Preamble

We, the students of Shippensburg University, in order to form a more representative, unifying, responsible student government; to develop and encourage positive relations between the students, the faculty, and the administration; to promote favorable relationships between the University and the community; to maintain a high quality of student life which ensures every student’s rights and privileges; to appropriate Student Association fund to student organizations in the best interest of all students, do hereby establish this constitution for the Student Association of Shippensburg University.

Article I – Name

The name of this organization shall be the Shippensburg University Student Association.

Article II – Membership

Section 1. All full-time undergraduate students matriculated and registered in Shippensburg University shall be members of the Student Association.

Section 2. The Senate shall be the governing body of the Student Association.

Section 3. The structure of the Senate shall be unicameral.

Section 4. General Membership of the Senate will include a total of twenty (20) Senators and five (5) executive officer positions (President, Vice President, Secretary, Treasurer, Student Trustee, (Ex Officio).

Section 5. Senate Membership

1. Student Life Senators
   a. Residence Hall Association Senator- two (2)
   b. Greek Life Senator- two (2)
   c. Multi-Cultural Student Affairs Senator- two (2)
   d. Athletic Senator- two (2)
   e. Non-traditional Senator- one (1)

2. Academic Senators
   a. College of Arts and Sciences Senator-one (1)
b. College of Business Senator-one (1)
c. College of Education and Human Services Senator-one (1)

3. Class Senators
   a. Senior Class Senator-two (2)
   b. Junior Class Senator-two (2)
   c. Sophomore Class Senator-two (2)
d. Freshman Class Senator-two (2)

Section 6. Qualifications for those running for or holding seats in the Senate:
   1. Students seeking Senate seats as outlined in Article II, section 5, Part 1, letters a-e shall be put forth from their respective organizations.
   2. Students seekingSenate seats as outlined in Article II, section 5, Part 2, shall be a student of that specific college as verified by that particular college Dean.
   3. Will have received and understood the Student Association Constitution and By-Laws. 
   4. Must have a 2.0 cumulative grade point average and shall minimally retain this average throughout their term of office.

Article III – Officers

Section 1. The officers of the Senate shall be:
   1. President
   2. Vice President
   3. Secretary
   4. Treasurer
   5. Student Trustee (Ex-Officio)

Section 2. Each officer of the Senate shall have:
   1. Attended on campus physical instruction at Shippensburg University for full-time credit for at least one full academic year by the time he or she takes office.
   2. Completed a special orientation program from the date of the election to the date of the transition meeting, schedules by the Vice President of Student Affairs.
   3. At least a cumulative 2.0 grade point average and shall retain this average throughout their term in office.
   4. At least twelve (12) credit hours through Shippensburg University during each semester in office.

Article IV- Elections

Section 1. The officers shall be elected to office by the members of the Association at the annual spring election except for the student Trustee whom is appointed by the Governor. Elections are conducted in accordance with the Student Senate Election Rules and Regulations found within in the Appendix of this document.
Section 2. The term of office for the officers of the Senate shall be from the second week of April of the spring semester of the regular calendar year to the second week of April of the spring semester of the following calendar year.

Section 3. The officers shall be known respectively as President, Vice President, Secretary, Treasurer, and Student Trustee for voting and/or speaking privileges.

Section 4. In the event of a vacancy in the Office of the President, the Vice President shall assume the President’s duties until an all-university election can be held.

Section 5. The Senate of the Association may appoint officers that fill all requirements as outlined in Article III, Section 2, to fill vacancies, with the exception of the office of President. Appointments will be confirmed by a two-thirds (2/3) vote of the Senate.

Section 6. All officers shall have voting privileges except for the Student Trustee.

Article V – Senators

Section 1. Senators must have at least a 2.0 cumulative grade point average and shall maintain this average throughout their term of office.

Section 2. The term of office for the Senators of the Senate shall be from the second week of April of the spring semester of the regular calendar year to the second week of April of the spring semester of the following calendar year.

Section 3. A student may run for Senator of his/her respective class, as defined by the number of credits in the University Undergraduate catalog. Students must obtain the appropriate number of credits by the end of the first full semester of their term.

Section 4. Senators shall be elected to office by members of the Student Association at the second annual spring election with the exception of the Freshmen Senators who will be elected during the fall election.

Section 5. The Senate of the Association may appoint Senators to fill vacancies by a two-thirds (2/3) vote of the Senate.

Section 6. Senators shall have full voting privileges on the Senate floor.

Article VI – Executive Agency

Section 1. The Senate shall be the executive and administrative agency of the Association.

Section 2. It shall be the duty and responsibility of the Senate to:
1. Advise the President of the University and other members of administration of the student needs, preferences and opinions.
2. Recommend and approve general plans for the organization and administration of all student-chartered organizations and other matters concerning the life of the university.
3. Recommend to the University President the amount of the Student Activity Fee.
4. Budget and control the expenditures of all income.
5. Participate in determining policy and procedures relative to the operation of the University Store, SUSSI Campus Housing, student-owned recreation facilities and all other student-owned operations which shall be administered by the Fiscal Officer for the Student Association.
6. The Senate shall not knowingly fund expenses of an academic nature unless specifically deemed appropriate.
7. Review and, when necessary, amend the Mission Statement, Vision Statement and Goals (i.e. the Strategic Plan).

Section 3. The Committees of the Senate shall be:
1. Academic Affairs and Legislative Advocacy
2. Budget and Finance
3. Campus Safety and Facilities
4. Class Council
5. Diversity and Cultural Affairs
6. Information Technology
7. Public Relations
8. Student Affairs and Services
   a. Ceddia Union Building
   b. Food Service
   c. Library
   d. Recreation
9. Student Groups and Activities

Suggested Ad-Hoc Committees may include:
1. Community Outreach
2. Elections
3. Student Vision and Planning

Section 4. The Boards, which operate under the authority of the Senate, shall be:
1. Activities Program Board (APB)
2. Campus Media Board

Section 5. The Senate shall establish special committees, boards and coordinators as deemed necessary to carry out the program of the Senate and of the Association.

Section 6. The advisors of the Senate shall be the Vice President for Student Affairs, the Student Association Fiscal Officer and the Assistant Director of Student Group Services & Leadership Development. They shall educate and advise the Senate on all matters concerning the Association.
Article VI – Meeting

Section 1. The Senate shall hold a public meeting at least every two weeks from September through November and February through April unless in conflict with the University schedule.

Section 2. Special meetings of the Senate may be called by the President of the Senate, by five members of the Senate, or by petition of five percent (5%) of the Association.

Section 3. Quorum shall be two-thirds (2/3) of the total voting members of the Senate.

Section 4. The most recent edition of Robert’s Rules of Order shall be the parliamentary authority of the Senate subject to special rules which may be adopted to modify Robert’s Rules of Order.

Article VII – Recall of Decision

Section 1. Upon the petition of a minimum of ten percent (10%) of the members of the Association, members of the Association must be permitted to vote on the recall of any decision of the Senate. Petitions must be filed within thirty (30) days after the Senate's decision.

Section 2. A university-wide vote must take place within two weeks of the date the petition is submitted to the Senate President.

Section 3. A two-thirds (2/3) majority vote of the members of the Association is required to recall any decision of the Senate.

Article IX – Amendment

Section 1. The amendment process shall be:
   1. Amendments may be presented to the Senate by the petition of ten percent (10%) of the members of the Association or by recommendation of the Senate.
   2. A majority vote of the Senate is required to recommend the amendment(s) to the Student Association.
   3. Following the Senate approval, the proposed changes must be emailed to all students at least one week prior to the time of being voted on by the Association.
   4. A majority of the Association members voting shall be necessary to approve amendments to this Constitution.
   5. A majority vote of the Senate shall be necessary to approve amendments to the Student Senate Election Rules and Regulations

Article X – Ratification

Section 1. This Constitution becomes effective immediately upon the ratification by the Board of Directors and the approval of the University President.
Article XI – Impeachment and Removal from Office

Section 1. Any member of the Senate may initiate impeachment proceedings.

Section 2. Grounds for impeachment shall be defined as neglect of office, incompetence, abuse of power, mismanagement of funds and/or conduct unbecoming of a Senator or detrimental to the Association.

Section 3. A two-thirds (2/3) vote of the total voting members of the Senate shall approve impeachment proceedings.

Section 4. One week after the beginning of the impeachment proceedings, there will be a mandatory closed meeting of the Senate unless approved otherwise by the individual being impeached.
   1. At this meeting, the member being considered for impeachment shall have the opportunity to present his or her case.
   2. At the conclusion of this presentation, the Senate will deliberate in a closed meeting, followed by a formal vote.
   3. Three-fourths (3/4) of the total member of the Senate shall be required, excluding the member up for impeachment.
   4. If the President is the member up for impeachment, the Vice-President shall run the proceedings.

Adopted – February 21 1962
Revised – March 28 1973
Revised – March 5 1974
Revised – March 6 1975
Revised – February 17 1976
Revised – March 14 1978
Revised – April 8 1986
Revised – May 4, 2013

Revised – April 14 1988
Revised – March 5 1992
Revised – March 13 1995
Revised – March 24 2006
Revised – March 26 2009
Revised – April 22 2011
Revised – April 26 2012
By-Laws

Article I - Duties of Officers

Section 1. The duties of the President shall be to:

1. Preside over all meetings of the Senate.
2. Excuse members from meetings with agreement of another officer.
3. Oversee the functions of the Senate.
4. Represent the Student Association at public functions.
5. Develop and administer broad policies for the benefit of the Senate and the Association and responsibly delegate the provisions of policies as necessary.
6. Recommend to the Senate for consideration such measures as are necessary to carry on the business of the Senate.
7. Appoint ad hoc committees as deemed necessary.
8. Appoint representatives to administrative Hill Committees as deemed necessary.
9. Call and preside over weekly meetings of the Executive Rules Committee.
10. Work with the Executive Rules Committee to make recommendations to the Senate regarding committee chairs.
11. Coordinate and oversee the operation of the committees and boards of the Senate.
12. Serve as an ex-officio member of all committees.
13. Organize a mandatory retreat at the beginning of the fall and spring semesters.
14. Organize and attend a mandatory retreat of the Executive Rules Committee before the end of the academic year in coordination with the Vice President for Student Affairs.
15. Represent the Association to the State System of Higher Education and Board of Student Government Presidents.
16. Work with the Board of Student Government Presidents toward an annual Advocacy Lobby.
17. Attend weekly meetings with the Vice President of Student Affairs.
18. Serve as Vice President of the Board of Directors for SU Student Services, Inc.
19. Hold a minimum of five office hours per week.
20. Attend (2) Public Relations Committee sponsored events.
21. Meet with the University President at least once a month.

Section 2. The duties of the Vice President shall be to:

1. Attend all Senate meetings.
2. Preside over meetings and conduct business of the Senate in the absence of the President.
3. Assist the President when necessary.
4. Serve as chairperson of Student Groups and Activities Committee (SGAC).
5. Attend weekly meetings with the Assistant Director for Student Group Services & Leadership Development.
6. Act as liaison between the Senate, the Student Association and the Assistant Director for Student Group Services & Leadership Development in all student group matters of the Student Association.
7. Report regularly to the Senate the status of student groups in the Student Association.
8. Responsible for collecting and coordinating information on all Student Association funded student groups.
10. In conjunction with the Treasurer, hold a mandatory information session with representatives from all recognized student groups regarding SGAC and Budget and Finance guidelines and procedures.
11. Hold a minimum of five office hours per week.
12. Attend (2) Public Relations Committee sponsored events.

Section 3. The duties of the Secretary shall be:
1. Attend all Senate meetings.
2. Serve as chairperson of Public Relations Committee.
3. Act as liaison between the Senate, the Student Association and Campus Media in all matters of Senate business for distribution.
4. Keep record of all Senate activities and meetings.
5. Coordinate correspondence of the Senate.
6. Be responsible for all papers and official records of the Senate.
7. Collaborate with Elections Committee on all election processes and campaigning.
8. Hold a minimum of five office hours per week.
9. Plan at least three (3) Senate events per year.
10. Maintain social media outlets for Senate.

Section 4. The duties of the Treasurer shall be to:
1. Attend all Senate meetings.
2. Serve as chairperson of Budget and Finance Committee.
3. Attend weekly meetings with the Fiscal Officer.
4. Act as a liaison between the Senate, the Student Association and the Fiscal Officer in all financial matters of the Student Association.
5. Report regularly to the Senate the financial status of the Student Association.
6. Be responsible for the oversight of funds allocated directly to the Senate.
7. In conjunction with the Vice-President, hold a mandatory information session with representatives from all recognized student groups regarding SGAC and Budget and Finance guidelines and procedures.
8. Hold a minimum of five office hours per week.
9. Attend (2) Public Relations Committee sponsored events.

Section 5. The duties of the Student Trustee shall be to:
1. Serve as liaison between the Senate and the Council of Trustees.
2. Attend all Shippensburg University Council of Trustees meetings.
3. Attend all Senate meetings.
4. Serve as an ex-officio member of Senate.
5. This position may be held in conjunction with another Student Association Executive Board office.

**Section 6. Duties of Senator positions:**

**Student Life**

1. Residence Hall Association Senators shall be:
   a. Serve as a liaison between Senate and the Residence Hall Association (RHA)
   b. Meet with the president and or the advisor of the RHA for detail on organizational issues of necessity.
   c. Serve two (2) office hours in the Senate office weekly.
   d. Fulfill organizational requirements for active membership for both Senate and RHA.
   e. Attend (2) Public Relations Committee sponsored events.

2. Greek Life Senators shall be:
   a. Serve as a liaison between Senate and the Greek Councils.
   b. Meet with all Greek Councils at least four (4) times a semester or as needed.
   c. Serve two (2) office hours in the Senate office weekly.
   d. Fulfill organizational requirements for active membership for both Senate and Greek Life.
   e. Attend (2) Public Relations Committee sponsored events.

3. Multi-Cultural Student Association Senators shall be:
   a. Serve as a liaison between Senate and the Multi-Cultural Student Association (MSA).
   b. Meet with MSA council to clarify concerns.
   c. Serve two (2) office hours in the Senate office weekly.
   d. Fulfill organizational requirements for active membership for both Senate and the MSA.
   e. Attend (2) Public Relations Committee sponsored events.

4. Athletic Senators duties shall be:
   a. Serve as a liaison between Senate and the Student Athlete Advisory Committee (SAAC).
   b. Meet with the Director of Athletics at least four (4) times a semester or as needed.
   c. Serve two (2) office hours in the Senate office weekly.
   d. Fulfill organizational requirements for active membership for both Senate and Athletics.
   e. Attend (2) Public Relations Committee sponsored events.

5. Non-Traditional Senator duties shall be:
   a. Serve as a liaison between Senate and the Non-Traditional students.
   b. Meet with the President or advisor of the Non-Traditional Student Organization at least four (4) times a semester or as needed.
c. Serve two (2) office hours in the Senate office weekly.
d. Fulfill organizational requirements for active membership for both Senate and in the capacity of being a Non-Traditional student.
e. Attend (2) Public Relations Committee sponsored events.

Academic

6. College Senators duties shall be:
   a. Serve as liaison between Senate and each represented college.
   b. Meet at least four (4) times a semester with the respective dean or as needed.
   c. Serve two (2) office hours in the Senate office weekly.
   d. Hold open forum for students of college to address concerns and needs.
   e. Fulfill organizational requirements for active membership for both Senate and as a member of their respective college.
   f. Attend (2) Public Relations Committee sponsored events.

Class

7. Class Senators duties shall be:
   a. Serve as a liaison between Senate and respective class.
   b. Serve two (2) office hours in the Senate office weekly.
   c. Serve as President and Vice President of respective class.
   d. Meet with Class Council Committee and advisor.
   e. Fulfill requirements for active membership on Senate as well as satisfying their class status as noted in the undergraduate catalogue.
   f. Attend (2) Public Relations Committee sponsored events.

Article II – Committees

Section 1. All standing committees of the Senate shall have no less than three (3) voting members.
   1. Members of the Students Association appointed by the respective committee chairperson, with approval of the Senate, shall serve on the respective committee.
   2. A voting member shall be defined as any member of the respective committee with exception of the chair.
   3. The chairperson of each committee, or his or her designee, shall serve as a liaison between the committee and the Senate.
   4. Chairpersons will determine the number of unexcused absences allowed at the beginning of the semester for their committee.

Section 2 Committees of the Senate
   1. Academic Affairs and Legislative Advocacy Committee
      a. The function of this committee shall be to create a forum which will address concerns on all academic issues from the student body and to act as a liaison between the Division of Academic Affairs and the Association.
b. The committee chair shall meet monthly with the Provost or his/her designee.
c. The chair of this committee or his/her designee shall serve on the University Curriculum Committee.
d. The committee shall work in conjunction with the library, the Learning Center and other committees to address academic issues.
e. The Committee will promote student advocacy in implementing change through policy.

2. Budget and Finance Committee
   a. This committee prepares a budget of all funds accruing to the Association and monitors any financial concern, then reports to the Senate.
      i. The annual inflationary increase in expenditures must be pre-approved by Shippensburg University Student Services, Incorporated, with final approval from the President of the University.
      ii. This committee shall hold hearings in the preparation of a preliminary budget.
      iii. The operating budget shall be presented and voted upon by the Senate no later than the final meeting of the current Senate.
      iv. Upon approval by the Senate, the budget shall be presented and voted upon by Shippensburg University Student Services, Incorporated, with final approval from the President of the University.
   b. The Fiscal Officer or his or her appointed representative shall be the advisor of the committee.
   c. This committee will operate within the guidelines set forth in the Budget and Finance Standing Rules.

3. Campus Safety and Facilities Committee
   a. This committee recommends secondary improvements to the campus community.
   b. This committee recommends improvements and regulations for campus parking.
   c. This committee develops programs and recommends policies to make the campus community safer and more secure.
   d. This committee shall conduct Campus Safety Walk-Arounds at least two (2) times a year.
   e. This committee shall meet regularly with the Director of Public Safety, Director of Facilities Management, Director of Campus Safety, a representative from the Women’s Center, and a representative from the Office of Disabilities.
   f. This committee shall monitor and recommend changes for all transportation on campus, including but not limited to the Raider Regional Transit Bus System, Parking and the Escort Van
g. This committee recommends changes in the maintenance and utilization of grounds, buildings, facilities and equipment.

4. Class Council
   a. This committee’s objective is to fundraise for the respective class gift.
   b. Liaison between Class Council Committee and Senate.
   c. Host annual event for student body and work with Secretary for all communication.

5. Diversity and Cultural Affairs Committee
   a. This committee's objective is to educate and promote the mutual concern of all matters of various cultural experiences and attitudes that exist on campus.
   b. This committee is to encourage mutual participation in and sponsorship of multicultural events held on campus.
   c. This committee will work as a liaison between the Office of Multi-cultural Student Affairs (MSA) and the Student Association.
   d. The Director of the Multi-cultural Student Affairs or his/her designee shall serve as a non-voting member of the committee.
   e. Coordinate a social event between Multi-Cultural Student Affairs and Senate.

6. Information and Technology Committee
   a. This committee encourages the use of technologies that benefit the Student Association and the entire student body
   b. This committee investigates and promotes available technologies that facilitate higher learning for the student body.
   c. This committee acts as a liaison between the Student Association and the Information Technologies and Services Division of the University.
   d. The chair of this committee or his or her designee shall serve on the University Technology Council.

7. Public Relations Committee
   a. The function of this committee is to promote student awareness of the Senate throughout the campus and the community through campus activities, promotions and advertising.
   b. This committee acts as a liaison between students and elected officials.
   c. The committee shall promote awareness of current issues within the political process that affect student life at the University.
   d. The committee shall be responsible for updating Campus Media with current Senate business.
   e. This committee researches and develops ideas and programs for the campus community.
8. Student Affair and Services Committees
   a. Ceddia Union Building
      i. This committee recommends changes in the maintenance, utilization and aesthetics of the CUB to the Senate for approval.
      ii. This committee oversees the utilization of the annual allocation provided to the CUB from students' union fees.
      iii. The committee chairperson and Director for the University Union and Student Activities shall meet bi-weekly to review improvements and changes Ceddia Union Building.
   b. Food Service
      i. This committee suggests improvements concerning food service on campus, including, but not limited to maintenance and utilization of food service areas, food selection, and programming
      ii. This committee will act as a liaison between the student body and the food service company.
      iii. A representative from each dining facility shall serve on the committee.
      iv. The committee chairperson and Director of Campus Dining shall meet bi-weekly to review the food service contract as well as the current state of campus dining services.
   c. Recreation
      i. This committee will recommend changes in the maintenance, policies, programming and utilization of the fitness center and recreation areas on campus.
      ii. The committee chairperson and Director of Department of Recreation shall meet bi-weekly to review improvements and changes to the ShipRec Center.
   d. Library Committee
      i. This committee suggests improvements to the library in order to best suit students' needs.
      ii. This committee will act as a liaison between the student body and library administrators.
      iii. The committee chairperson will be expected to attend the Internal Library Advisory Board meetings at least once a semester.

9. Student Groups and Activities Committee (SGAC)
   a. This committee establishes and administers policies and regulations pertaining to the formation and operation of all campus student groups.
   b. This committee is responsible for constitutional applications and will recommend to the Senate constitutional charters for approval.
c. The Assistant Director for Student Group Services & Leadership Development or his or her appointed representative shall be the advisor of the committee.
d. This committee will operate within the guidelines set forth in the Student Groups and Activities Committee Guidelines.

Article III – Boards

Section 1. A board is autonomous governing body acting under the supervision of the Senate.

Section 2. The board under the supervision of the Senate shall be Activities Program Board (APB).

Section 3. A two-thirds (2/3) majority vote of the Senate present shall be necessary to approve the By-Laws of the boards.

Section 4. Equal or greater number of undergraduate students than non-students of these boards must be members of the Student Association.

Article IV – General Elections

See Appendix for Student Senate Election Rules and Regulations.

Article V  Ratification

Section 1. These By-Laws shall be recommended to the Student Services Board of Directors for ratification following approval by a two-thirds majority of the Senate present.

Revised – October 5, 2006
Revised – April 26 2012
Revised – May 4, 2013