



STUDENT GOVERNMENT ASSOCIATION



ROWAN UNIVERSITY  
**Student Government  
Association**

**By-Laws of the  
Rowan University  
Student Government Association**

Student Government Association  
Rowan University  
Chamberlain Student Center  
201 Mullica Hill Road  
Glassboro, NJ 08028

Phone: 856-256-4540  
E-mail: [sga@rowan.edu](mailto:sga@rowan.edu)

## Table of Contents

**By-Laws:**

*Section 100*

*Section 200*

*Section 300*

301-01

301-02

301-03

301-04

301-05

301-06

301-07

301-08

301-09

301-10

301-11

301-12

301-13

301-14

301-15

301-16

*Section 400*

403-01

**Subject:**

*Policies and Procedures Related to Mission*

*Policies and Procedures Related to Members*

*Policies and Procedures Related to the Executive Committee*

The President

The Executive Vice President

The Chief Financial Officer

The Recording Secretary

Student Trustee

Alternate Student Trustee

Assistant Vice President of Academic Affairs

Assistant Vice President of Student Life

Assistant Vice President of Facilities and Operations

Assistant Vice President of Diversity, Equity, & Inclusion

Assistant Vice President of University Advancement

Assistant Vice President of Governmental Relations

Assistant Vice President of Public Relations and Special  
Events

Assistant Vice President of Student Health, Wellness, and  
Safety

Chief Commissioner of Community Standards

Compensation for the SGA Executive Committee

*Policies and Procedures Related to the SGA Senate*

Club Charter Procedures



STUDENT GOVERNMENT ASSOCIATION

403-02	Club Accountability Policy
<i>Section 500</i>	<i>Policies and Procedures Related to the Committees</i>
502-01	Academic Affairs Committee
502-02	Student Life Committee
502-03	University Advancement Committee
502-04	Facilities and Operations Committee
502-05	Governmental Relations Committee
502-06	Public Relations and Special Events Committee
502-07	Student Financial Control Board
502-08	Club Development Committee
502-09	Diversity, Equity, & Inclusion Committee
503-01	Student Government Association Accountability Board
503-02	Rules Committee
<i>Section 600</i>	<i>Policies and Procedures Related to the Commissions</i>
600-01	The Commission of Elections
600-02	The Commission of Community Standards
<i>Section 700</i>	<i>Policies and Procedures Related to Institutional Services</i>
700-01	Current Institutional Service Organizations
<i>Section 800</i>	<i>Policies and Procedures Related to the Amendments and Resolutions</i>
801-01	Referenda Process
<i>Section 900</i>	<i>Policies and Procedures Related to Legalities</i>
900-01	Concerning the Functions and Activities of SGA or their Chartered and Petitioning Organizations
<i>Section 1000</i>	<i>Policies and Procedures Related to Accompanying Documents</i>
1000-01	By-Law Approval Process
1000-02	Campus Emergencies



Revised April 17th, 2023 (JS)

**By-Laws**  
**Section 300:**  
**Policies and Procedures Related to the Executive Committee**  
**Number 301-01**

**Date enacted:** April 11, 2016

**Subject:** The President

**BY-LAW BODY**

The President of the SGA shall:

- Have the responsibility of overseeing the overall operation of the SGA and serve as the face of Rowan student body, as well as:
  - Chair the Executive Committee and the Senate meetings.
  - Approve Executive Committee and the Senate meeting agendas.
  - Aid in staffing or participate in all SGA-sponsored events unless excused by the Vice President.
  - Have the power to assign additional responsibilities to members of the Executive Committee as well as other SGA committees.
  - Schedule regular meetings with the President of Rowan University.
  - Schedule regular meetings with SGA Advisor and Vice President of Student Life.
  - Coordinate a president's workshop, senator workshop, and transitioning workshop in both the fall and the spring semester with the help of the Executive Vice President.
  - Address student concerns as deemed necessary.
  - When appropriate, draft proclamations in the area of student life, which have the power of resolutions. The Chief

Commissioner of Community Standards will assess the appropriateness of the proclamation. Proclamations are considered valid immediately following the signature of the President and must then be emailed to Senators within 24 hours of the time of signing. If there is a concern over the proclamation, any senator may challenge it within two senates, triggering a vote to keep or redact.

- If a traumatic events happens on Rowan campus or highly affects the Rowan students, the President will provide the proper outlet for students to grieve.
- The President of the SGA shall appoint, or else delegate to the committee chairs to appoint, matriculated Rowan University students to be members of the Faculty Senate Ad Hoc Committees.
- Enforce Executive Committee Accountability Policy as well as overall SGA Policies.
- Will chair Student Government Association Accountability Board.
- Serve as a voting member of the Executive Committee
- Serve at least 10 office hours a week.

**By-Laws**  
**Section 300:**  
**Policies and Procedures Related to the Executive Committee**  
**Number 301-02**

**Date enacted:** April 11, 2016  
**Last revision:** March 20, 2023  
**Subject:** The Executive Vice President

**BY-LAW BODY**

The Executive Vice President of the SGA shall:

- Perform the duties of the president in their absence or incapacity.
- Serve as the liaison between the SGA and its chartered organizations, where duties shall include:
  - o Keeping accurate records of the student organizations and their standing with SGA.
  - o Informing the Commissioner of Community Standards when a decharterment hearing is required per the Club Accountability Policy, and providing the Commission with all relevant club standing documentation.
  - o Facilitating the chartering process of new student organizations.
  - o Planning the Student Organization Fair in fall and spring semesters.
  - o Helping the President coordinate a president's workshop, senator workshop, and transitioning workshop in both the fall and the spring semester.
- Attend all meetings of the Executive Committee and the Senate as well as aid in staffing or participate in all SGA-sponsored events unless excused by the President.



STUDENT GOVERNMENT ASSOCIATION

- Serve as a voting member of the Executive Committee.
- Enforce Executive Committee Accountability Policy as well as overall SGA Policies for the Position of SGA President.
- Chair the Club Development Committee.
- Chair the Student Government Association Accountability Board when the SGA President appears in front of the Accountability Board.
- Serve at least 10 office hours a week.



**By-Laws**  
**Section 300:**  
**Policies and Procedures Related to the Executive Committee**  
**Number 301-03**

**Date enacted:** September 30, 2013

**Subject:** The Chief Financial Officer

**BY-LAW BODY**

The Chief Financial Officer of the SGA shall:

- Be able to demonstrate adequate knowledge of the SGA financial structure and demonstrate sufficient experience with finances
- Serve as the chair of the Student Financial Control Board and as such set the agenda for this committee but not serve as a voting member;
- Keep an accurate record of the SGA budget and process all paperwork for payments and reimbursements for student organization as well as all other SGA expenses;
- Attend all meetings of the Executive Committee and the Senate as well as aid in staffing or participate in all SGA-sponsored events unless excused by the President
- Maintain contact with a member of the administration for the purpose of council
- Hold regular meetings with the Vice President of Finance or their designee to review the current financial status of the SGA;
- Hold a treasurer workshop in both the fall and the spring semester;
  - o Fall meeting will focus on completing paperwork and managing their club account,
  - o Spring meeting will focus on the upcoming budget hearings
- After the budget hearings will put together a budget for the following year

- and submit it for approval to Senate;
- Serve as a voting member of the Executive Committee
  - The responsibility of finding any one full time Rowan University student to sit on the Faculty Senate University Budget and Planning Committee will also fall to this committee and it's chair. The Chief Financial Officer, CFO, should fill this position unless otherwise instructed.
    - Appoint a liaison as deemed necessary
  - Serve at least 10 office hours a week;

**By-Laws**  
**Section 300:**  
**Policies and Procedures Related to the Executive Committee**  
**Number 301-04**

**Date enacted:** September 30, 2013

**Subject:** The Recording Secretary

**BY-LAW BODY**

The Recording Secretary of the SGA shall:

- Have the responsibility to record the minutes of all Senate meetings and the Executive Committee meetings
- Be responsible for maintaining the records of the committees as they meet
  - It will not be the Recording Secretary's job to record the minutes for every committee meeting but to collect the minutes and keep them on record.
- Be responsible for maintaining the records of Senators on each committee along with the Committee Chairs.
  - In the event that one committee is under populated, the Recording Secretary will reassign Senators from other committees to fill said committee.
- Have the duty of maintaining the records of resolutions that have passed the Senate, by which they must record the final vote and date of passage;
- Maintain attendance of all Senate, Executive Committee, and committee meetings;
- Assign points to SGA clubs/organizations;
- Attend all meetings of the Executive Committee and the Senate as well as aid in staffing or participate in all SGA-sponsored events unless excused



STUDENT GOVERNMENT ASSOCIATION

by the President;

- Serve as a voting member of the Executive Committee
- Serve at least 5 office hours a week.



STUDENT GOVERNMENT ASSOCIATION

**By-Laws**  
**Section 300:**  
**Policies and Procedures Related to the Student Trustee**  
**Number 301-05**

**Date enacted:** October 3, 2016

**Subject:** Student Trustee

**BY-LAW BODY**

The Student Trustee shall:

- Serve as a member of the Rowan University Board of Trustees as mandated by State requirement;
- Pair with a University administrator and hold regular meetings with the same;
- Serve a minimum of three (3) hours per week in the SGA Suite;
- Meet with the SGA President Bi-weekly.
- Serve on Foundation Board of Directors.
- Serve on assigned University Committees
- Attend all meetings of the Executive Committee and the Senate as well as aid in staffing or participate in all SGA-sponsored events unless excused by the President;
- Serve as a voting member of the Executive Committee



STUDENT GOVERNMENT ASSOCIATION

**By-Laws**  
**Section 300:**  
**Policies and Procedures Related to the Student Trustee**  
**Number 301-06**

**Date enacted:** October 3, 2016

**Subject:** Alternate Student Trustee

**BY-LAW BODY**

The Alternate Student Trustee shall:

- Serve as a non-voting member of the Rowan University Board of Trustees as mandated by State requirement;
- Attend all meetings of the Student Government Association Senate;
- Pair with a University administrator and hold regular meetings with same;
- Serve a minimum of three (3) hours per week in the SGA Suite;
- Meet with the SGA President Bi-weekly.
- Serve on Foundation Board of Directors
- Serve on assigned University Committees
- Attend all meetings of the Executive Committee and the Senate as well as aid in staffing or participate in all SGA-sponsored events unless excused by the President;
- Serve as a voting member of the Executive Committee

**By-Laws**  
**Section 300:**  
**Policies and Procedures Related to the Executive Committee**  
**Number 301-07**

**Date enacted:** September 30, 2013

**Subject:** Assistant Vice President of Academic Affairs

**BY-LAW BODY**

The AVP of Academic Affairs:

- Voice the student opinion in the area of Academics;
- Be responsible for meeting with administrators within the Academic Affairs Division in order to stay informed about the state of the Division and to better relay the needs of the students.
  - Meet with the Provost regularly
  - Meet with various administrators, for instance College Deans, as deemed necessary
- Assist AVP of Governmental Relations in recruitment and elections to fill all Academic Senator positions;
- Oversee the student scholarships;
- Chair SGA Academic Affairs Committee
- Serve on the Faculty Senate Academic Integrity Committee; the Faculty Senate Curriculum Committee, General Education Committee and the Faculty Senate Research Committee
  - Assign a liaison within the committee to attend these committees as deemed necessary
- Attend all meetings of the Executive Committee and Senate as well as aid in staffing or participate in all SGA-sponsored events unless excused by the President;



STUDENT GOVERNMENT ASSOCIATION

- Serve as a voting member of the Executive Committee
- Serve at least 5 office hours a week.



**By-Laws**  
**Section 300:**  
**Policies and Procedures Related to the Executive Committee**  
**Number 301-08**

**Date enacted:** September 30, 2013

**Last revision:** March 20, 2023

**Subject:** Assistant Vice President of Student Life

**BY-LAW BODY**

The AVP of Student Life:

- Voice the student opinion in the area of Student Life.
- Be responsible for meeting with administrators within the area of Student Life, in order to stay informed about the state of the division and to better relay the needs of the students.
  - Meet with the Vice President of Student Life, Dean of Students, AVP of the Office of Student Equity & Compliance, Gourmet Dining, Athletics, Parking, and Residential Learning & University Housing regularly.
  - Meet with additional administrators as deemed necessary.
- Assist the AVP of the Office of Student Equity and Compliance in the operating of the OSEC Student Advisory Council.
- Chair SGA Student Life Committee.
- Attend all meetings of the Executive Committee and Senate as well as aid in staffing or participate in all SGA-sponsored events unless excused by the President.
- Serve as a voting member of the Executive Committee.
- Serve on the Faculty Senate Intercollegiate Athletics, Student Relations, Diversity, Parking and Food Service Contract committees.
  - Assign a liaison within the committee to attend these committees as deemed necessary.



STUDENT GOVERNMENT ASSOCIATION

- Serve at least 5 office hours a week.

**By-Laws**

**Section 300:**

**Policies and Procedures Related to the Executive Committee**

**Number 301-09**

**Date enacted:** September 30, 2013

**Subject:** Assistant Vice President of Facilities and Operations

**BY-LAW BODY**

The AVP of Facilities and Operations shall:

- Voice the student opinion in the area of Facilities and Operations;
- Be responsible for meeting with administrators within the Facilities and Operations division in order to stay informed about the state of the Division and to better relay the needs of the students.
  - Meet with the Vice President of Facilities and Operations regularly
  - Meet with administrators as deemed necessary
- Chairs SGA Facilities and Operations Committee
  - Serve on the Faculty Senate Technological Resources Committee; the Campus Aesthetics and Environmental Concerns Committee, and the Faculty Senate Library Committee
  - Assign a liaison within the committee to attend these committees as deemed necessary
- Serve as the liaison between Rowan SGA and student and university sustainability initiatives.
- Attend all meetings of the Executive Committee and Senate as well as aid in staffing or participate in all SGA-sponsored events unless excused by the President;
- Serve as a voting member of the Executive Committee
- Serve at least 5 office hours a week.

**By-Laws**  
**Section 300:**  
**Policies and Procedures Related to the Executive Committee**  
**Number 301-10**

**Date enacted:** January 27th, 2020

**Subject:** Assistant Vice President of Diversity, Equity, & Inclusion

**BY-LAW BODY**

The Assistant Vice President of Diversity, Equity, & Inclusion shall:

- Voice the student opinion in the areas of Diversity, Equity, & Inclusion
- Be responsible for meeting with administrators within the area of DEI, in order to stay informed about the state of the division and to better relay the needs of the students.
  - Meet with the VP of Diversity, Equity, and Inclusion, the Director of ASCEND, and the Director of Social Justice, Inclusion, and Conflict Resolution (SJICR) regularly.
  - Meet with administrators as deemed necessary
- Chair the SGA Diversity, Equity, & Inclusion Committee
- Serve on the Division of Diversity, Equity & Inclusion Council
- Serve on the University Senate Diversity Committee
- Ensure with all due diligence that major religious observations do not conflict with SGA programming, under the advisement of the Division of DEI.
- Attend all meetings of the Executive Committee and Senate as well as aid in staffing or participate in all SGA-sponsored events unless excused by the President
- Serve as a voting member of the Executive Committee
- Serve at least 5 office hours a week.

**By-Laws**  
**Section 300:**  
**Policies and Procedures Related to the Executive Committee**  
**Number 301-11**

**Date enacted:** October 26, 2015

**Subject:** Assistant Vice President of University Advancement

**BY-LAW BODY**

The AVP of University Advancement shall:

- Voice the student opinion in the area of University Advancement;
- Be responsible for meeting with administrators within the University Advancement Division in order to stay informed about the state of the Division and to better relay the needs of the students.
  - Meet with the Vice President of University Advancement regularly
  - Meet with administrators as deemed necessary
- Assists the AVP of Governmental Relations in the recruitment and elections to fill all Class Senator positions
- Chairs SGA University Advancement Committee
- Be responsible for planning senior celebration and the senior class gift
- Coordinate fundraising for the class gift of the other classes;
- Serve on the Faculty Senate Committee; the Faculty Senate Learning Outcomes Assessment Committee and the Faculty Senate Recruitment, Admissions, and Retention Committee
  - Assign a liaison within the committee to attend these committees as deemed necessary
- Attend all meetings of the Executive Committee and Senate as well as aid in staffing or participate in all SGA-sponsored events unless excused by the President;



STUDENT GOVERNMENT ASSOCIATION

- Serve as a voting member of the Executive Committee
- Serve at least 5 office hours a week.

**By-Laws**  
**Section 300:**  
**Policies and Procedures Related to the Executive Committee**  
**Number 301-12**

**Date enacted:** September 30, 2013

**Subject:** Assistant Vice President of Governmental Relations

**BY-LAW BODY**

The AVP of Governmental Relations shall:

- Continuously assess the relationship between the student body of Rowan University and both the municipality and population of the Borough of Glassboro, as well as all higher governments
  - Work closely with the Dean of Students and Off-Campus Services & Resources on issues regarding Student Life
- Be responsible for meeting with the Government and External Relations administrator in order to stay informed and to better relay the needs of the students.
- Chairs SGA Governmental Relations Committee
- Be responsible for organizing a voter registration drive each year and an absentee ballot application drive prior to all elections;
- Chair and be responsible for The Commission of Elections and its accompanying documents
- Commune the student body in forums or else hold surveys to determine the specific needs of the populous from time to time;
- Pass resolutions to protect the interest of the students and to improve the relationships between such and the aforementioned groups;
- Serve on the Faculty Senate Student Relations Committee
  - Assign a liaison within the committee to attend these committees as deemed necessary



STUDENT GOVERNMENT ASSOCIATION

- Attend all meetings of the Executive Committee and Senate as well as aid in staffing or participate in all SGA-sponsored events unless excused by the President;
- Serve as a voting member of the Executive Committee
- Serve at least 5 office hours a week.



**By-Laws**  
**Section 300:**  
**Policies and Procedures Related to the Executive Committee**  
**Number 301-13**

**Date enacted:** April 11, 2016

**Subject:** Assistant Vice President of Public Relations and Special Events

**BY-LAW BODY**

The Assistant Vice President of Public Relations and Special Events shall:

- Be responsible for advertising and interfacing the direction of the SGA to students and other entities outside of the organization;
- Have the duty of maintaining the SGA website, and any media officially used by the SGA;
- Update SGA bulletin boards and SGA tabling products, which include, the SGA newsletter, brochure, and flyers;
- Organize philanthropic events to be run by the SGA, as deemed necessary;
- Plan and conduct The Back to the Boro Event, a campus wide community service project, in the spring semester;
- Plan and conduct the SGA Banquet;
- Assist in the planning of the SGA Fall and Spring Organization Fairs
- Be responsible for meeting with administrators within the Public Relations and Special Events division in order to stay informed about the state of the division and to better relay the needs of the students;
- Chairs Public Relations and Special Events Committee
- Attend all meetings of the Executive Committee and Senate as well as aid in staffing or participate in all SGA-sponsored events unless excused by the President;



STUDENT GOVERNMENT ASSOCIATION

- Serve as a voting member of the Executive Committee
- Serve at least 5 office hours a week.

service

**By-Laws**  
**Section 300:**  
**Policies and Procedures Related to the Executive Committee**  
**Number 301-14**

**Date enacted:** February 28, 2022

**Subject:** Assistant Vice President of Student Health, Wellness, and Safety

**BY-LAW BODY**

The AVP of Student Health, Wellness, and Safety:

- Voice the student opinion in the area of Student mental and physical health/well-being and safety;
- Be responsible for meeting with administrators within the area of Student Health, Wellness, and Safety, in order to stay informed about the state of the division and to better relay the needs of the students.
  - Meet with Campus Recreation, Wellness Center, Department of Public Safety and Office of Emergency Management, and Office of Accessibility Services; the designated representative from Healthy Campus Initiatives, Rowan Thrive and/or any new campus wide wellness initiative regularly.
  - Meet with administrators as deemed necessary
- Chair SGA Student Health, Wellness, and Safety Committee
- Serve on the University Well-Being Committee
- Attend all meetings of the Executive Committee and Senate as well as aid in staffing or participate in all SGA-sponsored events unless excused by the President;
- Serve as a voting member of the Executive Committee
- Serve at least 5 office hours a week.



STUDENT GOVERNMENT ASSOCIATION

**By-Laws**  
**Section 300:**  
**Policies and Procedures Related to the Executive Committee**  
**Number 301-15**

**Date enacted:** April 11, 2016

**Subject:** Chief Commissioner of Community Standards

The Chief Commissioner shall:

- Attend all meetings of the Executive Committee.
- Attend all meetings of the Student Government Senate.
- Chair and be responsible for The Commission of Community Standards.
- Keep a written and digital log of all grievances filed against the Student Government Association
- Be responsible for keeping and maintaining physical and digital copy of the Student Government Association Constitution, the Student Government Association By-Laws, and all policies and standing rules enacted by the Student Government Association. These copies shall be present at every Senate meeting.
- Be responsible for keeping a physical and digital copy of all resolutions and proposals considered by the Student Government Association Senate. These copies shall be present at every Senate meeting.
- Be knowledgeable of and the Governing Documents of the Student Government Association and Parliamentary Procedure.
- Be responsible for being a reference parliamentary proceedings related to the operation of the Student Government Association. The Chief Commissioner shall be responsible for informing the Chair of the Senate of any transgressions that impede the basic rights of the members of the Senate or violate the Student Government Association Constitution, By-Laws, adopted Policies, or adopted Resolutions.
- Serve as a resource and mediator for organizations that need assistance



handling internal disputes.

- Serve the Senate as a legislative and parliamentary reference for members wishing assistance.
- Serve as the liaison with the university General Counsel office.
- Be readily available to author new legislation or offer legislative advice at the request of SGA officers and Senators.
- Be responsible for updating governing documents when changes are made.
- Serve the Senate as a Sergeant-At-Arms to ensure that order is maintained throughout the proceedings in congruence with the Chair.
- Serve at least 3 office hours a week.

**By-Laws**  
**Section 300:**  
**Policies and Procedures Related to the Executive Committee**  
**Number 301-16**

**Date enacted:** November 28, 2016

**Last revision:** November 28, 2022

**Subject:** Compensation for the SGA Executive Committee

**BY-LAW BODY**

The SGA Executive Committee will be compensated from the SGA Tuition Account in the following manner beginning in the fiscal year 2024:

- The President, Executive Vice President, and Chief Financial Officer will be entitled to a \$8,000 scholarship per person. The scholarship will be paid in two separate payments of \$4,000 each at the beginning of the fall and spring semester.
- All executive committee members with the exception of the Chief Commissioner of Community Standards will be entitled to a \$2,000 stipend per person. The stipend will be paid quarterly in increments of \$500 each.
- The Chief Commissioner of Community Standards will be entitled to a \$1200 stipend. The stipend will be paid quarterly in increments of \$300.
- The scholarships and stipends shall be paid out contingent upon successful completion of responsibilities during their term of office.
- If any Executive Committee Member vacates their position, they shall not be entitled to the remainder of the compensation.

**By-Laws**  
**Section 400:**  
**Policies and Procedures Related to SGA Senate**  
**Number 403-01**

**Date enacted:** November 27, 2017

**Subject:** Club Charter Procedure

**BY-LAW BODY**

Organizations shall be formed by:

- Select an executive committee with (at least) the following positions: President, Vice President, Treasurer, Secretary, SGA Senator, and Faculty/Staff Advisor.
- Fill out an “Application for Organization Charter” form to submit with a copy of your organization’s constitution and roster (list of all members). This must include:
  - All executive-board and advisor contact information with valid Rowan University E-mails
  - Roster of at least 10 interested students with signatures
  - Statement of Purpose, Mission, and Goals that are different from any other SGA chartered organization on campus
- The organization will submit the proper paperwork via Proflink to the Executive Vice President. The club will then be required to send a representative(s) to attend the Club Development Committee. The committee may ask the organization to alter their paperwork.
- After presenting to the committee, the committee will vote on advancing the club.
  - If the club does not get approved, they will have the opportunity to present in front of the committee, until approval
  - If the club would like to appeal the committee’s decision, they may



appeal to the President, who will refer the club to either the Commission of Community Standards or the Executive Committee

- After Committee approval, the club will present the purpose of the organization to Senate. The Senate will vote if the club can begin the petitioning process. If the club is approved with a majority vote by The Senate, the club will become an official petitioning club.
  - Approved petitioning organizations will have access to 25Live and ProfLink.
- The petitioning process lasts four 'Academic Months'. Academic Months are defined as:
  - Fall Semester - September, October, November, December
  - Spring Semester - January, February, March, April, May
- The petitioning period is paused during the summer break months, and is resumed during the fall semester months.
- During these months , the club must:
  - Meet all SGA requirements of chartered organizations, including attending all Senate meetings and club workshops, and submitting bi-annual club registration on ProfLink during the Spring and Fall semesters
  - Complete proper service requirements per the Club Accountability policy
- If the club fails to meet any of these requirements, the club will be notified and reprimanded in accordance with the Club Accountability Policy. Only service hours accumulated from September to May carry over from the original petitioning period.
- The club may begin a re-petitioning term 180 days following the revocation of their petition after another meeting with the Executive Vice President, and all paperwork is re-submitted.
- Petitioning organizations do not receive any funds from SGA, but they may fundraise. If an organization wishes to fundraise, they must open an account with the Student Government Association and all money must be deposited into that account.

**By-Laws**  
**Section 400:**  
**Policies and Procedures Related to SGA Senate**  
**Number 403-02**

**Date enacted:** October 30, 2017

**Subject:** Club Accountability Policy

**BY-LAW BODY**

In order to remain a SGA chartered or petitioning organization, each club must fulfill the following requirements:

- Attend all senate meetings
- Send representation to assigned committees (Class I Orgs)\*  
*\*Representatives from organizations who cannot attend due to religious observances must contact the SGA Executive Vice President no later than 24 hours in advance to be excused*
- Attend the President's Workshop
- Attend the Treasurer's Workshop
- Attend the Senator's Workshop
- Submit annual club registration on ProfLink, during the Fall semester
- Complete and submit required service hours based on active membership via ProfLink:
  - Service hours will be calculated on a collective basis i.e. 2 hours, 5 members = 10 hours
  - Required Service Hours for Chartered Organizations = Total Number of Active Members x Two (min. 20 hours)
  - Required Service Hours for Petitioning Organizations = Total Number of Active Members x Four (min. 40 hours)
  - Donations
    - Items collected from donation drives will be totaled

as 10 minutes of service for each individual item

- Money received from donations for nonprofit causes will be totaled as 1 hour of service for every \$10 collected
- Update information onto ProfLink

If organizations do not meet the above requirements, they will receive the following points:

- Missed Senate Meeting - 2 points
- Missed Committee Meeting - 1 point
- Missed annual club registration on ProfLink, during the Fall semester - 2 points
- Missed Treasurer's Workshop - 3 points
- Missed President's or Senator's Workshop - 2 points
- Missed Required Service Hours
  - Chartered
    - 0.1% to 50% hours missed - 3 points
    - 50.1% to 100% hours missed - 6 points
  - Petitioning
    - 0.1% to 25% hours missed - 1 strike
    - 25.1% to 50% hours missed - 2 strikes
    - 50.1% to 75% hours missed - 3 strikes
    - 75.1% to 100% hours missed - 4 strikes
- Did not update information onto ProfLink - 1 point
- Lost or defaced placard from Senate - 1 point
- Any Financial Points outlined by [SFCB guidelines](#) - up to 4 points

Upon any points received, the club president will receive an email from the Recording Secretary outlining the points received and the reason.

- Upon receiving any points regarding the annual club registration, service hours, and President's/Senator Workshop, the Club's President and Vice President need to meet with the SGA Executive Vice

President.

- Upon receiving any points regarding the Treasurer Workshop, the chartered organization's Treasurer must meet with the SGA Chief Financial Officer.

When a chartered organization accumulates 8 points or more, the organization will be placed under review for potential revocation of their SGA charter by the The Commission of Community Standards. The Commission's review will consider the details of the organization's accumulated points, as well as the organization's history of compliance with the SGA Club Accountability Policy. Every organization will have the opportunity to present their case at a formal Decharterment Hearing before the Commission of Community Standards. Following this review, the Commission of Community Standards will either:

- Place the organization on a probationary period. This action requires no referral the Senate
- Make official recommendation to the Senate to revoke the charter of the organization

If a recommendation is made to the Senate, the Chief Commissioner of Community Standards will present the findings of the review conducted by the Commission. The chartered organization may have its charter revoked by majority vote of the Senate. If the senate does not revoke its charter, there is a mandatory probationary period.

During the probationary period if the organization misses one of the aforementioned items listed above the organization will automatically lose its charter. The probationary period will cease at the end of 90 academic days. At the end of the probationary period, all organizations which were in the probationary period must meet with the Executive Vice President before the first Senate meeting.

If a chartered organization receives 12 points or higher and does not get in contact with the Executive Vice President, its charter is automatically revoked.

All chartered organizations will have 3 points deducted at the conclusion of each semester (fall and spring). Organizations on probation will have 3 points removed as well but will remain on probation for the rest of the designated

period. Frozen organizations will not have their points removed.

Petitioning organizations are required to complete the aforementioned items listed.

Upon failure to complete any requirements:

- Petitioning organizations will receive one strike.
- Petitioning organizations are countenanced one strike before receiving a penalty.
- For each strike accumulated thereafter the petitioning organization's charter date will be pushed back 60 days, during which time the petitioning organization will still have to complete all requirements appertaining to the Club Accountability Policy.
- Any petitioning organization may accumulate a maximum of 6 strikes.
- Upon receiving a seventh strike, any petitioning organization will have its petition terminated.

An organization may ask to "freeze" its activity for up to one academic semester (four months) by a written request to the SGA Executive Vice President if the following problems are faced:

- 60% of the executive committee (as indicated by SGA guidelines) graduated at the end of the previous semester or are no longer a member of the club
- There are less than 10 members in the club or there is not an adequate amount of members for the club to function.
- They cannot attend Senate meetings.

A club may request to go through the Freeze period for any other reason they deem fit. When a club participates in the Freeze period, it is not required to:

- Attend senate meetings
- Hand in or complete Service Projects.
- May not use any of the club's funds during the Freeze Period. They are allowed to put funds into their Extra (fundraising) account.

Clubs may use the freeze period to gain more members and restructure their organization.



STUDENT GOVERNMENT ASSOCIATION

- A club must meet with the SGA Executive Vice President once a month during the freeze period to give an update on the progress of the club.

Every request must be approved by the SGA Executive Vice President. Please understand that requests can be denied if the Executive Vice President deems it necessary.

**By-Laws**  
**Section 500:**  
**Policies and Procedures Related to the Committees**  
**Number 502-01**

**Date enacted:** September 30, 2013

**Subject:** Academic Affairs Committee

**BY-LAW BODY**

The Academic Affairs Committee Shall:

- voice the student opinion in the area of Academics;
  - Serve as a liaison to the Registrar's Office and assist with:
    - Course schedule and planning
    - Issues regarding faculty
    - Other Registrar Office concerns
  - Serve as a liaison to Financial Aid/Bursar and assist with:
    - Financial Aid, scholarships, tuition
    - Payments and refund checks
    - Other Financial Aid/Bursar Office Concerns
  - Serve as a liaison to the Admissions Office and assist with:
    - Outreach & Recruitment
    - Other Admissions Office concerns
  - Serve as a liaison to the Academic Affairs and assist with:
    - The International Center
    - Advising Concerns
    - Other Academic Affairs concerns
- Draft original legislation for the senate to vote on and to review any legislation that passes the University Faculty Senate that relates to



STUDENT GOVERNMENT ASSOCIATION

Academics.

- inform the student body about Academic Affairs; this includes but is not limited to changes within the division, options available to students, and how to file paperwork that is common to all students.
- One member will be responsible for taking notes at all the meetings.



**By-Laws**  
**Section 500:**  
**Policies and Procedures Related to the Committees**  
**Number 502-02**

**Date enacted:** September 30, 2013  
**Last revision:** March 20, 2023  
  
**Subject:** Student Life Committee

**BY-LAW BODY**

The Student Life Committee:

- The responsibility of the Student Life committee will be to voice the student opinion in the area of Student Affairs and Student Life.
- Serve as a liaison to the Division of Student Life and other student engagement programs, services, departments, and divisions including:
  - Community Standards, Volunteerism and Commuter Services, Dining Services, Fraternity & Sorority Life, Office of Student Equity & Compliance (OSEC), Orientation & Student Leadership Programs (OSLP), the Chamberlain Student Center and Campus Activities, Residential Learning & University Housing, the Office of Career Advancement, Athletics, and Rowan at Camden.
- The committee will be responsible for drafting original legislation for the senate to vote on and to review any legislation that passes the University Faculty Senate that relates to Student Life.
- It will be the responsibility of the Student Life committee to inform the student body about Student Life; this includes but is not limited to changes within the Division, opportunities available to students, and how to file paperwork that is relevant to all students.
- The committee chair, or an assigned committee member, will be responsible for taking notes at all committee meetings.

**By-Laws**  
**Section 500:**  
**Policies and Procedures Related to the Committees**  
**Number 502-03**

**Date enacted:** September 30, 2013

**Subject:** University Advancement Committee

**BY-LAW BODY**

The University Advancement Committee shall:

- voice the student opinion in the area of University Advancement;
- Serve as a liaison with Health Sciences:
  - Cooper Medical School of Rowan University
  - Rowan University School of Osteopathic Medicine
- Serve as a liaison to Alumni Relations and assist with:
  - The Alumni Association
- Serve as a liaison to Web Services and assist with:
  - Network Systems Services
  - Other web services concerns
- The committee will be responsible for drafting original legislation for the Senate to vote on and to review any legislation that passes the University Faculty Senate that relates to University Advancement.
- Responsible to inform the student body about University Advancement; this includes but is not limited to changes within the Division, opportunities available to students, and how to file paperwork that is common to all students.
- Additionally this committee will be responsible for planning senior Celebration and the senior class gift and coordinating fundraising for the



STUDENT GOVERNMENT ASSOCIATION

class gift of the other classes

- One member will be responsible for taking notes at all the meetings.

**By-Laws**  
**Section 500:**  
**Policies and Procedures Related to the Committees**  
**Number 502-04**

**Date enacted:** September 30, 2013

**Subject:** Facilities and Operations Committee

**BY-LAW BODY**

The Facilities and Operations Committee Shall  
voice the student opinion in the area of Facilities and Operations;

- Serve as a liaison to Facilities and assist with:
  - Maintenance issue
  - Resource management
  - Overall operations
  - Other facility concerns
- Serve as a liaison to the Campus Layout and assist with:
  - Parking
  - Landscape management
  - Other campus aesthetics
- Serve as a liaison to Projects & Construction
- for drafting original legislation for the senate to vote on and to review any legislation that passes the University Senate that relates to Facilities and Operations.
- Be the responsibility of the committee to inform the student body about Facilities and Operations; this includes but is not limited to changes within the Division, opportunities available to students, and how to file paperwork that is common to all students.



STUDENT GOVERNMENT ASSOCIATION

- One member will be responsible for taking notes at all the meetings.

**By-Laws**  
**Section 500:**  
**Policies and Procedures Related to the Committees**  
**Number 502-05**

**Date enacted:** September 30, 2013

**Subject:** Governmental Relations Committee

**BY-LAW BODY**

The Governmental Relations Committee shall:

- Assist in continuously assessing the relationship between the student body of Rowan University and both the municipality and population of the Borough of Glassboro, as well as all higher governments.
- Assist in passing resolutions to protect the interest of the students and to improve the relationships between such and the aforementioned groups.
- Assist in communing the student body in forums or else hold surveys to determine the specific needs of the populous from time to time.
- The committee will also be responsible for organizing a voter registration drive each year and an absentee ballot application drive prior to all elections.
- Carrying out any lobbying to the state government, when the SGA Senate has determined that the action is needed.
- One member will be responsible for taking notes at all the meetings.

**By-Laws**  
**Section 500:**  
**Policies and Procedures Related to the Committees**  
**Number 502-06**

**Date enacted:** September 30, 2013

**Subject:** Public Relations and Special Events Committee

**BY-LAW BODY**

The responsibility of the Public Relations and Special Events Committee will be to:

- Be responsible for advertising and interfacing the direction of the SGA to students and other entities outside of the organization.
- Duty of maintaining the SGA website, Facebook, twitter, and any other media officially used by the SGA.
- Each year the committee will organize philanthropic events to be run by the SGA, such as Meet and Greet.
- Promote SGA branding.
- Compile, edit, produce, and distribute SGA newsletters, brochures, and flyers.
- One member will be responsible for taking notes at all the meetings.

**By-Laws**  
**Section 500:**  
**Policies and Procedures Related to the Committees**  
**Number 502-07**

**Date enacted:** September 30, 2013  
**Last revision:** April 17, 2023  
**Subject:** Student Financial Control Board

**BY-LAW BODY**

- The Student Financial Control Board will have the responsibility of allocating the budgets to all the clubs, the other committees, and any other accounts within the organization.
- The Board will always be chaired by the Chief Financial Officer (CFO) and be comprised of nine voting members. Appointed by the CFO and approved by the SGA Senate through a majority vote.
- It will be the responsibility of the committee to ensure that no club requesting over a certain dollar amount can be a class two senator. The threshold between class one and class two Senators will be a budget allocated over \$2,000. If there is a change to said number by the committee, they must set the value at least three weeks before the budget hearings and announce it to the clubs.
- The committee will also have to review any supplemental requests that are presented to them and make sure that the supplemental meets all the requirements stipulated in the SFCB guidelines.
- Finally it will be the responsibility of the committee to review the SFCB guidelines and to update it as necessary.
- The Vice President of Student Life or designee will serve as the SFCB Advisor.



**By-Laws**  
**Section 500:**  
**Policies and Procedures Related to the Committees**  
**Number 502-08**

**Date enacted:** April 11, 2016

**Subject:** Club Development Committee

**BY-LAW BODY**

- The Club Development Committee will be responsible for reviewing new club applications by reviewing petitioning club presentations, providing feedback, and voting on whether or not the petitioning organization will be moving on to present at the following Senate.
- The Committee will be chaired by the Executive Vice President and be composed of Class I Senators.
- The Committee will assign Clubs to present in front of the SGA Senate at the closest Senate following the date of their Club Development Committee presentation. The date may be adjusted by the Executive Vice President if extenuating circumstances arise.
- It will be the responsibility of the committee to review the club application requirements and petitioning process guidelines and to update as necessary.

**By-Laws**  
**Section 500:**  
**Policies and Procedures Related to the Committees**  
**Number 502-09**

**Date enacted:** December 9th, 2019

**Subject:** Diversity, Equity, & Inclusion Committee

**BY-LAW BODY**

The Diversity, Equity, & Inclusion Committee:

- Will responsible voice the student opinion in the area of DEI.;
- Serve as a liaison to the Division of Diversity, Equity, and Inclusion including Accessibility Services, the ASCEND Program, the Center for Neurodiversity, and the Office of Social Justice and Conflict Resolution.
- The committee will be responsible for drafting original legislation for the senate to vote on and to review any legislation that passes the University Faculty Senate that relates to Diversity, Equity, & Inclusion.
- It will be the responsibility of the DEI committee to inform the student body about initiatives and updates that pertain to DEI; this includes but is not limited to changes within the Division, opportunities available to students, and how to file paperwork that is common to all students.
- One member will be responsible for taking notes at all the meetings.



STUDENT GOVERNMENT ASSOCIATION

**By-Laws**  
**Section 500:**  
**Policies and Procedures Related to the Committees**  
**Number 503-01**

**Date enacted:** November 13, 2017

**Subject:** Student Government Association Accountability Board

**BY-LAW BODY**

The Student Government Accountability Board will be convened as necessary and chaired by the SGA President (non-voting), and consist of the SGA Advisor (non-voting), the Chief Commissioner of Community Standards (voting), the Student Trustee (voting), and the Alternate Student Trustee (voting).

The Student Government Accountability Board will be convened as necessary and chaired by the SGA Executive Vice President (non-voting), and consist of the SGA Advisor (non-voting), the Chief Commissioner of Community Standards (voting), the Student Trustee (voting), and the Alternate Student Trustee (voting) in the instance when the SGA President needs to be brought up in front of the Student Government Accountability Board.

In the instance where any voting member needs to be brought up in front of the Student Government Accountability Board, the Executive Vice President will temporarily replace the voting member's role on the Student Government Accountability Board.

Guidelines for the Board's operation are established in the Executive Committee Accountability Policy.

**By-Laws**  
**Section 500:**  
**Policies and Procedures Related to the Committees**  
**Number 503-02**

**Date enacted:** September 30, 2013

**Subject:** Rules Committee

**BY-LAW BODY**

The responsibility of the Rules Committee will be to convene as needed to:

- Review and suggest revisions to SGA policies and procedures, including:
  - Constitution
  - By-Laws
- Provide other committees and executive committee members with feedback on:
  - Accountability Policy
  - Advisor Handbook
  - Election Policy
  - Student Financial Control Board Guidelines
- The committee will be responsible for drafting original legislation for the senate to vote on and to review any legislation that passes the University Senate that relates SGA policies and procedures.

The committee will be chaired by the Alternate Student Trustee and include senators who are not serving as chair or vice chair of another committee as appointed by the Recording Secretary.



STUDENT GOVERNMENT ASSOCIATION

**By-Laws**  
**Section 600:**  
**Policies and Procedures Related to the Commissions**  
**Number 600-01**

**Date enacted:** February 9, 2016

**Subject:** The Commission of Elections

**BY-LAW BODY**

The Purpose of the Commission of Elections shall be to oversee the Election Processes of the Student Government Association. The Commission of Elections shall use the resources provided by the Student Government Association to provide a fair process for which eligible candidates can compete fairly in all Student Government Association Elections. The Election Commission shall also use resources provided by the Student Government Association to encourage participation in SGA General Elections and to maximize voter turnout for the SGA General Elections.

**Members**

The Chair of Commission of Elections shall be the AVP of Governmental Relations. However in the case that the AVP of Governmental Relations is participating in the current election cycle, then the Alternate Student Trustee will oversee the process.

At the beginning of their term, the AVP of Governmental Relations shall be responsible for appointing four (4) members of the undergraduate student population of Rowan University to serve on the Elections Commission. These members need not be senators within the SGA. Members of one commission may not serve on any other commissions simultaneously. No other SGA Executive Committee members, except for the Chair and SGA Advisor(s), may serve directly on the Commission. Voting members of the Commission shall be the Chair and the members appointed by the AVP of Governmental Relations.

### **Commission Responsibilities**

- Governing and organizing all elections of the SGA and overseeing all appointments.
- Organizing an event(s) that provides candidates a platform to give to the student body.
- Ensuring that all candidates adhere to all rules and guidelines and properly handling any disciplining violations.
- Announcing the opening of any positions which are elected or appointed.
- Reporting and publicizing the results of elections and appointments.

### **General Election Procedures**

#### **Positions Elected through the Student Body**

These positions within the SGA are ones that are Elected through the Student Body

- President
- Executive Vice President
- Recording Secretary
- Chief Financial Officer
- Class Senators
- Academic Senators
- At-Large Senators
- SGA Assistant Vice Presidents
- Chief Commissioner of Community Standards

Class Senators are elected by students in the Academic Class they will represent. Academic Senators are elected by students within the Academic College they will represent.

At-Large Senators are elected by the entire student population at the start of the Fall Semester.

## **Candidacy**

Eligibility shall be defined as:

- Meeting the cumulative GPA requirements in order to run for office
- Having the time commitment to serve out the full term of office
- Having the time commitment to attend all Senate Meetings for the term of office, and for Executive Committee Positions, the time commitment to attend all Senate Meetings and Executive Committee meetings for the term of office.
- Submitting all necessary paperwork before the deadline of an application.

## **Timing of Elections**

The Commission shall announce not later than the third week of the Spring Semester, the dates for which applications for all Generally Elected Positions are due. The Commission shall also announce what day General Elections shall open and what day they shall close.

During the first day of elections, polls shall open at 8:00 AM and remain open until the last day of elections, during which the polls shall close at 11:59 PM. The polls shall remain open for at least two days. Polls shall be performed electronically. If due to technological or unforeseeable circumstances which would drastically reduce the voter turnout or impede a fair election process, the Commission may establish an alternate voting method or reschedule the General Elections.

## **Special Election Procedures**

### **Positions Elected through Special Elections**

These positions within the SGA are ones that are Elected through the Senate.

- Positions during which a vacancy occurs during a normal term of office

## **Candidacy**

The Commission shall be responsible for announcing the opening of applications for positions elected through special elections no later than two weeks before an SGA meeting during which a special election shall occur. No later than four days before an SGA meeting during which a special election shall occur candidates shall be notified of their eligibility or ineligibility to participate in a Special Elections

Eligibility shall be defined as:

- Meeting the cumulative GPA requirements in order to run for office
- Having the time commitment to serve out the full term of office or finish the term of office if filling a vacancy.
- Having the time commitment to attend all Senate Meetings for the term of office, and for Executive Committee Positions, the time commitment to attend all Senate Meetings and Executive Committee meetings for the term of office.
- Submitting all necessary paperwork before the deadline of an application.

## **Special Election Procedure**

During a Senate meeting in which Special Elections shall occur, all candidates running for a particular position must be present. If a candidate is not present for the election meeting, they may submit a written speech or recorded speech to the Commission to be read in their place during the election process. The AVP of Governmental Relations shall chair the Senate meeting during the period in which Special Elections are taking place.

During the election period for a particular office or position, all candidates shall be leave the room in which the Senate is meeting. One by one, each candidate shall then have the opportunity to give a two(2) minute speech to the Senate. After their speech, an open period lasting three(3) minutes shall occur where members of the Senate shall be allowed to ask the candidate questions. After all candidates have spoken before the Senate, the members of the Senate shall have a five(5) minute discussion in which the merits of candidates may be discussed.





STUDENT GOVERNMENT ASSOCIATION

After the discussion period, members of the Senate shall cast ballots for a particular candidate.

In order to be elected, a candidate must receive the most number of votes cast. If there is a tie between the top candidates, another vote shall take place between the candidates who tied.

**Discipline of Members of the Commission**

If any members of the Commission violate any rules related to Elections or the harms operation of the Student Government Association, the Chair of the Commission shall be responsible for referring any violators to the Student Government Association Accountability Board.



STUDENT GOVERNMENT ASSOCIATION

**By-Laws**  
**Section 600:**  
**Policies and Procedures Related to the Commissions**  
**Number 600-02**

**Date enacted:** February 9, 2016

**Subject:** The Commission of Community Standards

**BY-LAW BODY**

The Purpose of the Commission of Community Standards shall be to allow any student who has a complaint about the operations of the Student Government Association a place where their voice can be heard. The Commission of Community Standards shall conduct all investigations and handle all complaints fairly.

**Chair**

The Chair of Commission of Community Standards shall be the Chief Commissioner of Community Standards.

**Commission Members**

At the beginning of their term, the Chief Commissioner of Community Standards shall be responsible for appointing four (4) members of the undergraduate student population of Rowan University to serve on the Commission. These members need not be senators within the SGA. Members of one commission may not serve on any other commissions simultaneously. No other SGA Executive Committee members, except for the Chief Commissioner of Community Standards and SGA Advisors, may serve directly on the Commission. Voting members of the Commission shall be the Chief Commissioner of Community Standards and the members appointed by the Chief Commissioner of Community Standards.



STUDENT GOVERNMENT ASSOCIATION

### **Addressing Grievances to the Commission**

Any member of the Rowan University community may file a complaint regarding the operations of the Student Government Association as a whole or about any particular member within the Student Government Association. The complaint shall contain detailed instances of where a member failed to perform their duties or has severely damaged the Student Government Association.

All complaints shall be directed towards the Chief Commissioner of Community Standards and an SGA Advisor. The Commission shall schedule an initial hearing no later than 10 business days from the receipt of the initial complaint.

### **Commission Initial Hearing**

The initial hearing is used to determine the credibility of the complaint and whether it falls within the Commission's purview. A decision as to whether the Commission will pursue the case further will be given to the grievant at the end of the hearing. If another body is more suitable to handle the complaint, the Commission shall prepare a referral to that body. The Commission is unable to hear the same complaint more than once unless new information comes to light in a subsequent complaint of similar nature.

During the initial hearing, only members of the Commission and SGA Advisors may be present. An SGA Advisor must be present during this meeting. During this meeting, the Commission shall evaluate the complaint and determine whether or not the complaint is valid. A majority of the voting members of the Commission are required for the Commission to deem a complaint valid and schedule an Investigation Hearing.

### **Commission Investigation Hearing**

An investigatory hearing shall be scheduled no less than 7 days and no more than 21 days after the close of an initial hearing. Any SGA members the Commission deems necessary may be compelled to attend or testify at the

investigatory hearing. Proceedings shall happen in closed session. An SGA Advisor must be present during this meeting.

Each party shall be entitled to:

- Have counsel present for the entirety of the proceedings, provided that this counsel is a member of Rowan University and does not serve this role in a professional capacity.
- Present witnesses, testimony, and evidence.
- Cross-examine other witnesses and examine evidence.
- Make opening and closing statements.

### **Commission Report**

The Commission will write a complete report detailing the grievance, any additional allegations, findings of fact, testimony, and evidence presented to them, along with a recommendation on what action, if any, should be taken. This report will be submitted to the appropriate authority, which is usually but not always the President of the SGA, and the SGA Advisors. After seven business days, unless otherwise indicated by the authority the report is submitted to, the report is released to the public.

### **Commission Decharterment Hearing**

As per the Club Accountability Policy, the Commission will convene a hearing on potential revocation of an organization's SGA charter when required. The Commission must ensure that all records relevant to the organization's standing with Student Government are received from the SGA Executive Vice President.



STUDENT GOVERNMENT ASSOCIATION

**By-Laws**  
**Section 700:**  
**Policies and Procedures Related to Institutional Services**  
**Number 700-01**

**Date enacted:** September 30, 2013

**Subject:** Current Institutional Service Organizations

**BY-LAW BODY**

The Student Government Association recognizes the following organizations as providing irreducible services to the student body and Rowan University:

- Student University Programmers (SUP),
- The Whit Newspaper,
- Emergency Medical Services (EMS),
- Childcare Center,
- Rowan Television Network (RTN)
- The Gallery
- The Image



STUDENT GOVERNMENT ASSOCIATION

## **By-Laws**

### **Section 800: Policies and Procedures Related to the Amendments and Resolutions**

#### **Number 801-01**

**Date enacted:** September 30, 2013

**Subject:** Referenda Process

#### **BY-LAW BODY**

While the Constitution of the Rowan University Student Government Association allows amendments to be officially proposed only by senators, any member (as defined in Article II of the Constitution) has the opportunity to submit suggested amendments to any senator to submit to the President for referral to the proper committee.

Should the senator fail to represent their constituent(s) concerns by proposing the amendment, the member may submit a grievance to the Commission on Community Standards who shall investigate and provide sanctions as needed.

## **By-Laws**

### **Section 900: Policies and Procedures Related to Legalities**

#### **Number 900-01**

**Date enacted:** February 24th, 2020  
**Revised:** November 23rd, 2020

**Subject:** Concerning the Functions and Activities of SGA or their Chartered and Petitioning Organizations

#### **BY-LAW BODY**

In standing with Article IX of Rowan SGA's Constitution, "[Rowan SGA] shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office."

To ensure this article is properly abided by, the following list of prohibited functions and activities is provided. This policy is not intended to infringe in any way on an individual's right, in his or her own name, to support a particular candidate, or participate in a political campaign.

SGA or their petitioning or chartered organization may not:

- Purchase campaign material with club funds raised from the club itself, or allocated from SGA;
- Donate allocated or raised funds to a political campaign;
- Endorse any candidate for office regardless of affiliation or connection; or
- Engage in any other function or activity deemed in violation of Article IX by Rowan SGA.

Chartered and petitioning organizations must abide by Rowan Social Media Team policies and standards as well as those set forth by SGA and enforced by



STUDENT GOVERNMENT ASSOCIATION

the AVP of Public Relations and Special Events.

Chartered and petitioning organizations advertising individual member involvement on behalf of or in opposition to a candidate for political office, or individuals taking a position on an issue for the purpose of supporting or opposing a candidate, must make it clear they are speaking as individuals and should at all times include the following disclaimer:

*“This event/publication/solicitation is sponsored solely by the [name of student organization] without support or endorsement of Rowan University or Rowan SGA. Rowan University and Rowan SGA do not participate in political campaigns on behalf of, or in opposition to, any candidate for public office.”*

Individuals remain entirely free to become involved in the election process as they choose, in a manner that does not evidence or imply SGA involvement.

Enforcement of this bylaw shall be vested in the SGA Executive Vice President, in coordination with the Chief Commissioner of Community Standards and the Chief Financial Officer.

Sanctions shall be levied by the SGA Executive Vice President as follows:

- 1st Offense: 2 points received & immediate meeting with SGA EVP.
- 2nd Offense: 3 points received & immediate meeting with SGA EVP; freezing of accounts for a duration of time determined by the SGA EVP, not to exceed one (1) academic month.
- 3rd Offense: Loss of SGA Charter.

All offenses are wiped off the record after one (1) academic year.



**By-Laws**  
**Section 1000:**  
**Policies and Procedures Related to the Accompanying Documents**  
**Number 1000-01**

**Date enacted:** September 30, 2013

**Subject:** By-Law Approval Process

**BY-LAW BODY**

Changes to the by-laws can be proposed by a senator or committee. The format for a proposed by-law being brought to the floor of the Student Government Association (SGA) Senate shall consist of these elements in the following order:

- Include the sponsoring Committee name, if applicable
- The proposed number(s) of the by-law(s), or the number(s) of the existing by-law(s) that the proposal would revise or cancel if passed
- The subject of the proposed by-law
- By-law Body
- Purpose(s) of the proposed by-law:
  - A separate section of the proposed by-law shall be marked by a horizontal line and entitled “Purpose(s) of the proposed by-law”.
  - This shall be followed by sentences, each sentence listed describing one purpose of the proposed by-law, serving as a summary for the Senate when considering the proposal.

Changes to the by-laws shall be voted on the SGA Senate by the majority vote. If approved:

- The purpose statement and sponsor(s) will be removed from the by-law text when officially adopted by the Senate.

**By-Laws**  
**Section 1000:**  
**Policies and Procedures Related to the Accompanying Documents**  
**Number 1000-02**

**Date enacted:** April, 6 2020

**Subject:** Campus Emergencies

**BY-LAW BODY**

Shall an emergency force the closure of, or affect the daily operations of on-campus students at the University, the Senate may, by simple majority vote, delegate the following powers through a resolution to the executive board for a chosen time not exceeding 10 weeks, nor does it carry over from one term to the other:

- SGA finances in conjunction with the SFCB
  - Yearly Budget
  - Supplemental funding
  - Ceasing all non-essential purchasing
  - Adjusting budget hearing process; &
- Resolutions to advocate in areas of Student Life

Powers not enumerated above shall not be granted to the Executive Board.

Any action made by the Executive Board through this bylaw must be communicated to the Senate at least 48 hours prior to its passage via email; financial matters greater than \$1,000 must be notified 5 business days prior to passage.

Shall the Senate fail to generate quorum for a normal or emergency Senate, as prescribed by Article IV Section 6 of the Rowan SGA Constitution, the President may make the declaration enacting the substance of this by-law independent of the Senate.

Any action taken by the Executive Board may be challenged to the Chief Commissioner within 7 calendar days. The Commission will investigate the action and decide if the claim has standing. If the claim has standing, the commission shall send it to be reaffirmed at the next senate.



STUDENT GOVERNMENT ASSOCIATION

In the event that this bylaw is enacted, service hours and any Senate Attendance may not result in points. Non Executive Committee meetings will continue virtually however lack of attendance will not be counted against a club or individual, with the exception of the Student Financial Control Board and the Commission of Community Standards as they are essential committees.

Any club that has petitioned during this time will have a charter date when they file their paperwork with the Executive Vice President, and will be voted on during the first two Senates.

All Executive Board meetings may operate in a “closed” session and an “open” session. During the “Closed” Session no formal action or votes may be taken, and the open session shall be livestreamed when possible and must be given 2 business days notice prior to meeting. During the open session the President may allow for pre approved senators to speak to the Executive Board.

Shall operations resume prior to the end of the resolution, a second resolution rescinding the delegation of power will be presented at the first senate meeting.