



GOLDEN GATE UNIVERSITY

STUDENT GOVERNMENT ASSOCIATION

CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION OF GOLDEN GATE UNIVERSITY

Preamble and Non-Discrimination Statement

We, the students of Golden Gate University, in order to establish the effective administration of internal affairs and assertive democratic representation of student interests and goals and to facilitate opportunities for learners to pursue intellectual, interpersonal, ethical development, and cultural enrichment, hereby establish and maintain this Constitution of the Student Government Association.

We encourage a cohesive and supportive campus environment through student-based programs and student representation in the Student Government Association and be it known that this body is entrusted to insure the welfare, rights, promotion, empowerment, and development of students.

We also support and stand to ensure that any charter organization or member body of the Golden Gate University Student Government Association does not and will not willfully discriminate within the meaning of the law on the basis of race, color, national origin, religion, sex, sexual orientation, disability, age, marital status, or veteran status in any shape or form.

Article I – The Organization

Section I – Name

The formal name of the body herein shall be the Student Government Association of Golden Gate University. Hereafter referred to as the “SGA”. The SGA shall be the official representative of the student body of Golden Gate University.

Section II – Bodies

The SGA shall be composed of an Executive Board and a Senate each with their own powers and mandates (Article II, Section I and Section VII).

Section III – Student Body

Any student of Golden Gate University who is in good academic standing (graduate students must have/maintain a cumulative grade point average of a 3.0 and undergraduate students must have/maintain a cumulative grade point average of a 2.0.) with the University, regardless of full-time or part-time status, is entitled to participate in the SGA, including without limitation, the right to vote for SGA officials, run for SGA office, Senate representation and involvement in SGA activities.

Section IV – Student Concerns

Members of the SGA may raise any issue or grievance through their elected SGA Officers or any Officer of the Senate. The SGA is not a forum for grieving academic concerns related to individual students.



STUDENT GOVERNMENT ASSOCIATION

Members who feel that there has been a constitutional violation may appeal decisions of the SGA to the Judicial Committee (see Articles III, IX, X and By Laws Article I).

Article II – Officers

Section I – The Executive Board

A. The Presiding Officers of the Executive Board of the SGA shall be composed of the following five (5) officers:

1. President
2. Vice President for Campus Activities and Treasurer
3. Vice President for Education and Secretary
4. Vice President for Community Involvement
5. Vice President for Marketing and Communications.

B. The term of office for each position on the Executive Board shall officially begin upon their election in the fall trimester and continue to the election of their successors in the following fall trimester. Each term shall include at least two weeks of transition of SGA responsibilities to and training of the new officers.

C. The elected officers must be enrolled in at least two courses during each trimester of their terms, unless otherwise approved by the Director or Associate Director of Student Life. All candidates must maintain good academic standing by meeting minimum academic eligibility requirements (graduate students must have/maintain a cumulative grade point average of a 3.0 and undergraduate students must have/maintain a cumulative grade point average of a 2.0.)

Eligibility for the President’s position requires at least one completed academic term and is a year-long commitment.

D. The official meetings of the SGA Executive Board may be closed meetings. The Executive Board’s responsibilities are described below. SGA must hold at least two open general meetings per year that are accessible to students both on campus and in remote locations.

Section II – President

The President shall:

- A. Oversee and take primary responsibility for the affairs of SGA.
- B. Be the primary interpreter of this Constitution and its By-Laws.
- C. Act as the chief representative of the SGA, both within and outside the University community
- D. Call to order, chair, and schedule regular general open SGA meetings
- E. Call and preside over regular meetings of the Executive Board
- F. Have the power to call special meetings of the SGA.
- G. Swear in and confirm all newly elected SGA Officers and appointed Senators.



STUDENT GOVERNMENT ASSOCIATION

- H. Confirm all committee chairs and be available for consultation on any committee's activities or decision.
- I. Attend in person or appoint a proxy to attend the Board of Trustees meetings, and by invitation of the President of the University, University Cabinet meetings and communicate the information learned at these meetings to the Executive Board
- J. Have the power to form temporary or permanent committees in order to accomplish tasks and goals.
- K. Participate in the graduate and undergraduate commencement ceremonies, all New Student Orientations during their term of office and the main events called by the Office of Student Services
- L. Perform pre-designated SGA responsibilities and activities:
 - a. Meet with either the Director or Associate Director of Student Life at least once during each trimester of the term for feedback and evaluation.
 - b. Provide a report to the Executive Board and the Director and Associate Director of Student Life at the end of each trimester on activities.
- M. Be aware of all University policies that could affect a student; act as mediator between disputing parties and suggest mediation alternatives or escalate to the Office of Student Life or the Associate Dean of Students, when necessary
- N. Ensure that each officer holds open office hours each week during which students can meet with the officer.
- O. Proactively maintain communication channels with all University administrative, faculty, staff, departmental, association, club, and organization bodies on campus as a representative of the SGA
- P. Have a transition meeting with the incoming president of SGA.

Section III – The Vice President for Campus Activities and Treasurer

The Vice President for Campus Activities and Treasurer shall:

- A. Review the qualifications and compliance with University requirements of associations, clubs, and organizations.
- B. Compile and maintain association, club and organization charters, noting who are the officers, members and advisors.
- C. Coordinate and provide training to all associations, clubs, and organizations on the process of requesting approval of and funds for events and activities.
- D. Receive and evaluate all requests for SGA funds and, if approved, process the request
- E. Receive and review all requests for reimbursement from associations, clubs and organizations and allocate the appropriate reimbursements in conjunction with either the Director or Associate Director of Student Life
- F. Utilize generally accepted accounting principles in performance of their responsibilities and maintain SGA financial records.
- G. Perform an annual audit of the SGA financial records and coordinate review of said audit with the entire SGA.



STUDENT GOVERNMENT ASSOCIATION

- H. Provide SGA financial information to Executive Board for review at the end of each trimester.
- I. Evaluate ways for the SGA to improve spending and return on investment.
- J. Be the primary liaison and resource for associations, clubs, and organizations and take primary responsibility in SGA for understanding their needs.
- K. Possess thorough knowledge of GGU policies on postings, meetings, and events.
- L. Ensure association, club, and organization compliance with University posting guidelines for publications and/or promotions on campus and social media.
- M. Coordinate participation of student associations, clubs, and organizations in GGU sponsored events
- N. Have the power to form temporary or permanent committees in order to accomplish tasks and goals.
- O. Participate in the graduate and undergraduate commencement ceremonies, all New Student Orientations during their term of office and the main events called by the Office of Student Services
- P. Perform pre-designated SGA responsibilities and activities:
 - a. Provide a report of expenditures and budgeted items to the Executive Board and the Director and Associate Director of Student Life at the end of each trimester.
 - b. Meet with either the Director or Associate Director of Student Life at least once during each trimester of their term for feedback and officer evaluation.
- Q. Proactively maintain communication channels with all University administrative, faculty, staff, departmental, association, club, and organization bodies on campus as a representative of SGA
- R. Have a transition meeting with the incoming Vice President for Campus Activities and Treasurer of SGA

Section IV – The Vice President for Education and Secretary

The Vice President for Education and Secretary shall:

- A. Conduct focus groups with faculty, staff and students to determine educational needs of students and promote importance of faculty evaluation among students.
- B. Meet with the Director and Assistant Director of Student Life to discuss the survey and focus group findings and determine upcoming educational needs and opportunities.
- C. Attend in person or appoint a proxy to attend the Faculty Senate meetings and communicate information from those meetings to the Executive Board.
- D. Be responsible for the SGA office organization and filing systems.
- E. Keep the affairs of the SGA organized, keep a permanent record of each meeting of the Executive Board, and ensure that all committee meetings and reports are published for review of the student body.
- F. Gathering all proposed points of discussion, and issuing an agenda by email to the Executive Board and digital publication no later than 1 day (24 hours) before a scheduled meeting
- G. Recording all Executive Board meetings and distributing each meeting's minutes by email to the Executive Board and digital publication no later than 3 days (72 hours) after the meeting.



STUDENT GOVERNMENT ASSOCIATION

- H. Maintaining and keeping current the SGA site on the school's current digital platform and being responsible for monitoring the official SGA e-mail address
- I. Be responsible for all internal and external correspondence of the SGA.
- J. Have the power to form temporary or permanent committees in order to accomplish tasks and goals.
- K. Participate in the graduate and undergraduate commencement ceremonies, all New Student Orientations during their term of office and the main events called by the Office of Student Services
- L. Perform pre-designated SGA responsibilities and activities:
 - a. Create Annual Survey questions and submit to SGA Advisor for approval
 - b. Conduct annual SGA student survey and present findings to students, administration, staff and faculty
 - c. Meet with either the Director or Associate Director of Student Life at least once during each trimester of their term for feedback and officer evaluation.
 - d. Provide a report to the Executive Board and the Director and Associate Director of Student Life at the end of each trimester on activities.
- M. Proactively maintain communication channels with all University administrative, faculty, staff, departmental, association, club, and organization bodies on campus as a representative of the SGA
- N. Have a transition meeting with the incoming Vice President for Education and Secretary of SGA

Section V- Vice President for Community Involvement

The Vice President for Community Involvement shall:

- A. Perform outreach and maintain relationships with external partners.
- B. Develop programming to bring GGU into the community and the community to GGU.
- C. Organize and coordinate all activities, events, and social events formally sponsored by the Executive Board (i.e. Campus Connect, Gala, etc.)
- D. Collaborate with the Director or the Associate Director of Student Life to plan and sponsor volunteer community days and Student Life events.
- E. Preside over Senate meetings.
- F. Develop suggestions for improvement on community involvement for each upcoming trimester.
- G. Have the power to form temporary or permanent committees in order to accomplish tasks and goals.
- H. Participate in the graduate and undergraduate commencement ceremonies, all New Student Orientations during his/her term of office and the main events called by the Office of Student Services
- I. Perform pre-designated SGA responsibilities and activities:
 - a. Provide a report to the Executive Committee and the Director and Associate Director of Student Life at the end of each trimester on activities.
 - b. Meet with either the Director or Associate Director of Student Life at least once during each Trimester of the Term for feedback and officer evaluation.



STUDENT GOVERNMENT ASSOCIATION

- J. Proactively maintain communication channels with all University administrative, faculty, staff, departmental, association, club, and organization bodies on campus as a representative of the SGA
- K. Monitor and respond to messages on the SGA voicemail and email.
- L. Have a transition meeting with the incoming Vice President for Community Involvement of SGA

Section VI – Vice President for Marketing and Communications

The Vice President for Marketing & Communications shall:

- A. Assist the President in the general administration of the SGA and its organization.
- B. Oversee the publication of student generated online social media using various distribution platforms (e.g., GGU Social Student Blog, GGU Social Facebook Page, GGU Campus App and Student Health 101) and recruit students and the Executive Board to contribute content.
- C. Administer SGA marketing and communication funds in conjunction with the Director and the Associate Director of Student Life
- D. Publicize to students all SGA, Student Life and other GGU-sponsored events and activities.
- E. Ensure updates to the student body of University news.
- F. Assist the SGA President in organizing and publicizing the open general meetings of SGA.
- G. Have the power to form temporary or permanent committees in order to accomplish tasks and goals.
- H. Participate in the graduate and undergraduate commencement ceremonies, all New Student Orientations during his/her term of office and the main events called by the Office of Student Services
- I. Perform pre-designated SGA responsibilities and activities:
 - a. Meet with either the Director or Associate Director of Student Life at least once during each Trimester of the Term for feedback and officer evaluation.
 - b. Provide a report to the Executive Board and the Director and Associate Director of Student Life at the end of each trimester on activities which includes a calendar of social media posts and engagement metrics.
- J. Proactively maintain communication channels with all University administrative, faculty, staff, departmental, association, club, and organization bodies on campus as a representative of the SGA
- K. Have a transition meeting with the incoming Vice President for Marketing & Communications of SGA

Section VII – Senate

- A. The Senate shall be the representative body of the of the SGA and shall function collectively as its legislative body. The Senate shall manage SGA affairs, implement policies and procedures, and ensure proper execution and implementation of this Constitution through its By-Laws.
- B. The Senate shall consist of the five (5) officers described in Article III, and the Representatives from each school apportioned to subsections (a) – (f) below.
 - a. Edward S. Ageno School for Business
 - b. Braden School of Taxation



STUDENT GOVERNMENT ASSOCIATION

- c. School of Accounting
 - d. School of Law
 - e. GGU Worldwide
 - f. School of Undergraduate Studies
- C. Each school shall have a voting seat in the Senate. A student from each school shall be elected by the student body to represent their school. One spot will be designated to each of the schools.
- D. These Representatives shall keep their peers informed of relevant SGA events, services, and programs by all available and effective means.
- E. In order to promote the interests of their school, each Representative shall conduct at least one “Town Hall” meeting each Fall, Spring, and Summer term for the purpose of providing a forum in which school members can discuss issues and provide opinions and suggestions on the activities of the SGA.
- F. The term of office for each position on the Senate shall officially begin upon their election in the Fall trimester and continue to the election of their successors in the following Fall trimester. Each term shall include at least two weeks of transition of SGA responsibilities to and training of the new officers.
- G. Senate meetings shall occur on a monthly basis and include a conference call-in feature so that off-site students may be involved.

Section VIII – Recall

- A. Any Representative of the Senate shall be subject to recall by:
 - a. Petition of one-third (1/3) of the constituency from which that member was elected; or
 - b. Resolution of two-thirds (2/3) of the Senate.
- B. For any executive officer subject to recall, a recall election shall be held promptly, under the auspices of the Election Committee.

Section IX- Filling Vacated Executive Board Positions

- A. Office of the President: In the event of the temporary absence or disability of the President, the presidential duties shall be performed by the Vice President for Marketing and Communications. Should the Vice President for Marketing and Communications be unable to assume the duties of President, the duties will fall upon the Vice President for Campus Activities and Treasurer, and if unavailable, upon the Vice President for Education and Secretary.
- B. Other Executive Board Positions: In the event that an executive office of the SGA (other than the President) is vacated, the President may appoint any member of the SGA to the office upon a majority confirmation by the Senate present at an official meeting.
- C. On compelling evidence that no officer will be available to assume the duties of office within a reasonable period, the elected representative of the SGA shall, with the approval of a majority of the Senate, call a meeting for the sole purpose of conducting a special election to fill the vacancies.



STUDENT GOVERNMENT ASSOCIATION

Article III – Judicial Committee

Section I – Membership

- A. The Judicial Committee is the Judicial Branch of the SGA and shall consist of the following:
 - a. Vice President for Marketing and Communications serving as the Judicial Committee Chairperson; and
 - b. Four (4) members of the SGA, nominated by the Judicial Committee Chairperson, and confirmed by a majority vote of the SGA officers present at an official SGA meeting.
- B. A quorum of three (3) voting members is required to convene an official meeting of the Judicial Committee.

Section II – Terms of Office

Judicial Committee members shall serve, during good behavior, for the term of office of the elected Officers of the SGA.

Section III – Rules

The Judicial Committee shall determine its own rules of procedure and shall frame them in the spirit of the equal protection and due process of the United States and California Constitutions and of the policies of Golden Gate University.

Section IV – Responsibilities

The Judicial Committee shall be responsible for:

- A. Interpreting the SGA Constitution and monitoring compliance with the Constitution by the Officers of the SGA;
- B. Issuing advisory opinions related to Constitutional interpretation, compliance and procedures on request of any Officer of the SGA; and
- C. Compiling and recommending to the Officers of the SGA any proposed revisions to the Constitution pursuant to Article 9 – Amendments and Revisions.

Section V – Decisions

Judicial Committee decisions shall be made by majority vote and are final.

Section VI – Minutes

All Judicial Committee decisions and interpretations shall be included in the record, published within the meeting minutes, and shall be provided to the VP for Education and Secretary within 3 days (72 hours) of each meeting.

Section VII – Bias

All Judicial Committee members shall recuse themselves from any deliberations in which actual or perceived bias could impair the judicial process. Judicial Committee members must avoid any appearance of impropriety and must scrupulously adhere to the Student Handbook and the Standards of Student Conduct included therein.



STUDENT GOVERNMENT ASSOCIATION

Article IV – Budget

Section I – Line-Item Budget

The Treasurer shall recommend a line-item budget to the Officers of the SGA. On approval of two-thirds (2/3) vote of the members present at an official meeting, the budget shall be adopted. Amendments and appeals shall be heard and decided by two-thirds (2/3) vote of the Officers of the SGA.

Section II – University Approval

The Treasurer, on behalf of the Officers of the SGA, shall submit the approved budget to the SGA Advisor for final approval.

Section III – General Spending

- A. Prior to use of the SGA general funds, an itemized list of proposed expenses shall be presented to and approved by a majority vote of the Officers of the SGA present at an official meeting.
- B. The SGA shall not spend or allocate funds in excess of its resources. The Treasurer shall be responsible for any such excess to the SGA. The SGA shall act appropriately and constitutionally to discipline all persons or student organizations responsible for negligent or intentional misappropriation of funds. All non-negligent and unintentional financial errors may be exonerated.

Section IV – Financial Reports

- A. The Treasurer shall maintain a complete accounting record which shall be the basis of a report published publicly by electronic means once each Fall and Spring semester. The Treasurer shall publicize the publication of the financial report by way of announcement in current student communication channel. The report shall remain publicly available to the student body until the end of the academic year in which it is posted and shall then be archived.
- B. The Treasurer shall, upon official written request by any member of the Officers of SGA, provide an updated financial report. All written requests for intermediary reports shall be completed within 15 business days of the written request.
- C. The Treasurer shall be responsible for all reporting and accounting requirements of this subsection.
- D. The accounting report shall include at a minimum the following items:
 - a. All monies and other securities held by the SGA Treasury at the inception of the accounting period;
 - b. All monies coming into the SGA Treasury during the current semester, identified by amount and source;
 - c. All monies paid out of the SGA Treasury during the current semester, identified by amount and payee;
 - d. All monies currently allocated in special reserve for SGA project(s);
 - e. Any unpaid and outstanding bills currently held by the SGA (not to include unfunded SGA projects); and
 - f. A figure of all currently held monies of the SGA as of the date of the accounting report.



STUDENT GOVERNMENT ASSOCIATION

Section V – Student Organization Funding

- A. In order for a student organization to qualify for and retain allocated club funds, SORGs (student organizations) shall not discriminate on the basis of national origin, religion, race, sexual orientation, gender, age or disability, or deny entrance to members of the SGA on the basis of academic standing or enrollment in a specialized class or curriculum. The SGA shall deny or withdraw funding from any organization found in violation of this provision.
- B. The student organization shall apply for funds at the appropriate time and with a comprehensive budget, which includes all of the following:
 - a. A statement of purpose of the organization;
 - b. The number of members of the organization;
 - c. Projected events by semester containing the following information for each event listed:
 - i. Approximate cost broken down by category;
 - ii. Detailed description of program content;
 - iii. Projected date and time to be held; and
 - iv. Benefit to students
 - d. A list of administrative costs not related to any event, broken down by semester and category, for which funding is requested.
 - e. A list of officers with contact information.
 - f. The student organization shall post the date, time and location of its meetings.
 - g. The student organization's treasurer or other officer shall attend a workshop on allocating club funds, to be conducted by the Treasurer in advance of the application deadline.

Section VI – Reversion of Funds

- A. Reversion and Reallocation of SGA or Club Funds: SGA or Club funds shall be used solely for the purposes for which the funds are approved and allocated.
- B. Unspent SGA or Club funds in a student organization's budget revert to the University's general fund at the end of the Fiscal Year (June 30).
- C. Student organizations may request that the SGA Treasurer reallocate all of or some of their unspent club funds to other existing budget line-items, or to an event of SGA or another student organization.
- D. Timely requests for reallocation must be made in accordance with the procedure outlined below:
 - a. A majority vote of the student club or organization's membership present at an official club or organization meeting is required to grant reallocation of funds.
 - b. Meeting minutes including the proposal for reallocation of club or organization funds and the vote for the reallocation of funds shall be presented to the club or organization's Advisor for final approval.
 - c. Meeting minutes with Advisor's approval shall be presented to the Vice President for Campus Activities and Treasurer.



STUDENT GOVERNMENT ASSOCIATION

Section VII – New Student Organization Funding Request

New student organizations seeking club funding shall submit a budget request to the Vice President for Campus Activities and Treasurer in compliance with Article IV, Section V – Student Organization Funding.

Article V – Elections Committee

Section I – Membership

The Election Committee shall consist of three (3) members of the SGA. No candidate for any office shall be a member of the Committee. Nominees for the Election Committee shall be approved by majority vote of those SGA Officers present at an official meeting.

Section II – Duties

The Election Committee shall fairly and impartially conduct all general and special elections and shall authenticate and report the results of each election to the Officers of SGA. The Election Committee shall prescribe and enforce such regulations as it deems necessary for each election.

Section III – Rules and Procedures

Election Committee rules and procedures shall be approved by a majority vote of the Officers of SGA present at an official meeting.

Article VI – Elections

Section I – Voting

- A. Elections of SGA officers and representatives shall be by secret ballot. In the event of a tie, a run-off election shall be held promptly.
- B. When multiple School Representatives are to be elected, the first such position shall be filled by the candidate with the largest number of votes; the second position shall be filled by the candidate with the second largest number of votes; etc., until all positions are filled.

Section II- Notice

The Elections Committee shall ensure that adequate notice is given for all elections, and that all members of the SGA have ample opportunity to vote.

Section III- General Election

The general election for all SGA positions for the upcoming term of office shall be held during the Fall semester, by the 3rd week of classes.

Section IV- Editing of Ballots

There shall be no changes, alterations, or additions to the ballot after it has been printed and returned to the Elections Committee Chairperson, except for obvious error.

Section V- Campaigning

- A. No signs or other campaigning shall be permitted within 10 feet of a ballot box;
- B. All signs are limited to a size of 11" x 17";



STUDENT GOVERNMENT ASSOCIATION

- C. Campaign material may not be distributed or displayed except as herein provided:
 - a. In classrooms in accordance with University policies on posting of flyers and signs;
 - b. In common areas designed for informational use in accordance with University policy on posting documents. No campaigning material of any origin may be placed on student organization boards;
 - c. Use of academic related mass communication systems (e.g. Moodle) shall be strictly prohibited and grounds for disqualification;
 - d. Campaign material may not be inserted into campus publications;
 - e. No campaigning material may be distributed before exactly two weeks prior to the election date.

Section VI- Invalidation of Candidacy

If any candidate violates any of the election rules, their candidacy may be invalidated by a unanimous vote of the Election Committee.

Article VII – Meetings

Section I- Generally

- A. The Officers of SGA shall convene no less than twice a month and at such necessary interim meetings. The President, pursuant to the By-Laws, shall govern the conduct and procedure at meetings.
- B. A complete record of all votes cast at each SGA and committee meeting shall be tallied to identify the votes of each Officer. All records of voting shall be maintained in the official minutes of the SGA and shall be openly published along with the minutes to the student body. All votes of any committee, not required to be closed by this constitution, shall be similarly tallied and their results similarly published.

Section II- Quorum

A quorum is necessary to hold an official meeting of the SGA. The quorum requires that a minimum of one-third (1/3) of the sitting Officers be physically present at the start of each official meeting; proxy votes may not substitute for physical presence. If no officer is present, the meeting shall not convene.

Section III- Interim Meetings

Interim meetings of the SGA Officers may be held upon the call of the President, upon the call of a majority of the Officers, or upon written request of twenty-five (25) students.

Section IV- Proxy Voting

Any member of the SGA Officers may appoint in their absence, any other member of the Officers to vote in their place as a proxy, within the following guidelines:

- A. Notification of the intent to proxy must be sent to the Vice President for Education and Secretary before the meeting, by email or in writing and signed by the absent Officer;



STUDENT GOVERNMENT ASSOCIATION

- B. An absent Officer must specify how he or she wishes to vote on specific issues, and proxy voting is limited to the written record provided;
- C. Absent members may proxy their votes for two meetings per semester only, except by resolution of the SGA;
- D. Proxies shall be reflected in the minutes of a roll call vote but shall not be used in calculating quorum.

Section 5- Adoption of Minutes

- A. Each regular meeting of the SGA shall begin with the approval of the prior meeting's minutes, including the official proceedings of standing committees.
- B. The Vice President for Education and Secretary shall compile and maintain the minutes and resolutions of the SGA, and an official copy shall be posted in an electronic format, which has available access for all members of the SGA.

Section VI- Impeachment

- A. Officers are subject to impeachment and removal from office for egregious infraction of the SGA Constitution and bylaws or the policies and regulations of Golden Gate University; for serious transgression of professional or ethical standards of behavior; or for gross negligence of duty or malfeasance in office.
- B. Accused members are entitled to due process.
- C. Impeachment proceedings may be initiated by any two Officers, who shall present the charges to the SGA.
- D. On approval of a majority of the SGA, the President shall convene a special meeting where the accusers shall bring charges against the accused member and prosecute their case.
- E. For the impeachment of a President, the Chair of the Judicial Committee shall preside. The accused may be represented by counsel of choice and may present evidence to rebut the charges.
- F. After a full and fair hearing, the SGA, on three-quarters (3/4) vote of those members present, shall remove the accused from office.
- G. The vacated office shall be filled as provided by Article II, Section IX – Filling Vacated Executive Board Positions, or by special election. A record of the proceedings shall be published and included in the minutes.

Article VIII – Committees

Section I- Other Committees

- A. Except as provided in Articles III and V, the SGA may appoint such committees as are necessary to conduct business and shall act as a whole to interview candidates for committee appointments.
- B. Any member of the SGA may make nominations to the SGA and appointments shall be made by majority vote.
- C. Members may serve on multiple committees, at the discretion of the SGA. Committee reports and findings shall be included in the minutes.



STUDENT GOVERNMENT ASSOCIATION

ARTICLE IX – Amendments and Revisions

Section I- Approval

Amendments and/or revisions to this Constitution shall be approved by a two-thirds (2/3) majority vote of the SGA Officers present at an official meeting AND ratified by majority vote of the entire student body in a general or special election.

Section II- Effective Date

Constitutional amendments become effective ten (10) days after they are ratified.

ARTICLE X- By-Laws

Section I- Bylaws

- A. The SGA shall establish and maintain bylaws, consistent with this Constitution, which shall govern all meetings, functions, operations and procedures of the Officers of SGA.
- B. The Bylaws shall be included in the official record of the SGA.

Section 2: Bylaws Committee

- A. The Bylaws Committee shall be comprised of the Vice President for Community Involvement as Chair and two members nominated by the Vice President for Community Involvement and confirmed by a majority vote by the SGA.
- B. Committee members shall be nominated by the President, with the approval of the Officers and shall be responsible for drafting and revising bylaws governing all regular and special functions of the Officers and the SGA.
- C. Recommendations of the Bylaws Committee shall be adopted by majority vote of the SGA.



GOLDEN GATE UNIVERSITY

STUDENT GOVERNMENT ASSOCIATION BY-LAWS OF THE GOLDEN GATE UNIVERSITY STUDENT GOVERNMENT ASSOCIATION

ARTICLE I: GOVERNANCE

Section 1: Document Copy Distribution

The SGA President shall post the Constitution and By-laws on the school's current digital platform, which is accessible by all SGA members. In addition, a copy shall be available for review in the SGA office.

Section 2: Beyond the Scope of the By-laws

Where the Constitution or By-Laws do not speak directly to the issue before the board, Roberts Rules of Order can be consulted to resolve the issue and ensure efficient and effective meetings.

Section 3: Posting of Minutes

The agenda and minutes for each SGA meeting shall be posted on the school's current digital platform in a timely manner. The financial reports are generated twice per trimester and they are posted both on the school's current digital platform and in a hard copy in the SGA Office.

Section 4: Unfilled Representative Position

In the event that a school representative to the Senate is unable to fulfill the term of office, the office shall be filled through the nomination and election process. If no candidate accepts the position, the office shall be appointed by the SGA President and confirmed by resolution of the Senate.

Section 5: Communication with the Student Body

The SGA president or other Officer may communicate with the SGA in some form at least once per month through current student body communication platform.

Section 6: Amending and Repealing By-laws

- A. These By-Laws may be amended or repealed, and the members of the SGA may make new by-laws, by majority vote at a meeting at which a quorum is present.
- B. Proposed by-law changes will be presented to the SGA at one meeting and voted upon during the following meeting.

ARTICLE II: ELECTIONS

Section 1: Voting Privilege

- A. All members of the Student Government Association (SGA) may vote in all elections regardless of their anticipated date of graduation.



STUDENT GOVERNMENT ASSOCIATION

- B. SGA members must present either a Golden Gate University student ID or governmental-issued photo identification in order to vote in SGA elections.

Section 3: Counting of Ballots

Prior to every SGA election the exact date, time and place of the ballot counting will be published on current student body communication channel, giving sufficient notice to the entire SGA membership so that any SGA member will have the opportunity to attend the official ballot counting.

Section 4: Elections Committee Chair

There shall be a Chair of the Elections Committee. The Chair is to handle all issues, inquiries and matters of public concern pertaining to elections.

Section 5: Election Date

SGA elections shall be held no later than the third week of Fall term.

Section 6: Letters of Intent

- A. Potential candidates running for office shall submit letters of intent by the first Friday of the Fall term.
- B. Deadlines are extendable as necessary to fill candidate's positions for any open offices.
- C. Letters of Intent shall be posted on the final deadline date in the SGA lounge (Room 2313 at 536 Mission Street).
- D. Letters of Intent shall clearly state the candidate's intentions in running for office and outline the candidate's experience, platform, or other relevant information that will allow voters to make an informed decision.

Section 7: Campaign Flyers

All candidates must sign a waiver acknowledging their intent to comply with all election rules included in the Constitution, By-Laws, and Student Handbook. Campaign flyers must be approved by the Department of Student Services office prior to distribution or posting on campus.

Section 8: Campaign Giveaways

- A. No candidate may offer or extend an offer, either express or implied, or through a third party, to exchange votes for valuable consideration of more than nominal value.
- B. This provision excludes offering promotional campaign materials, including but not limited to T-shirts, pens, buttons, candy, stickers or other promotional items that do not exceed a value of \$5, provided that distribution does not create any obligation, promise or contract, express or implied, to vote for the candidate.
- C. A candidate may hold informational meetings and provide food or refreshments, provided such promotion is in accordance with the provisions of this section.

Section 9: Candidate Censure or Removal

- A. Failure by any candidate to comply with Article II Section 8 of these by-laws may result in the candidate's censure or removal from the ballot.



STUDENT GOVERNMENT ASSOCIATION

- B. Removal of a candidate's name from the ballot will result in the re-opening of the Letter of Intent period or, depending on the exigencies, appointment of a candidate, except where the position is President or any Vice-Presidential position.
- C. In this case a special election shall be held to elect a President or Vice President.

Section 10: Election Polls Process

- A. To vote, students must present either a Golden Gate University student ID or governmental-issued photo identification.
- B. An elections staff person will cross-reference the student's identification number with the registrar's list of active students to verify that the student is enrolled in any GGU academic programs.
- C. If discrepancy arises during ballot counting, Elections Committee members have discretion to decide the best resolution and will advise the SGA President as to their majority decision.
- D. Election results shall be posted in the SGA lounge the day of counting.

Section 11: Election Ethics

- A. Current members of the SGA running for re-election of their currently held office or running for election of a different office than currently held shall not be responsible for staffing the election station or ballot counting.
- B. Sitting members of the SGA may privately endorse candidates for election. An Officer who has endorsed a candidate shall recuse themselves from any official decisions that impact the election processes or procedures. Board members may not use their titles on any written endorsements, nor may candidates endorsed by sitting officers use the positions of the officer on any print advertising prior to an election.

Section 12: Outgoing Officers

The outgoing Officers shall meet before the fifth week of Fall term and the incoming Officers will take office at the completion of the outgoing Officers final meeting.

ARTICLE III: FINANCES

Section 1: Fiscal Year

The fiscal year of the Student Government Association shall run from July 1 to June 30.

Section 2: Reimbursement Procedures

An "SGA Check Request" or a "SORG Check Request" form shall be submitted to the Vice President for Campus Activities and Treasurer for all reimbursements. All reimbursements are processed through the Office of Student Life.



STUDENT GOVERNMENT ASSOCIATION

ARTICLE IV: STUDENT ORGANIZATIONS (SORGS)

Section 1: SORGS without National Representation

- A. Students who wish to form a new SORG must submit to the SGA in writing a mission statement summarizing the goals and intent of the prospective organization.
- B. A faculty or staff member of Golden Gate University shall agree to oversee all activities of the SORG.
- C. The faculty or staff member's name and contact information shall be submitted to the SGA.
- D. A minimum of ten (10) signatures shall be submitted to the SGA, from students who affirm that the addition of the proposed SORG would be beneficial to GGU and its student body.
- E. Upon filing a request to the SGA to acknowledge a new student organization, contact information such as e-mail and telephone numbers of prospective officers and/or chairs of the proposed student organization shall be submitted to the SGA along with all above documents.

Section 2: SORG with National Representation

- A. Students who wish to form a chapter of a nationally recognized student organization shall submit to the SGA, in addition to the above-named documents required for student organizations without national affiliation, a letter from the National affiliate recognizing and accepting GGU's interest in starting a local chapter of their student organization.
- B. A majority vote of the Officers shall grant the request and approve the proposed student organization.

Section 3: SORG Process/Procedures

- A. Upon the election of new officers to the board of each SORG, each student organization shall inform the SGA through the Vice President for Campus Activities and Treasurer of the names, position, and email address of the newly elected board. Failure to do so in a timely fashion shall negatively affect that student organization's budget in the following semester.
- B. Each Spring semester each SORG shall hold elections for officers for the following academic year.
- C. At the beginning of each Fall and Spring semester, each SORG shall submit a general information form and a proposed budget to the SGA.
- D. Each SORG shall have an official SGA representative responsible for attending each semester's SORG governance meetings and corresponding with SGA.

ARTICLE V: CONDUCT AND ATTENDANCE AT SGA MEETINGS AND SGA/SORG-SPONSORED EVENTS

Section 1: Conduct at SGA Meetings

- A. SGA meetings shall be conducted in a professional manner and in keeping with these by-laws. Where the by-laws and the Constitution are silent, Roberts' Rules of Order may be utilized as needed to facilitate an orderly meeting. Roberts' Rules of Order shall not be used abusively or obstructively.



STUDENT GOVERNMENT ASSOCIATION

- B. Profanity and disrespect of any Officer, student or faculty member shall not be tolerated at any time.
- C. An elected SGA Officer shall be in attendance for the majority of SGA meetings for the year. If an SGA Officer is unable to attend an SGA meeting, that Officer shall e-mail or call any SGA Executive member prior to the scheduled time of the meeting.
- D. It is the responsibility of the SGA Officer who has not been in attendance to read the minutes from the meeting.

Section II: Conduct at SGA/SORG-Sponsored Events

- A. SGA/SORG-Sponsored Event shall be conducted in a professional manner and in keeping with the Student Handbook and Standards of Student Conduct included therein.
- B. Profanity and disrespect of any SGA Officer, student or faculty member shall not be tolerated at any time.
- C. If any member of the Executive Board becomes aware of a potentially disruptive attendee to a planned SGA/SORG-Sponsored event, (including, but not limited to: a future or current student, or member of the alumni), the matter may be immediately referred to the SGA Faculty Advisor and Associate Dean of Students for administrative decision and action. The referring SGA Executive Board member must provide 24-hour notice to both the SGA Officers and the potentially affected individual of the time and location of the formal discussion with the administration. This discussion is open to any interested parties, and any decisions made by the administration at the meeting will be final.

ARTICLE VI: ACCESS TO THE SGA OFFICES AND LOUNGE

Section I: Key and Key-Code Access

- A. The SGA Officers shall have access to the SGA office by knowledge of the combination code on the door.
- B. The SGA President shall control the keys to the SGA Storage Office, which is primarily used to store supplies for the SGA.
- C. The combination code on the SORG Office shall be given to SORG leaders on an as-needed basis. Any SGA Officer can have this code in order to facilitate SORG member access.
- D. Except for private events, the SGA lounge shall be open to all members of the SGA and may be reserved by any campus group for events by request of the SGA President, who shall grant the request absent conflict.