and sit as chair of the Executive Board and Joint Conference.
 - 3.1.3. Be responsible for organizing meeting times for their Cabinet and set an agenda for those meetings. The Cabinet is comprised of the following members:

- 3.1.3.1. The Chief Financial Officer
- 3.1.3.2. The Chief Marketing Officer
- 3.1.3.3. Senior Class President
- 3.1.3.4. Junior Class President(s)
- 3.1.3.5. Sophomore Class President
- 3.1.3.6. First-Year Class President
- 3.1.3.7. Director of Events and Traditions
- 3.1.3.8. Director of Club Connections
- 3.1.3.9. Director of Community Outreach
- 3.1.3.10. Director of Spiritual Engagement
- 3.1.4. Approve or veto all legislation that passes through the Senate.
 - 3.1.4.1. Return all vetoed legislation to the Speaker of the Senate with an affixed veto message addressed to the Senate detailing the reasons for veto prior to the Senate meeting immediately succeeding the veto.
- 3.1.5. Act as the chief liaison between the student body and the administration.
- 3.1.6. Organize and coordinate Fall and Winter training sessions with the Executive Vice President for the Executive Board and for the full organization.
- 3.1.7. The Student Body President shall sit on the following committees:
 - 3.1.7.1. Loyola Conference
 - 3.1.7.2. The Board of Trustees Subcommittee for Student Development
 - 3.1.7.3. Any special committees formed throughout the academic year during their term in office.
 - 3.1.7.4. Ea Absentia: The President may appoint another member of the Executive Board to sit on a specific Committee in their absence for any length of time.

3.2. Executive Vice President shall:

- 3.2.1. Organize and oversee policy directives and represent student interests to the entire Loyola community.
- 3.2.2. Assist in the fulfillment of the President's responsibilities.
- 3.2.3. Attend any and all club or organization meetings that the President may deem necessary.
- 3.2.4. Preside over the Senate and vote in the event of a tie.
- 3.2.5. Assist the Student Advocacy directors to fulfill their roles. Student Advocacy directors are:
 - 3.2.5.1. Director of Academic Affairs
 - 3.2.5.2. Director of Civic Engagement
 - 3.2.5.3. Director of Diversity, Equity, Inclusion, & Justice
 - 3.2.5.4. Director of Student Affairs
 - 3.2.5.5. Director of Student Support
 - 3.2.5.6. Director of Sustainability
 - 3.2.5.7. Speaker of the Senate

- 3.2.6. The Executive Vice President shall sit on the following committees:
 - 3.2.6.1. Loyola Conference
 - 3.2.6.2. Board of Trustees Athletics Committee
 - 3.2.6.3. Any other committees the President deems necessary
 - 3.2.6.4. Any special committees formed throughout the academic year during their term in office.

3.3. Chief of Staff shall:

- 3.3.1. Act as general counsel to and chief liaison for the Student Body President.
 - 3.3.1.1. The Chief of Staff shall be appointed and serve at the pleasure of the Executive Leadership upon their election after having been interviewed and approved by the SGA Advisor.
- 3.3.2. Sit on the Enrollment Management Committee.
- 3.3.3. Develop administration strategy and policy aims with Executive Leadership.
- 3.3.4. Manage, oversee, and direct the execution of the administration's goals by coordinating with the Executive Board.
- 3.3.5. Consult regularly with the Student Body President and the SGA Advisor to ensure the internal operational effectiveness of the organization.
- 3.3.6. Be responsible for ensuring that all SGA members are upholding their duties laid out in Article VII.
- 3.3.7. Attend Senate and Assembly meetings from time to time in order to promote communication between the administration and those bodies.
- 3.3.8. Maintain the policies and standards listed in the SGA By-Laws.
- 3.3.9. Administer Student Government Association mid-semester evaluations.
- 3.3.10. Assist in administering and organizing the SGA Joint Conference.
- 3.3.11. Be responsible for taking meeting minutes during Executive Board and Joint Conference meetings and uploading these minutes to the SGA website and publicizing elsewhere as seen fit.

3.4. Class Presidents shall:

- 3.4.1. Represent their respective class within the Executive Board.
- 3.4.2. Act as liaisons between the student body and administration, voicing concerns brought up by their class.
- 3.4.3. Organize meetings with their Assemblypersons to plan and coordinate social programming, community service events, or initiatives for the betterment of their class.
- 3.4.4. Report any policy concerns to the EVP to bring to the Senate or the appropriate Executive Board Director.
- 3.4.5. Report to the SBP about events and activities they are organizing for their class.

3.5. Chief Financial Officer shall:

- 3.5.1. Develop a budget for the SGA in consultation with the Student Body President and Executive Vice President.

- 3.5.1.1. Members of the Executive Board are responsible for the management of the budgets appropriated to them.
- 3.5.2. Be consulted on all matters concerning the release of funds from the SGA accounts. If it is deemed by the Chief Financial Officer that funds cannot be released, the matter shall be brought to the SGA President.
- 3.5.3. Not release information regarding SGA account numbers to anyone except those who have a need to know including: University Business Office, members of the University Administration, and on-campus creditors. Any release of information must be justified.
- 3.5.4. Attend the Senate meetings weekly to oversee the review of parking ticket appeals and approve club fund allocations.
- 3.5.5. The CFO shall sit on the following committees:
 - 3.5.5.1. Board of Trustees Subcommittee for Finance
 - 3.5.5.2. University Budget Committee
 - 3.5.5.3. Education for Life Committee
- 3.6. Director of Events and Traditions shall:**
 - 3.6.1. Coordinate programming and implement traditions for all undergraduate students.
 - 3.6.2. The Director of Events & Traditions shall plan and execute campus event including but not limited to:
 - 3.6.2.1. Initium Week
 - 3.6.2.2. Loyolapalooza
 - 3.6.2.3. Hound Hype Week
 - 3.6.2.4. Turkey Bowl
 - 3.6.2.5. Tree Lighting
 - 3.6.3. Sit on the Weekend Programming Committee.
 - 3.6.4. Chair the Loyolapalooza Committee which shall plan Loyolapalooza. Along with SGA members, it will welcome interested members of the student body at large.
- 3.7. Chief Marketing Officer shall:**
 - 3.7.1. Develop graphic designs and promotional materials, and manage and update SGA's website and social media platforms.
 - 3.7.2. Ensure that all SGA content complies with The Office of Marketing and Communications ADA (American Disability Act) Standards and follows Loyola's Community Standards.
 - 3.7.3. Be assigned by the SBP any other tasks pertaining to advertisement and information management of the SGA.
 - 3.7.4. Create and analyze student feedback surveys for purposes of organizational improvement.
- 3.8. Director of Academic Affairs shall:**
 - 3.8.1. Serve as a liaison between the faculty and the student body.

- 3.8.2. Organize any efforts of the student body to express concerns in relation to academics or initiate change in the academic climate.
- 3.8.3. The Director of Academic Affairs shall sit on the following committees:
 - 3.8.3.1. Academic Senate
 - 3.8.3.2. Undergraduate Curriculum Committee
 - 3.8.3.3. Board of Trustees Subcommittee on Academic Affairs
 - 3.8.3.4. Student Learning Assessment Committee
 - 3.8.3.5. Messina Advisory Board
 - 3.8.3.6. Any academic-related or ad hoc committees established by Loyola's Academic Senate

3.9. Director of Student Affairs shall:

- 3.9.1. The Director of Student Affairs shall serve as a liaison between the student body and administration in order to develop initiatives within the following committees.
- 3.9.2. The Director of Student Affairs shall sit on the following University departments:
 - 3.9.2.1. Dining Services
 - 3.9.2.2. Transportation and Parking
 - 3.9.2.3. Campus Safety
 - 3.9.2.4. Technology Services Advisory Committee (TSAC).
 - 3.9.2.5. Advancement

3.10. Director of Club Connections shall:

- 3.10.1. Open permanent lines of communication with all student clubs at Loyola.
- 3.10.2. Be responsible for facilitating the coordination and communication between the SGA and all other Loyola student organizations.
- 3.10.3. Aid clubs and organizations with their programming and development.
- 3.10.4. Support the Office of Student Leadership and Involvement in executing Club Kickoff, the Activities Fair, RSO workshops, and new RSO training.
- 3.10.5. Provide a monthly summary report on Registered Student Organization (RSO) activities. This report will be presented during SGA joint conference sessions.

3.11. Director of Community Outreach shall:

- 3.11.1. Represent the SGA and coordinate outreach projects with regard to Community Service & Engagement.
- 3.11.2. Serve on a community board and attend neighborhood coalition meetings.
- 3.11.3. Collaborate with the Center for Community Service & Justice (CCSJ) to drive and effectively promote community development, service, and immersion experiences.
 - 3.11.3.1. Meet with CCSJ's Assistant Director of Student Leadership and Development at least once per semester.

- 3.11.4. Collaborate with the Center for Innovation and Entrepreneurship to develop partnerships and collaborations with local Baltimore businesses.

3.12. Director of Diversity, Equity, Inclusion, & Justice shall:

- 3.12.1. Spearhead initiatives that promote cultural, social, religious, gender, race, sexuality, ability, socioeconomic class, and political awareness and advocacy.
- 3.12.2. Meet regularly with the Members of the Thrive Center for Student Success, the Vice President of Academic Affairs & Diversity, and the Chief Equity & Inclusion Officer.

3.13. Director of Student Support shall:

- 3.13.1. Meet regularly with the Director of the McAuley Women's Center, the Office of Title IX, Disability and Accessibility Services, the Student Well-Being Action Group and student advocacy clubs to develop identity-based violence prevention, educational programming, and policies that promote student well-being.
- 3.13.2. Serve as a liaison between the student body and the administrators responsible for the Counseling Center, the Health Center and all campus services that work to develop well-being programming and policies for the student body.

3.14. Director of Civic Engagement shall:

- 3.14.1. Serve as a liaison to develop and maintain a network of students committed to advocacy on and off campus.
- 3.14.2. Promote civic engagement with issues on local, state, and national scales.
- 3.14.3. Organize, promote, and partake in advocacy events on campus.
- 3.14.4. Sit on the LoyolaVotes Task Force, and assume the role and responsibilities delegated to them by said taskforce.
- 3.14.5. Act as the SGA Liaison to the Oversight Committee and assist the SGA Advisor in conducting Oversight Committee interviews.
- 3.14.6. Organize and direct the SGA elections following the rules set forth by the official Election By-Laws (See Article VI).
 - 3.14.6.1. In the event that the Director of Civic Engagement is running in either the Executive or General Election, a member of Executive Leadership will assume their role.

3.15. Director of Mission & Spiritual Engagement shall:

- 3.15.1. Be responsible for ensuring SGA upholds and embodies Loyola's Jesuit Catholic Mission whilst continuing to represent the range of faiths on campus.
- 3.15.2. Collaborate with the Offices of Campus Ministry and Mission Integration, and campus partners to create a community rooted in faith, religious acceptance, and cura personalis.
- 3.15.3. Provide an environment that allows spiritual growth, engagement, and interfaith dialogue within SGA and the student body.

3.16. Director of Sustainability

- 3.16.1. Notify SGA of any events and organize collaborations with, but not limited to, the following clubs:
 - 3.16.1.1. Environmental Action Club
 - 3.16.1.2. Net Impact
 - 3.16.1.3. Food Recovery Network
 - 3.16.1.4. Loyola Rotaract
 - 3.16.1.5. CCSJ Sustainability
- 3.16.2. Implement “Zero-Waste” policies for events sanctioned by SGA.
- 3.16.3. Represent the student body at Sustainability Committee meetings of the Loyola Conference
- 3.16.4. Relay tasks from the Climate Action Plan to SGA and facilitate discussion on future action.
- 3.16.5. Act as a liaison within the sustainability committee on student complaints or concerns.
- 3.16.6. Collaborate with the Director of DEIJ on initiatives or events related to environmental justice.
- 3.16.7. Meet with the Sustainability Director to discuss ongoing programs, initiatives, or progress within the Climate Action Plan.

4. COMMITTEES:

- 4.1. **Ad Hoc Committees:** The Student Body President has the ability to create a temporary committee at any time, with the permission of the Executive Vice President and the Speaker of the Senate, in order to carry out a task that cannot be carried out by the organization without the creation of this temporary committee.
- 4.2. **Executive Board Director Committees:** All Directors in the Executive Board will chair a Committee for assistance in fulfilling the duties of their position at any time throughout the Academic Year. The committees will be renewed yearly and populated by (a) members of the Assembly and Senate and (b) non-SGA members that have been selected by the Director of the respective committee and approved by the Student Body President.

5. THE EXECUTIVE BOARD APPOINTMENT & CONFIRMATION PROCESS:

- 5.1. The following rules govern the nomination and confirmation of Executive Board Directors.
- 5.2. **The Selection Committee:**
 - 5.2.1. The Student Body President-Elect shall chair and represent the Selection Committee. The Committee consists of:
 - 5.2.1.1. The Student Body President-Elect
 - 5.2.1.2. The Executive Vice President-Elect
 - 5.2.1.3. The incoming Chief of Staff

- 5.2.1.4. The Senior Class President-Elect
- 5.2.1.5. The Junior Class President(s)-Elect
- 5.2.1.6. The Sophomore Class President-Elect
- 5.2.2. **Charge:** This Committee is charged with administering the entire appointment process. They shall review all applications to the Executive Board and nominate persons into each Executive Board position. The Selection Committee must nominate one person for each position unless there exists a compelling reason not to do so or to nominate two persons.
- 5.3. **Executive Board Compositional Changes Prior to Nomination:** The composition of the Executive Board may be changed prior to director nomination
 - 5.3.1. Executive Board nominees must be to a Senate-approved position.
- 5.4. **Co-Directors:** The Selection Committee may decide to make any Executive Board position a Co-Directorship without needing to make changes to the position description in this Constitution.
- 5.5. **Nomination Process:** The Selection Committee shall follow the following rules for nominating members to the SGA Executive Board:
 - 5.5.1. Create and distribute an application to all undergraduates with at least one full academic year left.
 - 5.5.1.1. They shall use the Student Body President e-mail to electronically send the applications out.
 - 5.5.1.2. They shall work with the current Chief Marketing Officer to create posters and a marketing plan.
 - 5.5.2. Any student who submits a full application shall be granted an interview by the Selection Committee.
 - 5.5.2.1. The Selection Committee shall determine the dates and times of all interviews.
 - 5.5.3. The Selection Committee shall provide the SGA Advisor with each applicant's student ID number.
 - 5.5.3.1. The SGA Advisor shall run background checks on each applicant checking for both GPA and Conduct.
 - 5.5.4. After all interviews, the Selection Committee shall meet to determine who they will nominate for each Executive Board Position.
 - 5.5.4.1. Each final nomination shall be made by the member of Executive Leadership within whose cabinet the Director is organized.
 - 5.5.5. Any nomination may be rescinded or suspended by the nominator at any time before the start of the Confirmation Hearing.
- 5.6. **Confirmation Hearing:** The current President shall set a date for a Joint Conference before the end of the semester to hear all nominee presentations from the Selection Committee. The following section shall govern the administration of the confirmation hearing.

- 5.6.1. **Parliamentarian:** The current Student Body President shall preside over the confirmation hearing and execute the following functions:
 - 5.6.1.1. Receive written questions prior to the confirmation hearing, and with discretion, ask those questions of the nominee.
 - 5.6.1.2. Call on members to ask follow-up questions.
 - 5.6.1.3. Preside over deliberations.
 - 5.6.1.4. Adhere strictly to the timeline set forth in the following sections, giving ten-second warnings if necessary.
 - 5.6.1.5. Call for motions to vote and hold votes.
- 5.6.2. **Nominee Introduction:** After a nominee is chosen, the Selection Committee must submit the nominee's name, position, and a short paragraph of introduction to the Student Body President and Chief of Staff which will be disseminated to the Joint Conference at least 72 hours prior to the first night of confirmation hearings.
- 5.6.3. **Voting Membership:** Only elected SGA members shall be permitted to ask questions, make motions, and vote.
 - 5.6.3.1. An elected member shall be defined as any member of a class Assembly, any member of the SGA Senate, or a class President elected to office as well as the incumbent Student Body President and Executive Vice President.
- 5.6.4. **Presentation and Question & Answer Sessions:** The following subsection governs the presentation of each nominee in chronological order that follows:
 - 5.6.4.1. The Selection Committee will introduce their nominee.
 - 5.6.4.2. The nominee shall be afforded four minutes of uninterrupted speech.
 - 5.6.4.2.1. It is suggested but not required that nominees speak to their qualifications, motivation for seeking their desired position, goals for their desired position, etc. Nominees may make use of the nomination pitch template if they so desire.
 - 5.6.4.3. The Parliamentarian shall administer a questioning period from the Joint Conference of the nominee.
 - 5.6.4.3.1. Only elected SGA members shall be permitted to ask questions.
 - 5.6.4.3.2. Elected members shall submit their questions to the SBP through an electronic form prior to the hearing. At the time of the hearing, the Parliamentarian will identify the questioner and read the question aloud. Anonymous questions are prohibited.
 - 5.6.4.3.3. Only two follow-up questions per question are permitted for each nominee.
 - 5.6.4.3.4. Responses to questions may not exceed 2 minutes.

- 5.6.4.3.5. An elected member may motion to extend this time for a maximum of 2 additional minutes via a $\frac{2}{3}$ majority vote.
- 5.6.4.3.6. After this, the Parliamentarian should declare that the questioning period has concluded.
- 5.6.4.4. The Parliamentarian shall then excuse the nominee for the evening unless they are a currently elected member. Elected members shall be excused for deliberations and may return for voting.
- 5.6.5. **Deliberations:** The following rules will govern deliberations over each nomination.
 - 5.6.5.1. The deliberations period for each nominee shall last 5 minutes and may be extended for a maximum of an additional 10 minutes via a $\frac{2}{3}$ majority vote.
 - 5.6.5.2. The Parliamentarian must recognize members to contribute.
 - 5.6.5.3. Contributors may only speak once for each nominee for a maximum of 1 minute, with limited discretion being afforded to the Parliamentarian to allow more than 1 minute of speech.
- 5.6.6. **Voting:** Immediately following the dismissal of the nominee, voting shall be administered by the Parliamentarian. Nominees must be confirmed by a two-thirds majority of all elected SGA members.
 - 5.6.6.1. A voting member of SGA may make a motion to delay a vote. Such a motion must be seconded and approved by a simple majority vote of the voting members of the SGA.
 - 5.6.6.1.1. This gives the Selection Committee the opportunity to follow the process outlined in 5.6.6. That nomination is thus temporarily suspended.
 - 5.6.6.2. A vote must take place after each nominee's presentation and before the next presentation.
 - 5.6.6.3. All voting shall be electronic. The Parliamentarian or Chief of Staff shall construct a mechanism of voting and disbursement to the Joint Conference.
 - 5.6.6.4. The Selection Committee shall collect the results from the Chief of Staff at the end of the evening and then email their nominees the results.
- 5.6.7. **Failure to Confirm:** If a nominee is not confirmed, the Selection Committee may request time at subsequent meetings to confirm that nominee or a replacement nominee. No director may assume work until confirmed. Confirmation may only take place in a Joint Conference. Therefore, if no more meeting time is available for a confirmation hearing during the current administration, the Student Body President-Elect must wait until the beginning of the following Fall Semester, to present and confirm any nominees.

- 5.6.8. **Electronic Devices:** No mobile phones, laptops, recording devices, or other forms of electronic devices are permitted during the Confirmation Hearings, except for voting.
- 5.6.9. **Closed to the Public:** The Confirmation Hearings shall be closed to the public.

Article IV: The Senate

There shall be a Senate composed of three elected representatives of each class year. The Executive Vice President shall serve as the President of the Senate and, alongside the Speaker of the Senate, serve as Joint Chair of all Senate proceedings. The Senate is charged with working with the Executive Board, the Loyola Administration, and the general Loyola Community to forge initiatives aimed toward enriching SGA and the experience of the Loyola student body.

1. THE SENATE SHALL:

- 1.1. Actively seek out and represent the opinion of the student body of the University through the consideration of recommendations and resolutions.
- 1.2. Work with the Executive Board and the Administration to forge new initiatives that improve the Loyola student experience.
- 1.3. Regulate the operation of SGA and its components through the consideration of legislation.
- 1.4. Review and revise the SGA Constitution & By-Laws as necessary following Article XII.
- 1.5. Ensure all policies are being followed in accordance with the Constitution and that all responsibilities of each position in the SGA are fully carried out in accordance with the By-Laws. The Senate reserves the right to call upon any member of the SGA to appear before them.

2. SENATE AD HOC COMMITTEES: The Executive Vice President or the Speaker of the Senate may assemble an ad hoc committee for the purposes deemed necessary.

3. THE FINANCE COMMITTEE: See Article IX for further details.

- 3.1. Consist of all voting Senators. The Chief Financial Officer & Executive Vice President shall serve in an advisory capacity.
- 3.2. Adopt SGA By-Laws that specify objective standards for the distribution of SGA funds.
- 3.3. Review all Loyola University parking ticket appeals made by the student body.

4. VOTING & LEGISLATION: All motions made in the Senate must receive simple majority approval of the members in attendance to pass.

- 4.1. Amendments to the Constitution or By-Laws must be passed by a two-thirds majority of the Senate. For more information, see Article XII and the Standing Rules of the Senate.

5. SENATE MEETINGS: Each Senator shall attend weekly senate meetings as scheduled by the Joint Chair. All Senators must adhere to the Attendance Policy as listed in Article VII.

6. **ELECTION OF OFFICERS:** The incoming Senate President shall call for a special session of the newly-elected Senate before the conclusion of each academic year for the express and exclusive purpose of electing the Speaker and Secretary of the Senate for the following academic year. The officers shall be seated immediately upon their election.
7. **THE SPEAKER OF THE SENATE**
 - 7.1. The Speaker shall:
 - 7.1.1. Serve alongside the Senate President as Joint Chair of all Senate proceedings.
 - 7.1.2. Be responsible for the organization of all legislative items.
 - 7.1.3. Inform the Executive Board of any and all activities of the Senate.
8. **THE SECRETARY OF THE SENATE**
 - 8.1. The Secretary shall:
 - 8.1.1. Record the minutes of each Senate meeting.
 - 8.1.2. Send out the minutes to all senators prior to each meeting.
 - 8.1.3. Edit the Senate minutes into the live Minutes Document at each meeting.

Article V: The Assembly

There shall be an Assembly, chaired by the respective Class President, comprised of five elected representatives of each class year. The Assembly is charged with devising and implementing social programming aimed toward increasing spirit and involvement amongst the respective class year and the broad Loyola community.

1. **ASSEMBLY MEETINGS:** Each Assemblyperson shall attend their respective class assembly meetings. Each class president shall hold a class assembly meeting no less than once every two weeks to discuss the programming of that particular class. All Assemblypersons must adhere to the Attendance Policy as listed in Article VII of the By-Laws.

Article VI: Elections

1. ELECTION TIMELINES

- 1.1. The Director of Civic Engagement shall assign the election timeline for the Fall General Elections, the Spring Executive Elections, and the Spring General Elections.
 - 1.1.1. The election timeline includes the following:
 - 1.1.1.1. Date and time of Information Sessions
 - 1.1.1.2. Due date and time of the Candidate Registration Packet
 - 1.1.1.3. Date and time for the Candidate Town Hall in Executive Elections
 - 1.1.1.4. Date and time for ballot release
 - 1.1.1.5. Date and time for the opening of ballot and end of campaigning
 - 1.1.1.6. Date and time for election result announcement
 - 1.1.2. This election timeline shall be established no later than the start of the new semester.
 - 1.1.3. The election timeline for the Fall and Spring General Election, and the Spring Executive Election, shall be presented to the student body no later than two weeks prior to the election.
 - 1.1.4. Candidates may only begin to campaign starting the date and time determined by the Director of Civic Engagement
- 1.2. **Timeline Amendments**
 - 1.2.1. The Director of Civic Engagement or the OC may propose a change in the election timeline, which shall only go into effect with a majority approval of the Senate.
 - 1.2.2. Proposed date changes shall be submitted to the Senate in writing and voted on at the next regularly scheduled Senate meeting.

2. ELIGIBILITY

2.1. Candidate Eligibility

- 2.1.1. All candidates must be currently enrolled full-time, have a cumulative GPA of 2.5 or above, and must be in good judicial standing with the University at the time of the election. All candidates will be subjected to an academic and judicial standing background check and will be notified should their GPA or judicial standing not meet the minimum.
 - 2.1.1.1. Exceptions for the GPA requirement may be made for General Elections of the Senate and Assembly, but only on a case-by-case basis in collaboration with the SGA Advisor.
 - 2.1.1.2. Exceptions may only be granted for the following criteria: extenuating life circumstances (including, but not limited to family illness or loss, medical emergencies, or other documented situations), or demonstrated improvement over the tenure of the student's enrollment.
 - 2.1.1.3. The GPA Exception Process is as follows:

- 2.1.1.3.1. Candidates for General Election may request an academic exception by directly contacting the SGA Advisor.
 - 2.1.1.3.2. The Advisor will conduct a one-on-one meeting with the student to discuss the circumstances of their academic standing.
 - 2.1.1.3.3. The Advisor will determine whether an exception shall be granted based on the above-mentioned criteria. All decisions are final.
 - 2.1.1.4. In the case of an exception, students must demonstrate the ability to consistently maintain or improve their academic standing through the first semester.
 - 2.1.1.5. After the first semester, the final decision of whether a student will continue in their role will be at the discretion of the SGA Advisor.
 - 2.1.2. All candidates must have at least a full year of academic enrollment remaining, including both the Fall and Spring terms following their representative election.
 - 2.1.2.1. Except for the Junior Class President, Senators, and Assemblypersons who will run for individual semesters.
 - 2.1.2.1.1. Juniors running in the General Election must note which semester(s) they are running for.
 - 2.1.2.1.2. A student who will not be studying abroad must run for both the Fall and Spring semesters.
 - 2.1.3. Any student wishing to run for office must attend an Election Information Session.
 - 2.1.3.1. If a student cannot attend an information session due to a scheduling conflict, they are responsible for contacting the Director of Civic Engagement within 24 hours prior to the information session.
 - 2.1.3.2. The Director of Civic Engagement shall provide the student who missed the Information Session with any and all information needed to run in the SGA election.
 - 2.1.4. To be officially added to the ballot, a candidate must complete and submit the Candidate Registration Packet as outlined by the OC.
 - 2.1.5. Students studying abroad may fill out and submit candidate packets electronically and directly to the OC, if and only if the candidate has had a meeting with the Director of Civic Engagement to go over the Information Session each candidate is required to attend.
 - 2.1.6. Students are only eligible to run for one SGA position during any given election cycle.
- 2.2. **Special Positions:** In the event that a student is unable to run for a position due to an extenuating circumstance:

- 2.2.1. Extenuating circumstances may be applied for General Elections of Senate and Assembly, but only on a case-by-case basis in collaboration with the SGA Advisor.
 - 2.2.1.1. Extenuating circumstances may be granted for the following criteria: Circumstances solely in which a student is prevented from running for a position (including, but not limited to the cancellation of study abroad, family illness or loss, medical emergencies, or other documented situations).
 - 2.2.1.2. The SGA Advisor shall provide students who are confirmed to have an extenuating circumstance with a list containing the emails of members of the applicable body.
- 2.2.2. Students who are granted an extenuating circumstance must receive a nomination from an elected member of the body they wish to serve.
- 2.2.3. The nominee should be introduced to the applicable body via a brief bio and description as to why they should serve.
- 2.2.4. The applicable body will vote to induct the nominee as a special interest position without voting rights.
 - 2.2.4.1. The aforementioned vote must be a majority.
 - 2.2.4.2. In the event of a tie, the Class President or the EVP will be the deciding vote.
- 2.2.5. All students in special interest positions will be subject to the SGA Code of Conduct.
- 2.3. **Voter Eligibility**
 - 2.3.1. All full-time Loyola University Maryland students (undergraduate and international) are eligible to vote in the Elections.
 - 2.3.2. Students voting for Class Presidents, Class Assembly, or Class Senate may only vote for the candidates of their respective class year.

3. ELECTION INFORMATION SESSIONS

- 3.1. The date, time, and location of the SGA Election Information Sessions shall be determined by the Director of Civic Engagement and made available to the student body.
- 3.2. The Director of Civic Engagement shall run all Election Information Sessions.
 - 3.2.1. Current members of SGA may also attend to assist the Director of Civic Engagement in presenting the Election Information Session.
- 3.3. The Election Information Session shall include the following:
 - 3.3.1. A list of all open positions
 - 3.3.2. The structure and function of SGA
 - 3.3.3. The current Executive Leadership
 - 3.3.4. Position descriptions of Executive Leadership, Class Presidents, Senators, & Assembly members, including the necessary time commitments

- 3.3.5. Candidate eligibility
 - 3.3.6. A description of the Candidate Registration Packet
 - 3.3.7. A brief description of the Posting Policy and information on how to access the full policy
 - 3.3.8. SGA's Digital Media Policy
 - 3.3.9. The election timeline
 - 3.3.10. A description of the Election Oversight Committee
 - 3.3.11. Additional information may be included at the discretion of the Director of Civic Engagement.
- 3.4. The Candidate Registration Packet shall be distributed at the conclusion of the Election Information Session.

4. CANDIDATE REGISTRATION PACKET

4.1. Petition for Candidacy

- 4.1.1. To be made an eligible candidate, a student must submit a completed Petition for Candidacy to the OC no later than the deadline.
- 4.1.2. Students running for Student Body President and Executive Vice President must collect 300 signatures as a ticket.
 - 4.1.2.1. These signatures may come from any student currently enrolled at Loyola University Maryland.
- 4.1.3. Students running for Class President must collect 150 signatures.
 - 4.1.3.1. These signatures must only come from the candidate's respective class.
- 4.1.4. Students running for Assembly or Senate must collect 75 signatures.
 - 4.1.4.1. These signatures must only come from the candidate's respective class.
- 4.1.5. Any packet submitted after the deadline will not be considered.

4.2. Candidacy Statement

- 4.2.1. Every candidate must submit a statement of their interest, experience, goals, and purpose of running for their desired position.
 - 4.2.1.1. This submission is limited to 300 words and will be included in the election marketing materials on the SGA website.

4.3. Executive Town Hall Speeches

- 4.3.1. Executive Candidates' Town Hall speeches must be submitted as part of their Candidate Registration Packet.
- 4.3.2. See Section 5 for more information.

4.4. Statement of Expenses

- 4.4.1. Each candidate who plans to spend money on their campaign must submit a budget plan for their campaign within their Candidate Registration Packet.
- 4.4.2. The final budget audit does not have to fit the original budget plan, but it may not exceed the limits set forth by these By-Laws.

- 4.4.3. The final Budget Packet must include:
- 4.4.3.1. All receipts for materials indicating the actual value of the material at fair market value.
 - 4.4.3.2. Any incoming funds specifying who the funds were received from
 - 4.4.3.3. A complete spreadsheet listing line-item costs with a total at the bottom
- 4.4.4. See Section 8 (Campaign Finance)

4.5. **Campaign Plan**

- 4.5.1. After attendance of the mandatory Information Session, each candidate must submit a campaign plan for their campaign.
- 4.5.1.1. This should include, but is not limited to logos, slogans, designs, marketing plan, and social media accounts. The initial plan will be approved by the OC.
 - 4.5.1.2. Any and all changes must be submitted to and approved by the OC before any action is taken.
 - 4.5.1.3. Campaign Plans are due by the deadline announced following verification of a candidate's eligibility.

4.6. **Posters**

- 4.6.1. Candidates may submit up to three poster designs with their Candidate Registration Packet.
- 4.6.1.1. The Office of Student Leadership and Involvement will produce 30 copies of the candidate's posters according to their specified numbers.
 - 4.6.1.2. These photocopies will be made available for pick up in the Office of Student Leadership and Involvement on the first day of campaigning.

4.7. **Packet Submission**

- 4.7.1. The Petition for Candidacy shall be submitted as a hard copy to the Office of Student Leadership and Involvement
- 4.7.2. All other materials of the Candidate Registration Packet shall be submitted electronically to the OC unless otherwise stated by the Director of Civic Engagement.

5. SPRING EXECUTIVE ELECTION TOWN HALL

- 5.1. Students running for the position of class president shall present a speech that does not exceed more than 5 minutes.
- 5.2. Students running on an Executive Leadership ticket shall present a speech that does not exceed 10 minutes between the two members of the ticket.
- 5.3. These speeches shall be live, as well as recorded to ensure that the student body can be properly educated on who is running, and what they are running for.

6. CAMPAIGNING

- 6.1. **Preparation:** Candidates may contact relevant individuals to research positions they may be considering running for.
- 6.2. **Campaign Materials:** All campaign materials, slogans, and/ or advertisements shall uphold the Community Standards of Loyola University Maryland, and, under no circumstances, reference any other candidate in any form.
 - 6.2.1. Any campaign materials deemed inappropriate, offensive, or a violation of the Community Standards will be subject to the discretion of the OC.
 - 6.2.2. Any and all campaign materials are considered the property of the candidate they are representing, and shall not be altered, defaced, or removed by another candidate, student, or guest.
- 6.3. **Campaign Regulations**
 - 6.3.1. **Classrooms:** Campaigning may not interfere with classroom activities. No physical or personal campaigning may occur within a class setting.
 - 6.3.2. **Campaign Timeline:** The campaign period shall begin at the date and time specified by the Director of Civic Engagement for that specified election.
 - 6.3.2.1. Candidates may not campaign before the campaign period begins.
 - 6.3.2.2. This includes large group conversations (i.e. standing outside of Boulder stopping students to talk about the election), and the use of online media and social networking websites to elicit support.
 - 6.3.2.3. The campaign period ends at the time at which voting closes.
 - 6.3.2.4. All campaign materials must be removed within 24 hours of voting closure.
 - 6.3.2.4.1. Fines may be imposed for any posters not removed by the deadline.
 - 6.3.3. **Current SGA Members:**
 - 6.3.3.1. Current SGA board members, senators, and assembly members may not campaign for another candidate while fulfilling their responsibilities as members of SGA, including, but not limited to conversations at meetings, campaigning at Student Government Association events they are assigned to staff, or in fulfillment of office hours.
 - 6.3.3.2. Members of SGA may campaign for candidates on their own time and using their personal social media accounts.
 - 6.3.4. **Student Organizations:**
 - 6.3.4.1. Student organizations including, but not limited to, teams and clubs cannot use student government funding to support a candidate.
 - 6.3.4.2. Student organizations may not endorse a candidate or make official statements on their behalf.
 - 6.3.5. **Print or Physical Campaign Promotion:**
 - 6.3.5.1. All campaign materials must follow the University Posting Policy.

6.3.5.2. All signs, flyers, banners, etc. must be pre-approved and stamped with the Office of Student Leadership and Involvement stamp.

6.3.5.3. Candidates are not allowed to post inside classrooms.

6.3.5.3.1. This includes notes left on a chalkboard, dry-erase board, or any type of wall within the means of a classroom.

6.3.6. Electronic or Technology-Based Campaigning:

6.3.6.1. Candidates may create social media campaign pages; however, they must be public and included in the campaign plan.

6.3.6.2. All social media posts by the candidates, or on behalf of candidates, must adhere to campaign posting policies as found in this document.

6.3.6.2.1. If any campaigning done on the behalf of candidates violates the election Bylaws, candidates will likely receive a first warning, indicating what violation has occurred. However, if the OC agrees that further action must be taken, then they will decide unanimously amongst themselves. After the first warning, if any additional campaigning on behalf of candidates violates the By-laws, it will be brought to the OC and will result in a violation.

6.3.6.3. Candidates may not use hashtags or phrases that are already trademarked on other social media platforms.

6.3.6.4. Online social media advertisements are allowed; however, they must be pre-approved by OC and all expenses count toward campaign total.

6.3.6.5. No mass emails, texts, or group chats are allowed by candidates, or on behalf of candidates.

7. VOTING PROCEDURES

7.1. The Ballot

7.1.1. The ballot shall be a Bridge poll created by the Director of Civic Engagement.

7.1.2. Ballots shall be e-mailed out to Loyola students via a link created by the Director of Civic Engagement.

7.1.3. Only the Director of Civic Engagement and the Student Government Advisor shall have access to the results.

7.2. Voting

7.2.1. Voting shall commence on the third day of the week that campaigning starts.

7.2.2. Voting shall close at least 2 hours before the announcement of the results.

7.2.2.1. During this time, the OC shall make sure there are no withstanding violations.

7.2.2.1.1. Violations and decisions may be imposed up until the results are announced.

7.3. Election Results

- 7.3.1. Results shall be announced in a public space on the same day that voting closes.
- 7.3.2. In the event of a tie, there shall be a runoff election.
- 7.3.3. The results shall be recorded and posted to the SGA website and social media platforms.

8. CAMPAIGN FINANCE

8.1. Campaign Funding

- 8.1.1. Campaign funding may not exceed more than the maximum of their respective office spending limits and is the responsibility of the candidates.
 - 8.1.1.1. Candidates for Executive Leadership may spend no more than \$150.00 per ticket
 - 8.1.1.2. Candidates for Class President may spend no more than \$75.00
 - 8.1.1.3. Candidates for Class Assembly or Senate may spend no more than \$25.00
- 8.1.2. Campaign funding includes personal funds, family support, or peer donations.
 - 8.1.2.1. All contributions or donations shall be counted toward the total allotted to each candidate or ticket.
- 8.1.3. Students may not solicit financial contributions within the Loyola community from faculty, staff, student organizations, teams, or departments.
- 8.1.4. No university funding may be used for election expenses.

8.2. Donations

- 8.2.1. Any donation must be in monetary form and may not be in the form of any material good(s).
- 8.2.2. No in-kind donations or sponsorship from any group or individual may be given to candidates. This includes purchasing campaign materials with or without the candidate's expressed consent.

8.3. Final Budget:

- 8.3.1. The campaign budget, including sources of income from the candidate or sponsors, must be reported on the Campaign Finance Report and must be submitted to the OC.
- 8.3.2. Available consumable general office supplies specifically the use of stapler, staples, pushpins, and tape will not be counted in campaign funding.
 - 8.3.2.1. The Oversight Committee must approve any other consumable office supplies in advance.

- 9. **THE OVERSIGHT COMMITTEE:** The Oversight Committee shall preside over all SGA elections following the rules set forth in Article II, Section 7 and Article VI, Section 10.

10. VIOLATIONS

- 10.1. Violation Submission
- 10.1.1. Any student, faculty or staff member of Loyola University Maryland may report violations, along with documentation, made by candidates or OC members no later than 24 hours after the violation is discovered.
- 10.1.2. All submissions must be made in writing through the OC portal found on the SGA website.
- 10.1.3. *Candidate Complaint.*
- 10.1.3.1. If a candidate feels that any individual or group of individuals has affected their candidacy during an election period, the candidate can submit a formal complaint in writing to the OC Chair.
- 10.1.3.2. The OC will decide on the matter and sanction according to the policies set forth in the OC Operating Manual.
- 10.1.4. *OC Member Violation*
- 10.1.4.1. All violation reports on OC members shall go to the SBP via the SGA Advisor.
- 10.1.4.2. After review, the SBP and Vice President shall make a recommendation to the SGA Senate to censure the member in question, impeach the member in question, or disregard the report.

10.2. TYPES OF VIOLATIONS

- 10.2.1. Violations shall be divided into three categories: Minor, Major and Severe.
- 10.2.1.1. Minor violations may include but will not be limited to organizational, departmental, or faculty/staff solicited endorsement of a candidate (including but not limited to organization bulletin boards, organizations' social media and monetary support).
- 10.2.1.2. Major violations may include but will not be limited to violating the University solicitation rules.
- 10.2.1.3. Severe violations may include but will not be limited to violating online posting rules, violating campus rules, representing the Student Government Association while campaigning, and defamation of character, personal attacks, harassment or intimidation on individuals or groups having a negative impact on one's physical, mental or emotional wellbeing.
- 10.2.1.3.1. Anything that violates the Student Code of Conduct is deemed a Severe violation and may result in immediate disqualification.
- 10.2.1.4. Violations of the University Posting Policy will be considered on a case-by-case basis by the OC.
- 10.2.1.5. The OC reserves the right to also rule on violations not explicitly stated in these bylaws.
- 10.2.1.6. Accumulation of Violations

- 10.2.1.6.1. The accumulation of two minor violations equals a major violation.
- 10.2.1.6.2. The accumulation of two major violations equals a severe violation.
 - 10.2.1.6.2.1. Candidates who accumulate more than one major violation will be disqualified from the election.
 - 10.2.1.6.2.2. For severe violations, candidates will be immediately disqualified from the election.
- 10.2.1.7. Candidates can be disqualified even in cases where they won the election.

10.3. OVERSIGHT COMMITTEE DECISION PROCESS

10.3.1. Violation Report Assessment

- 10.3.1.1. The OC shall assess what level of violation has been breached and shall call hearings as they see fit.
 - 10.3.1.1.1. The OC has the authority to decide on the severity of the violation based on the descriptions provided in this document.
- 10.3.1.2. After review, the OC shall make a recommendation to penalize the candidate in question, disqualify the candidate, or dismiss the allegation.

10.3.2. Penalties

- 10.3.2.1. The OC is responsible for administering penalties to candidates who deviate from the election guidelines.
 - 10.3.2.1.1. Candidates may also be penalized for actions committed by individuals supporting their campaign who violate the rules set forth in this document.
- 10.3.3. The OC will communicate all final decisions regarding violations to every candidate in that respective race by email.

10.4. APPEALS

- 10.4.1. Candidates have the right to meet with the committee to appeal the decision made by the committee on campaign violations, but the initial ruling must be followed until the said meeting.
- 10.4.2. Candidates may appeal the violations sanctioned upon them only if the sanctions result in disqualification from the race or if votes are deducted from their total.

Article VII: Member Accountability

1. **UNIVERSITY STANDING:** All members of SGA, both elected and appointed, must be in good academic standing (maintain a GPA of 2.5 or higher) and judicial standing with Loyola University Maryland.
2. **INFORMATION:** All documents or records produced by the Student Government Association shall be a matter of public record unless deemed as an exception by the By-Laws or Executive Board. Meetings are public records unless moved into Executive Session, in which all those in attendance that are not members of SGA will be asked to leave and minutes will not be available to the public.
3. **JOB RESPONSIBILITY:** Members are responsible for fulfilling the duties of their positions as described in Article 3, 4 or 5. Each member is expected to perform their assigned tasks in a timely, professional, and consistent manner, uphold the standards of the SGA, and actively contribute to the success of their committee and the organization as a whole.
4. **ATTENDANCE POLICY:** As one of every SGA members' obligation and duty, all SGA members are required to attend all relevant and pertinent meetings including but not limited to Joint Conference, SGA semester training, and their respective committee and branch meetings.
 - 4.1. If a member of SGA cannot attend one of the meetings due to an important and valid reason, they must notify the Chief of Staff and (i) the Class President, if an Assemblyperson, (ii) the Speaker of the Senate, if a Senator, (iii) or the Student Body President, if an Executive Board member, 24 hours prior to the meeting they will not be able to attend.
 - 4.2. **Proxy Appointment:** Any member of SGA who cannot attend a meeting of their respective body must appoint a proxy at least 24 hours in advance and notify both the Chair of their meeting and the Chief of Staff of this excused absence. A proxy shall be another seated member of that same body who has been given the authority to vote in the absent member's name. A proxy is required to attend the meeting in which they have been designated, cast votes on all matters, and report the business of the day back to the absent member. No SGA member may serve as a proxy for more than one absent member at the same meeting.
 - 4.3. Any absence that has not met these requirements is considered unexcused.
5. **EVENT ATTENDANCE AND SERVICE POLICY:** All Student Government Association members are required to attend two diversity and one service event per semester.
 - 5.1. **Diversity or Equity Event:** A 'diversity' or 'equity' event is defined as: any event which discusses or promotes awareness of issues pertaining to ability, religion, race, gender, sexuality, or ethnicity.

- 5.1.1. The Director of Diversity, Equity, Inclusion, & Justice shall inform SGA members of upcoming diversity events.
 - 5.2. **Volunteer Service Requirement:** A volunteer service event is defined as any structured, unpaid activity that benefits the campus community or the public.
 - 5.2.1. The Director of Community Outreach shall inform SGA members of upcoming service events.
 - 5.3. All SGA members are required to fill out a form explaining what the event was, and how it may relate to or serve a useful purpose for an SGA activity or policy. This will be monitored by the Chief of Staff.
 - 5.4. The Director of Community Outreach and the Director of Diversity, Equity, Inclusion and Justice have the authority to review and approve or deny a member's event submission if the event does not meet established guidelines or if the member did not meaningfully participate.
6. **LATENESS:** Each time a member of SGA is marked "late," meaning present after the official start time of the meeting without a valid excuse, they will incur half of an unexcused absence.
 7. **ACCOUNTABILITY MEASURES:** Two unexcused absences will result in a verbal and written warning and a meeting with the Student Body President and Chief of Staff. The third unexcused absence will immediately initiate the process of impeachment.
 - 7.1. If the member fails to submit the event requirement by the due date a 500-word reflection must be submitted to the Chief of Staff. If the member fails to submit the reflection, underclassmen will not be permitted to run for the organization in the future, and seniors will not be permitted to obtain their graduation stoles.
 - 7.2. Failure to abide by these requirements shall start the impeachment process of any elected or appointed member in accordance with Article VIII.
 - 7.2.1. In the Spring Semester, if a member is re-elected or appointed for the next year but did not fulfill a requirement from the previous year, they shall go through the impeachment process at the start of the Fall Semester.
 8. **GRADUATION HONORS:** SGA-related graduation honors shall be granted to any member who has served in membership for three semesters cumulatively, or to members of the Executive Board having completed their term on the Executive Board.
 9. **CONFIDENTIALITY POLICY:** E-mails, files, parts or wholes of SGA group and private messages, and/or information that includes any SGA-related activities or members that are not open for public disclosure are confidential and intended solely for the use of the individual or entity to whom they are addressed.
 - 9.1. All elected and appointed members are responsible for the review and knowledge of the current Confidentiality Policy as stated in the current By-laws.

9.2. Any degree of failure to abide by the Confidentiality Policy will result in the automatic initiation process of impeachment of any elected or appointed member in accordance with Article VIII.

10. **SUSPENSION OR EXPULSION FROM UNIVERSITY:** If any member is suspended or expelled from Loyola University Maryland, they are immediately removed from SGA.

Article VIII: Impeachment & Removal

1. **CALL FOR IMPEACHMENT:** Any member of SGA, member of the Loyola student body, or member of the Loyola faculty, staff, or administration may call on the SGA Oversight Committee (OC) to launch an impeachment inquiry into a member of SGA.

2. **THE IMPEACHMENT INQUIRY:** An Impeachment Inquiry shall take place in the OC and shall adhere to the following steps:
 - 2.1. The OC shall meet with the individual(s) requesting the Impeachment Inquiry and learn why they are calling for impeachment.
 - 2.2. The OC shall then vote on whether to open an Impeachment Inquiry.
 - 2.2.1. A simple majority must vote to open an Inquiry.
 - 2.2.2. If there is a tie vote, an Inquiry is automatically opened.
 - 2.3. If an Impeachment Inquiry is opened, the following people shall be notified in writing within 24 hours:
 - 2.3.1. The individual(s) who called for the Inquiry
 - 2.3.2. The individual the Inquiry is opened on
 - 2.3.3. The SGA Advisor
 - 2.3.4. The SGA Senate
 - 2.4. If an Inquiry is not opened, the SGA Advisor shall meet with the accused SGA member(s) to inform them that an Inquiry was considered but will not be pursued per the OC's decision.
 - 2.5. The OC shall then spend no longer than three days collecting evidence including, but not limited to:
 - 2.5.1. Written Testimony from Accuser
 - 2.5.2. Attendance Records
 - 2.5.3. Documentation of any previous verbal or written warning from SGA
 - 2.6. The OC shall invite the individual of the Inquiry to testify before them.
 - 2.6.1. The individual of the Inquiry shall be provided all evidence collected against them and be allowed to collect their own evidence.
 - 2.6.2. The individual of the Inquiry may present any and all evidence for their defense.
 - 2.7. The OC may call any and all witnesses they see fit in the Inquiry.
 - 2.7.1. Any witnesses are not required to appear before the Oversight Committee.
 - 2.8. After all evidence has been collected, the Chair of the OC shall draw up Articles of Impeachment.
 - 2.8.1. The Articles must include the member's offenses and detail any and all evidence related to the respective offense.
 - 2.9. The Chair shall present the Articles to the OC, and the OC shall vote on whether to Impeach the individual of the Inquiry based on the presented Articles.

- 2.9.1. A two-thirds majority of the OC must vote in the affirmative to Impeach a member of SGA. The vote shall be through an anonymous paper ballot.
 - 2.10. If the member is impeached, the Speaker of the Senate shall notify the Senate, and with the Executive Vice President, shall call for a Special Session of the Senate.
 - 2.11. The Chair of the OC shall deliver the Articles of Impeachment to the Senate (emailed out to all senators).
 - 2.12. The Chair of the OC shall notify in writing the results of the Impeachment Inquiry to the following people:
 - 2.12.1. The individual(s) who called for the Inquiry
 - 2.12.2. The individual the inquiry is opened on
 - 2.12.3. The SGA Advisor
 - 2.12.4. The SGA Assemblies
 - 2.12.5. The SGA Executive Board
3. **THE TRIAL:** The Senate shall meet in a Special Session to try the Case for Impeachment.
- 3.1. All members of the Senate must be in attendance.
 - 3.1.1. Any Senator may recuse themselves from the process for any reason.
 - 3.2. To ensure all Senators know the Articles of Impeachment, the Speaker shall read them aloud.
 - 3.3. The Senate shall decide if they want to call any witnesses to testify. The Senate is not required to call on any witnesses.
 - 3.4. Based on the facts presented, and only those facts, the Senate has the following options:
 - 3.4.1. To acquit the Impeachment
 - 3.4.2. To place the impeached member on probation
 - 3.4.2.1. The Senate shall then decide the terms of probation based on the facts of the Impeachment
 - 3.4.3. To remove the member(s) from the organization
 - 3.4.4. To remove the member(s) from the organization and prevent them from holding an elected or appointed position on SGA.
 - 3.5. In order to vote for one of the above options, a motion to vote for a specific one must be laid on the table.
 - 3.5.1. Any Senator may motion to vote at any time.
 - 3.6. The motion must be seconded, and once it is, the Senate must vote.
 - 3.7. There must be a two-thirds majority for a vote to hold.
 - 3.8. If the Senate votes on probation, it must then debate and decide terms of probation.
 - 3.9. At the conclusion of the Special Session, the Speaker of the Senate shall notify the following people of the decision:
 - 3.9.1. The Chair of the OC
 - 3.9.2. The SGA Advisor

4. **NOTIFYING THE IMPEACHED MEMBER(S):** Regardless of the Senate's decision, the SGA Advisor shall notify the Impeached Member(s) in person.
5. If a member is removed from the organization, refer to Article II, Sections 5 on how to fill a vacancy.

Article IX: Finances & Business

1. **INCOME:** SGA receives its funding at the beginning of each semester from the administration of Loyola University Maryland. The amount is a portion of the University student fee paid by each undergraduate in attendance of Loyola University Maryland.
2. **ALLOCATION:** The Budget shall determine the allocation of the funds. The Budget is determined by the Chief Financial Officer under the advice of the Student Body President, the Finance Committee in the Senate, and the SGA Advisor. Budgeted income remaining in any account at the end of the academic year shall roll over to the account for the following year.
 - 2.1. The Director of Events & Traditions account shall not be allotted less than \$50,000 at the beginning of the academic year.
 - 2.2. The Class President budget accounts as a group shall not be allotted less than 13.5% of the overall budget for the year.
 - 2.3. The Director accounts, as a group, shall not be allotted less than 6% of the overall budget for the year.
 - 2.4. The SGA President's account shall not be allotted less than 5% of the overall budget for the year.
 - 2.5. The Club Appropriations account shall not be allotted less than 10% of the overall budget for the year.
3. **BUDGET RESERVE:** The Budget must maintain a reserve account for overdraft protection from which account-only expenditures shall be taken. The Reserve account shall have no less than a \$5,000 allotment for the year.
4. **SGA MEMBER BUDGETS & USE:** The CFO, in consultation with and approval by the Student Body President, shall determine which members of SGA receive a budget and shall determine the size of that budget.
 - 4.1. Any member with a budget must work with the CFO and the appropriate members of the Office of Student Leadership and Involvement when using their funds.
 - 4.2. Members who use their funds must maintain all receipts and invoices to verify the money spent.
5. **BUSINESS GUIDELINES:** All SGA members shall abide by the following budgetary guidelines:
 - 5.1. No individual or organization may obtain funds or otherwise conduct financial business without the approval of the Chief Financial Officer.
 - 5.2. Funds can be accessed in one of two ways: either by a cash advance or by directly purchasing the items through The Office of Student Leadership and Involvement. Once the request for funds is approved, the student must meet with an administrator from The Office of Student Leadership and Involvement to decide how to access the

money. These are the only ways to obtain funds. Requests for reimbursements will not be accepted nor awarded.

- 5.3. All requests for use of the P-Card must be directed toward the Chief Financial Officer and the SGA Advisor.
- 5.4. The Chief Financial Officer must be consulted prior to all SGA fundraising events.
- 5.5. All individuals and organizations are required to take all income to the Office of Student Leadership and Involvement immediately following the event. Funds received will be deposited into the individual or club's account for the use from that account only.
- 5.6. The use of outside banks for business transactions is prohibited. Failure to comply with this rule may result in the suspension of an individual or club's privileges.

6. **CONTRACT GUIDELINES:** All student organizations and SGA members shall abide by the following guidelines regarding contracts both within Loyola University and external organizations:

- 6.1. No member of SGA shall be permitted to sign a contract or agreement with an outside vendor at any time.
- 6.2. All Contracts must be approved and signed by the SGA Advisor in order for all contracts to be considered binding on Loyola University Maryland.

7. **SGA FINANCE COMMITTEE:**

- 7.1. Committee Composition:
 - 7.1.1. The Chief Financial Officer (CFO) shall chair the committee.
 - 7.1.1.1. The CFO shall not have a vote.
 - 7.1.1.2. The CFO is required to attend all meetings and shall be available for counseling on all decisions.
 - 7.1.2. The Finance Committee's voting members shall consist of the Senate.
 - 7.1.3. The Executive Vice President shall be a non-voting member of the committee, but may contribute to discussion and debate.
- 7.2. The Finance Committee shall meet during the already scheduled Senate meetings.
- 7.3. All decisions made by the Finance Committee shall be voted upon by the Committee members. Decisions will be made based upon the vote of a simple majority.
- 7.4. Review funding allocations of the portion of the SGA budget reserved for club appropriations when the Senate meets.
- 7.5. If a senator is a member of a club or organization requesting appropriations, that senator shall not vote on the motion to approve the request. Said senator must also excuse themselves from the room while discussion and vote takes place unless specifically called back to answer a question by the Senate for clarification.

8. **CLUB & ORGANIZATION APPROPRIATIONS:**

- 8.1. Any club or organization that wishes to receive funding from the Finance Committee must be eligible for funding from The Office of Student Leadership and Involvement.
- 8.2. The President of any club or organization that wishes to receive funding from the Finance Committee must either attend the club appropriation workshop or Club Kickoff at the beginning of the academic year or meet with the Office of Student Leadership and Involvement to receive clearance.
- 8.3. Any club or organization that wishes to receive funding from the Finance Committee must fully complete the Club Appropriation Request Form.
 - 8.3.1. Club Appropriation Request Form will be made available on the appropriations page of the SGA website as will the By-Laws and other resources necessary to obtain funding.
 - 8.3.2. Any Club Appropriation Request Form must be submitted at the latest by 12:00 PM prior to the posted Senate meetings with requests submitted three to four weeks before the event being recommended. The Senate meeting time shall be posted on the Club appropriations page on the SGA website.
 - 8.3.3. Club appropriation forms must be submitted by a member of the club or organization. Club moderators may not submit club appropriation forms.
- 8.4. The Chief Financial Officer reserves the right to deny any club appropriation request before bringing it to the Finance Committee if the club or organization has not properly followed the Appropriation Procedures and Guidelines and/or if the club or organization is not eligible to receive funding.
- 8.5. The Chief Financial Officer reserves the right to fund any club/event upon which the Committee has approved but has requested additional information before formal approval is granted.
- 8.6. The Finance Committee shall take the following factors into consideration when appropriating funds:
 - 8.6.1. Relevance to the student body and community as a whole
 - 8.6.2. Number of active members and students involved in the club or organization
 - 8.6.3. Completeness of the Club Appropriation Form
 - 8.6.4. Efforts of the club or organization to generate its own income (i.e. fundraising)
 - 8.6.5. Amount of funds appropriated in the past
 - 8.6.6. Current access to funds through other university committees
- 8.7. The Chief Financial Officer shall email all clubs and/or organizations requesting funds no later than twenty-four hours following the Finance Committee meeting. The email shall outline the decision of the Finance Committee regarding funding for the club or organization.
- 8.8. No spending may occur before the appropriations request is approved by the Senate and the CFO responds to the club or organization with instructions to receive funding.

- 8.9. Funds can be accessed in one of two ways: either by a cash advance or by directly purchasing the items through The Office of Student Leadership and Involvement. Once The Office of Student Leadership and Involvement decides how to access the money, these are the only ways to obtain funds; requests for reimbursements will not be accepted nor awarded.
- 8.10. Funds are program/event specific, and money remaining after the specified event/program immediately reverts back to SGA and may not be used for any other purchases.
- 8.11. The Finance Committee may fund conferences. Conference funding guidelines are listed below:
 - 8.11.1. The Finance Committee requires that a detailed breakdown of all costs be submitted for any club or organization requesting funding for a conference. The breakdown should include the cost per student for lodging, registration, and transportation.
 - 8.11.2. The Finance Committee will fund a maximum of \$1,000.00 for the total combined cost of registration fees, travel expenses, and lodging. This does not mean that any club or organization requesting funds for a conference will automatically receive \$1,000.00.
 - 8.11.3. The Finance Committee will not fund the expenses of any faculty member(s) attending the conference.
 - 8.11.4. The Finance Committee will not fund for any food expenses involved with the conference.
 - 8.11.5. The Finance Committee will not fund for any conference or event if there is any inclination that the sole benefit is that of a networking advantage for those attending. However, this does not mean that the Finance Committee will not fund conferences that contain the aspect of networking.
- 8.12. The Finance Committee may fund speakers. Speaker funding guidelines are listed below:
 - 8.12.1. The Finance Committee will fund a maximum of \$250.00 for the cost of any individual speaker.
 - 8.12.2. The Finance Committee will fund a maximum of \$50.00 for the cost of a gift for the speaker as a sign of appreciation.
- 8.13. Food and beverage guidelines:
 - 8.13.1. The Finance Committee will not fund any club or organization for the cost of any food or beverages, unless the club's sole purpose relies on it.
 - 8.13.2. The Finance Committee will consider appropriation requests for clubs/organizations looking to fund catering/food for educational or networking purposes. The event must have a purpose beyond the club's normal operations. Requests beyond \$300 will be considered less favorably.

- 8.13.3. The Finance Committee will consider appropriation requests for clubs/organizations looking to fund catering/food experiences that on-campus services cannot provide.
- 8.14. Fundraising guidelines:
 - 8.14.1. The Finance Committee requires that any funds appropriated for the purpose of fundraising for the club or organization itself be returned to the Student Government Association. The club or organization may keep profits made from any fundraising activities.
 - 8.14.2. Based on the discretion of the Finance Committee, clubs or organizations fundraising directly for a charitable cause may not be required to return the funds to the Student Government Association.
- 8.15. Instructors:
 - 8.15.1. The Finance Committee will fund only for the cost of instruction. The Student Government Association will not reimburse gas or parking expenses.
 - 8.15.2. Any club or organization that is granted funding for an instructor must present the invoice to The Office of Student Leadership and Involvement office for payment.
- 8.16. Total Club Appropriations:
 - 8.16.1. The Finance Committee will fund a specific club or organization for \$1,000, taking into consideration all other guidelines above.
 - 8.16.2. Once a club has reached \$1,000 for the year, new appropriation requests will be reviewed on a case by case basis, taking into consideration all past, approved and/or denied, requests.
- 8.17. The Finance Committee may not fund gift cards under any circumstances as is consistent with Federal Tax Code that is applicable to the handling of gift cards. Therefore, appropriations requests for all gift cards will be denied.

Article X: The SGA Advisor

1. **INTRODUCTION:** The SGA Advisor(s) of the Loyola University Maryland Student Government Association shall be appointed by The Office of Student Leadership and Involvement.
2. **THE ADVISOR:** The SGA Advisor shall:
 - 2.1. Serve in an advisory capacity to the Loyola University Maryland Student Government Association.
 - 2.2. Have a voice but no vote in all meetings and within all branches of the SGA.
 - 2.3. Sign all contracts with external parties, as stated in Article IX.
3. **MEMBER CHECK-UPS:** The SGA Advisor shall periodically run GPA and Conduct checks on all members of SGA. If a member's GPA falls below a 2.5 or if they ever go through the Conduct Process, the SGA Advisor has the authority to meet with the student and determine a course of action, which may include removal from their position within the organization. All information disclosed regarding academics and conduct is and will remain confidential from all SGA members, including if this was the specified reasoning why the member was removed from their position.

Article XI: SGA Contingency Plan

1. In the event of an incident that sends Loyola students home during the semester and/or impacts in-person university activities and programs, the following shall apply to the organization to maintain its functionality.
2. **MEETINGS:** All regularly scheduled SGA meetings should continue at the discretion of the Chair of that meeting.
 - 2.1. Meetings shall be held over Zoom or other resources provided by Loyola University Maryland.
 - 2.2. All SGA members are still required to attend meetings as per the Constitution or advise the Chair of the meeting for an excused absence.
3. **DUTIES & RESPONSIBILITIES:** All SGA members must still uphold the Code of Conduct signed at the beginning of the year and continue to fulfill their Constitutional duties.
4. **ELECTIONS:** At the discretion of the Executive Leadership and Director of Civic Engagement with consultation with the SGA Advisor and the Executive Leadership-Elect (if applicable), SGA elections may be held virtually.
 - 4.1. The Election Information Sessions may be held over Zoom or other resources provided by Loyola University Maryland.
 - 4.2. The Senate may vote to reduce the number of signatures needed on the Petition for Candidacy.
 - 4.3. Group text messages during campaigning shall be permitted.
5. **SENIORS ABROAD:** In the event, a Junior is going abroad during their Senior year:
 - 5.1. The Senior Class President is a full-year position.
 - 5.2. Students who wish to serve on SGA in a Senate or Assembly position can be nominated by an elected member of either body.
 - 5.2.1. The nominee should be introduced to the applicable body via a brief bio and description as to why they should serve.
 - 5.2.2. The applicable body will vote to induct the nominee as a special interest position without voting rights.
 - 5.2.2.1. The aforementioned vote will have to be a majority.
 - 5.2.2.2. In the event of a tie, the Senior Class President or the EVP will be the deciding vote.

Article XII: Amending the Constitution

1. **THE SENATE:** This body of the SGA will meet on a regular basis to discuss and amend the Constitution and By-Laws.
2. **PROPOSING AMENDMENTS:** Amendments to the Constitution or By-Laws must be submitted to the Speaker of the Senate at least one week prior to the motion to vote in the Senate. The Senators should spend this time evaluating and analyzing the proposed amendment. The proposal must be sponsored by a Senator, the Executive Vice President, or the Student Body President. An amendment that has been proposed but not voted upon will not be considered binding within SGA until it has been voted upon by the Senate and approved by the Student Body President.
 - 2.1. During the process of a transition of power between Executive Leadership administrations, the Senate reserves the right to expedite the process of deliberation and may motion to consider and motion to vote during the same meeting. Must still be approved by the Student Body President.
3. **VOTING:** All amendments to the Constitution and By-Laws proposed in the Senate must receive a two-thirds majority approval of the members in attendance to pass including authorized proxy votes cast on behalf of an absent member. Absent members should communicate their position to their proxy, who shall vote accordingly.
4. **EXECUTIVE APPROVAL:** All amendments to the Constitution and By-Laws passed by the Senate must be sent to the President to be approved or vetoed. If the President vetoes the proposed amendment, then their veto can be overridden with a two-thirds vote of the Joint Conference. No piece of legislation will be considered binding without documented approval of the Student Body President.
5. **UNSPECIFIED POWERS AND RESTRICTIONS:** The powers not delegated to SGA by this Constitution, nor prohibited by it, shall be reserved for use by members of SGA with the advice and consent of the Senate.
6. **SUSPENSION OF THE CONSTITUTION:** Neither the Constitution nor the By-Laws of the Student Government Association shall be suspended at any time or for any reason.