

## **I. FRIENDS UNIVERSITY STUDENT GOVERNMENT ASSOCIATION**

### **I.1. NAME**

The name of this organization shall hereby be the Friends University Student Government Association (hereinafter referred to as SGA).

### **I.2. STRUCTURE**

SGA shall conduct itself in three branches with an overseeing body. Those branches being Falcon Activities and Campus Events (hereinafter referred to as FACE), Falcon Student Organizations (hereinafter referred to as FSO), and Senate. The overseeing body shall be the Executive Council.

### **I.3. RATIFICATION**

The ratification of this constitution requires that two-thirds of the total voting membership within each individual branch of SGA approve and sign this document. Voting membership is defined in Article II Section 3, Article III Section 3, Article IV Section 3 and Article V Section 3.

### **I.4. CONSTITUTIONAL AMENDMENTS**

I.4.1. An amendment can be proposed to any branch of SGA or to the Executive Council by any member of the Student Body.

I.4.2. The Constitution of SGA may be amended when two-thirds of one branch and two-thirds of the Executive Council approve the amendment. If the amendment is not passed, then two-thirds of two branches and one-half of the Executive Council may approve the amendment. If the amendment is not passed, then two-thirds of all branches of SGA may approve the amendment.

I.4.3. Once a branch or the Executive Council has approved a constitutional amendment, the amendment must appear as the first item under Old Business on the agenda of the regular meeting of the remaining branch(es) or Executive Council that are required to vote on the amendment to ensure a speedy process.

I.4.4. A roll call vote must be used to vote on all amendments.

### **I.5. BY-LAWS**

I.5.1. There shall exist by-laws of Friends University Student Government Association (hereinafter referred to as by-laws). The by-laws shall be reviewed by the Executive Council every year during a summer meeting.

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I.5.2. The by-laws may be amended after a petition has been brought forth to the Executive Council by a particular branch of SGA or by Executive Council members. Amendments must pass by a two-thirds majority vote of the Executive Council. Results of the amendments must be made known to all branches of SGA at their next regular meeting. Branches have one (1) calendar week after the amendment has been made known to vote down the amendment by a two-thirds majority vote within their respective branch.

I.5.3. A roll call vote must be used to vote on all by-laws.

## I.6. REPRESENTATION AND VOTING

I.6.1. No member of SGA shall serve in the capacity of two (2) or more voting offices simultaneously or represent two (2) or more constituencies simultaneously in SGA.

I.6.2. No member of Executive Council shall serve as president or vice president in any other organization recognized by SGA during his or her term.

I.6.3. The president of FSO shall not be an officer of any organization recognized by SGA during his or her term.

## I.7. NON-DISCRIMINATORY POLICY

Friends University does not discriminate against academically qualified students on the basis of race, color, national or ethnic origin, sex, age, or without regard to disability.

## II. THE EXECUTIVE COUNCIL

### II.1. NAME

The name of the overseeing body of SGA shall be the Executive Council.

### II.2. PURPOSE

II.2.1. The Executive Council is the overseeing body of the Friends University Student Government Association.

II.2.2. The Executive Council will provide leadership development for its members while promoting student involvement on campus.

### II.3. VOTING MEMBERSHIP

II.3.1. The Executive President (Votes only in the case of a tie)

II.3.1.1. Shall serve as the chief executive officer of SGA and will perform duties as outlined in the by-laws.

II.3.2. The President of FACE

II.3.2.1. Shall serve as the chief executive officer of FACE and will perform duties as outlined in the by-laws.

II.3.3. The President of FSO

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II.3.3.1. Shall serve as the chief executive officer of FSO and will perform duties as outlined in the by-laws.

### II.3.4. The President of Senate

II.3.4.1. Shall serve as the chief executive officer of Senate and will perform duties as outlined in the by-laws and preside over the Executive Council in the absence of the Executive President.

### II.3.5. The Executive Business Manager

II.3.5.1. Shall serve as the chief financial officer of SGA and will perform duties as outlined in the by-laws.

### II.3.6. The Executive Publicist

II.3.6.1. Shall serve as the chief communications officer of SGA and will perform duties as outlined in the by-laws.

### II.3.7. The Executive Secretary

II.3.7.1. Shall serve as the chief administrative assistant of SGA and will perform duties as outlined in the by-laws.

## II.4. ELIGIBILITY AND QUALIFICATIONS TO RUN FOR OFFICE

II.4.1. Must be a full-time student of the College of Business, Arts, Sciences, and Education (hereinafter referred to as CBASE) of Friends University as defined by the Friends University Catalog of Courses. An exception to this eligibility to maintain the office will be decided upon a  $\frac{3}{4}$  vote of the Executive Council once the officer no longer has full time status.

II.4.2. Must have a cumulative GPA of at least 2.5 on a 4.0 scale.

II.4.3. Must be a junior or senior according to credit hours by the beginning of their first full semester in office.

II.4.4. Must have served at least two (2) semesters in SGA according to the by-laws.

II.4.5. Must have petitioned the Student Body for nomination as evident by the signing of 25 student signatures as outlined in the by-laws.

II.4.6. May not have plans to study abroad during his or her term, except during a break or holiday as outlined in the by-laws.

II.4.7. Must take the oath of office as written below:

II.4.7.1. I make this commitment to Friends University, that as a student and Student Government officer, I will support the mission and heritage of this community and will uphold and preserve the constitution of the Friends University Student Government Association by serving the Student Body with passion and commitment.

II.4.8. If no student runs for a position who meets the above eligibility and qualifications, the Executive Council may make an exception in order to fill the position.

## II.5. MEETINGS

# CONSTITUTION OF THE FRIENDS UNIVERSITY STUDENT GOVERNMENT ASSOCIATION

Regular meetings of the Executive Council shall be held weekly during each academic term as outlined in the by-laws.

## II.6. ATTENDANCE

No Executive Council member shall miss more than two (2) meetings per semester unless approval is granted by a simple majority of the Executive Council.

## II.7. RESIGNATION

If a member of the Executive Council wishes to resign, written notice is requested two (2) weeks in advance to the entire Executive Council.

## II.8. REMOVAL

II.8.1. Reasons for Removal are as follows:

II.8.1.1. Failure to be enrolled and pay fees as a Friends University student.

II.8.1.2. More than two (2) unexcused absences from Executive Council meetings per academic semester.

II.8.1.3. Cumulative GPA falls below a 2.5 and the advisor of SGA has presented options for resignation or voluntary release of information for investigation

II.8.1.4. Decision to study abroad during their term.

II.8.1.5. Decision to schedule a class or other commitment during weekly Executive Council meetings.

II.8.1.6. Failure to attend mandatory retreats, conferences or trainings.

II.8.1.7. Failure to fulfill duties as outlined in the by-laws.

II.8.2. If any member of the Executive Council appears to meet at least one of the reasons for removal as listed above, a voting member of SGA or a University staff or faculty member may bring the matter to the attention of the Executive President in the form of a written petition. Once a written report has been filed with the Executive President, a thorough investigation of the allegations will be made within one (1) calendar week.

II.8.2.1. If the accused is the Executive President, the President of Senate acts as Executive President for this process.

II.8.3. If a written petition is filed against a member of the Executive Council, the accused must remove him or herself from the investigation until the matter is resolved.

II.8.4. If the investigation proves the allegations are true, the Executive President may bring the findings of the investigation to a special closed-session meeting where the accused has the right to make a statement, answer questions, and then leave.

II.8.4.1. The only motions that can be made during this meeting are:

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II.8.4.1.1. I move to dismiss the allegations that have been brought forth and stop the removal process.

II.8.4.1.2. I move to send the accused a letter of recommendation of resignation.

II.8.4.2. Recommendations of resignation letters must include that if said member does not begin fulfilling his or her responsibilities within two (2) weeks, closed-session hearings would begin at the discretion of the Executive President.

II.8.4.3. If no letter is sent, investigations should stop immediately.

II.8.4.4. If another petition is filed with the Executive President, closed-session Executive Council hearings must begin within two (2) weeks.

II.8.5. Closed-session Executive Council hearings shall be conducted by the Executive President and shall only contain members of the Executive Council, advisor(s), and witnesses called by the Executive President.

II.8.5.1. Voting members of the respective branch are required to be in attendance if accused member is the President of their branch.

II.8.6. A Motion for Removal must be made by an Executive Council member and a three-fourths vote of the total voting membership of said closed-session is required for removal.

II.8.6.1. Voting members shall include the following:

II.8.6.1.1. Executive Council members, each having one vote, excluding the accused and the Executive President.

II.8.6.1.2. Voting members of the respective branch, having one cumulative vote according to the by-laws.

II.8.6.1.3. In the event of a tie, the Executive President will cast a tie-breaking vote.

### II.9. VACANCIES

The Executive President has the power to make appointments to any vacancy until said positions can be filled according to the by-laws.

### II.10. GENERAL PROVISIONS

II.10.1. The Executive Council has the power to veto any decision made in any branch.

II.10.1.1. The veto must be a two-thirds vote.

II.10.1.2. The veto must be voted on within one (1) week of the action's passage.

II.10.1.3. The veto may be overturned if two-thirds of two branches pass said action.

## III. FALCON ACTIVITIES AND CAMPUS EVENTS

### III.1. NAME

# CONSTITUTION OF THE FRIENDS UNIVERSITY STUDENT GOVERNMENT ASSOCIATION

The name of the programming branch of SGA shall be Falcon Activities and Campus Events.

## III.2. PURPOSE AND OBJECTIVES

III.2.1. FACE is the main programming body for students at Friends University.

III.2.2. FACE will provide leadership development for its members while providing programs that educate and encourage students outside of the classroom.

III.2.3. The primary objective of FACE is to provide a schedule of programs that target the social, intellectual, emotional, vocational, spiritual, and physical development of the members of the Friends University community and to be a collaborative resource for all students, faculty, and staff.

## III.3. VOTING MEMBERSHIP

III.3.1. FACE Leadership Advisory Cabinet (hereinafter referred to as FLAC)

III.3.1.1. President of FACE (Votes only in the case of a tie)

III.3.1.2. Director of Finance

III.3.1.2.1. Shall serve as the financial officer of FACE and will perform duties as outlined in the by-laws and preside over the FACE branch in the absence of the President of FACE.

III.3.1.3. Director of Marketing and Membership

III.3.1.3.1. Shall serve as the marketing officer of FACE and will perform duties as outlined in the by-laws.

III.3.2. Event Coordinators

III.3.2.1. FACE shall have rotating Event Coordinators that plan the events each semester.

III.3.2.2. Coordinators will be selected by a majority vote made by the FACE Leadership Advisory Council (FLAC).

III.3.3. Any member of the Friends University undergraduate or graduate student population may serve on any committee without voting rights.

## III.4. ELIGIBILITY AND QUALIFICATIONS

III.4.1. The following qualifications pertain to FACE Directors.

III.4.1.1. Must be a full-time student of Friends University CBASE as defined by the Friends University Catalog of Courses.

III.4.1.2. Must have a cumulative GPA of at least 2.25 on a 4.0 scale.

III.4.1.3. Must demonstrate leadership capabilities in the selection process.

III.4.1.4. Must adhere to the attendance policy as outlined in the by-laws.

III.4.1.5. Must be a junior or senior according to credit hours by the beginning of their first full semester in office.

III.4.1.6. Must have petitioned the Student Body for nomination as evident by the signing of 25 student signatures as outlined in the by-laws.

III.4.1.7. May not have plans to study abroad during his or her term, except during break or holiday as outlined in the by-laws.

III.4.1.8. Must demonstrate an interest in programming for the entire Friends University Student Body.

III.4.1.9. Must be available for scheduled meetings.

III.4.1.10. If no student runs for a position who meets the above eligibility and qualifications, the Executive Council may make an exception in order to fill the position.

III.4.2. The following qualifications pertain to the **FACE Event Coordinators**.

III.4.2.1. Must be a full-time student of Friends University CBASE as defined by the Friends University Catalog of Courses.

III.4.2.2. Must have a cumulative GPA of at least 2.25 on a 4.0 scale.

III.4.2.3. Must demonstrate leadership capabilities in the selection process.

III.4.2.4. Must adhere to the attendance policy as outlined in the by-laws.

III.4.2.5. May not have plans to study abroad during his or her term, except during break or holiday as outlined in the by-laws.

III.4.2.6. Must demonstrate an interest in programming for the entire Friends University Student Body.

III.4.2.7. Must be available for scheduled meetings.

III.4.2.8. If no student runs for a position who meets the above eligibility and qualifications, the Executive Council may make an exception in order to fill the position.

### III.5. MEETINGS

Regular meetings of FACE shall be held weekly during each academic term as outlined in the by-laws

### III.6. ATTENDANCE

No board member or director shall miss more than three (3) FACE board meetings within a single semester. If a board member or director does miss more than three (3) FACE board meetings their termination shall be handled through the process outlined in section III.8.

### III.7. RESIGNATION

If a member of the FACE Board wishes to resign, written notice must be given two (2) weeks in advance to the entire Board.

### III.8. REMOVAL

III.8.1. The following removal process pertains to the FACE Directors and **Event Coordinators**.

III.8.1.1. For the removal process of the President of FACE, see Article II Section 8.

III.8.2. Reasons for Removal are as follows:

III.8.2.1. Failure to be enrolled and pay fees as a full-time Friends University student.

III.8.2.2. More than three (3) unexcused absences from Board meetings per academic semester.

III.8.2.3. GPA falls below a 2.25 and the advisors of FACE have presented options for resignation or voluntary release of information for investigation.

III.8.2.4. Decision to study abroad during their term.

III.8.2.5. Decision to schedule a class or other commitment during weekly Board meetings.

III.8.2.6. Failure to attend mandatory retreats, conferences or trainings.

III.8.2.7. Failure to fulfill duties as outlined in the by-laws.

III.8.3. If any member of the Board appears to meet at least one of the reasons for removal as listed above, any voting member of SGA, or a University staff or faculty member may bring the matter to the attention of the President of FACE in the form of a written petition. Once a written report has been filed with the President of FACE, a thorough investigation of the allegations will be made within one (1) calendar week. If a written petition is filed against a member of FACE, he or she must remove him/herself from the investigation until the matter is resolved.

III.8.4. If the investigation proves the allegations are true, the President of FACE may bring the findings of the investigation to a special closed-session meeting where the accused has the right to make a statement, answer questions, and then leave.

III.8.4.1. The only motions that can be made during this meeting are:

III.8.4.1.1. I move to dismiss the allegations that have been brought forth and stop the removal process.

III.8.4.1.2. I move to send the accused a letter of recommendation of resignation.

III.8.4.2. Recommendations of resignation letters must include that if said member does not begin fulfilling his or her responsibilities within two (2) weeks, closed-session hearings would be at the discretion of FLAC.

III.8.4.3. If no letter is sent, investigations should stop immediately.

III.8.4.4. If another petition is filed with the President of FACE, closed-session Board hearings must begin within two (2) weeks.



III.8.5. Closed-session FACE hearings shall be conducted by the FACE President. After the initial investigation, the closed-session hearing shall only contain members of FLAC, advisor(s), and witnesses called by FLAC. If a second closed-session hearing is needed, it shall only contain voting members of FACE, advisor(s), and witnesses called by FLAC.

III.8.6. A Motion for Removal must be made by a FACE member and a three-fourths vote of the total voting membership of said closed-session is required for removal.

III.8.6.1. Voting members shall include the following:

III.8.6.1.1. FACE Board members, each having one vote, excluding the accused and the FACE President.

III.8.6.1.2. In the event of a tie, the FACE President will cast a tie-breaking vote.

### III.9. VACANCIES

The President of FACE has the power to make appointments to any vacancy until said positions can be filled according to the by-laws.

## IV. FALCON STUDENT ORGANIZATIONS

### IV.1. NAME

The name of the clubs and organizations branch of SGA shall be Falcon Student Organizations.

### IV.2. PURPOSE AND OBJECTIVES

IV.2.1. To communicate between student organizations.

IV.2.2. Facilitate co-programing between student organizations.

IV.2.3. Hold regular meetings for student organizations.

IV.2.4. Provide yearly/semiyearly calendar.

IV.2.5. Understand the semi-annual budget process.

IV.2.6. To host an informational event for campus clubs and organizations every fall.

IV.2.7. To be better informed about other student organizations.

### IV.3. VOTING MEMBERSHIP

IV.3.1. President of FSO (Votes only in the case of a tie)

IV.3.2. Director of FSO

IV.3.2.1. Shall perform duties as outlined in the by-laws and preside over the FSO branch in the absence of the President of FSO.

IV.3.3. One representative, usually the president, of each SGA recognized club and organization.

IV.3.3.1. Shall perform duties as outlined in the by-laws.

### IV.4. ELIGIBILITY AND QUALIFICATIONS

## CONSTITUTION OF THE FRIENDS UNIVERSITY STUDENT GOVERNMENT ASSOCIATION

### IV.4.1. The following qualifications pertain to the Director of FSO.

- IV.4.1.1. Must be a full-time student of Friends University CBASE as defined by the Friends University Catalog of Courses.
- IV.4.1.2. Must have a cumulative GPA of at least 2.25 on a 4.0 scale.
- IV.4.1.3. Must adhere to the attendance policy as outlined in the by-laws.
- IV.4.1.4. Must be a junior or senior according to credit hours by the beginning of their first full semester in office.
- IV.4.1.5. Must have petitioned the Student Body for nomination as evident by the signing of 25 student signatures as outlined in the by-laws.
- IV.4.1.6. May not have plans to study abroad during his or her term, except during break or holiday as outlined in the by-laws.
- IV.4.1.7. Must be available for scheduled meetings.
- IV.4.1.8. If no student runs for a position who meets the above eligibility and qualifications, the Executive Council may make an exception in order to fill the position.

### IV.5. MEETINGS

Regular meetings of FSO shall be held during each academic term as outlined in the by-laws.

### IV.6. ATTENDANCE

Attendance will be taken at each regular meeting by the Director of FSO; no action will be taken if attendance is not met by FSO representatives. However, attendance may be considered by the budget committee during the semi-annual budget meetings.

### IV.7. RESIGNATION

- IV.7.1. If the Director of FSO wishes to resign, written notice must be given two (2) weeks in advance to the entire FSO body.
- IV.7.2. For representative resignations, the act of resignation is left up to each individual student organization to resolve on its own according to said student organization's governing documents.

### IV.8. REMOVAL

- IV.8.1. The following removal process only pertains to the Director of FSO.
  - IV.8.1.1. For the removal process of the President of FSO, see Article II Section 8.
  - IV.8.1.2. Each individual organization will follow the constitution of their organization for member removal.
- IV.8.2. Reasons for Removal are as follows:
  - IV.8.2.1. Failure to be enrolled and pay fees as a full-time Friends University student.

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- IV.8.2.2. GPA falls below a 2.25 and the advisor of FSO has presented options for resignation or voluntary release of information for investigation.
- IV.8.2.3. Decision to study abroad during their term.
- IV.8.2.4. Decision to schedule a class or other commitment during regular FSO meetings.
- IV.8.2.5. Failure to attend mandatory retreats, conferences or trainings.
- IV.8.2.6. Failure to fulfill duties as outlined in the by-laws.
- IV.8.3. If the Director of FSO appears to not meet at least one of the reasons for removal as listed above, any voting member of SGA, or a University staff or faculty member may bring the matter to the attention of the President of FSO in the form of a written petition. Once a written report has been filed with the President of FSO, a thorough investigation of the allegations will be made within one (1) calendar week. If a written petition is filed against the Director of FSO, he or she must remove him/herself from the investigation until the matter is resolved.
- IV.8.4. If the investigation proves the allegations are true, the President of FSO may bring the findings of the investigation to a special closed-session meeting where the accused has the right to make a statement, answer questions, and then leave.
  - IV.8.4.1. The only motions that can be made during this meeting are:
    - IV.8.4.1.1. I move to dismiss the allegations that have been brought forth and stop the removal process.
    - IV.8.4.1.2. I move to send the accused a letter of recommendation of resignation.
  - IV.8.4.2. Recommendations of resignation letters must include that if said member does not begin fulfilling his or her responsibilities within two (2) weeks, closed-session hearings would be at the discretion of the President of FSO.
  - IV.8.4.3. If no letter is sent, investigations should stop immediately.
  - IV.8.4.4. If another petition is filed with the President of FSO, closed-session hearings must begin within two (2) weeks.
- IV.8.5. Closed-session FSO hearings shall be conducted by the President of FSO and shall only contain members of FSO, advisor(s), and witnesses called by the President of FSO.
- IV.8.6. A Motion for Removal must be made by an FSO member and a three-fourths vote of the total voting membership of said closed-session is required for removal.
  - IV.8.6.1. Voting members shall include the following:
    - IV.8.6.1.1. FSO members, each having one vote, excluding the accused and the President of FSO.
    - IV.8.6.1.2. In the event of a tie, the President of FSO will cast a tie-breaking vote.

## IV.9. VACANCIES

## CONSTITUTION OF THE FRIENDS UNIVERSITY STUDENT GOVERNMENT ASSOCIATION

IV.9.1. The President of FSO has the power to make any appointments to the Director of FSO position until said position can be filled according to the by-laws.

IV.9.2. It is up to each individual club or organization to fill its own vacancies.

### V. SENATE

#### V.1. NAME

The name of the legislative branch of SGA shall be Senate.

#### V.2. PURPOSE AND OBJECTIVES

V.2.1. The Senate exists for the purpose of representing the interests of the Student Body. To this end, the Senate shall have power:

V.2.1.1. To create resolutions designed with the purpose of improving student life.

V.2.1.2. To create ad hoc committees and task forces to take action on issues of importance to students.

#### V.3. VOTING MEMBERSHIP

V.3.1. President of Senate (Votes only in the case of a tie)

V.3.2. Director of Senate Relations

V.3.2.1. Shall perform duties as outlined in the by-laws and preside over the Senate branch in the absence of the President of Senate.

V.3.3. Senators

V.3.3.1. Business and Information Technology Senator

V.3.3.1.1. Shall serve as the representative from the CBASE division of Business and Information Technology.

V.3.3.2. Education Senator

V.3.3.2.1. Shall serve as the representative from the CBASE division of Education.

V.3.3.3. Fine Arts Senator

V.3.3.3.1. Shall serve as the representative from the CBASE division of Fine Arts.

V.3.3.4. Natural Science and Mathematics Senator

V.3.3.4.1. Shall serve as the representative from the CBASE division of Natural Science and Mathematics.

V.3.3.5. Religion and Humanities Senator

V.3.3.5.1. Shall serve as the representative from the CBASE division of Religion and Humanities.

V.3.3.6. Social and Behavioral Sciences Senator

V.3.3.6.1. Shall serve as the representative from the CBASE division of Social and Behavioral Sciences.

#### V.4. ELIGIBILITY AND QUALIFICATIONS

V.4.1. The following qualifications pertain to the Director of Senate Relations.

- V.4.1.1. Must be a full-time student of Friends University CBASE as defined by the Friends University Catalog of Courses.
- V.4.1.2. Must have a cumulative GPA of at least 2.25 on a 4.0 scale.
- V.4.1.3. Must have a declared major and be taking steps toward completing that major.
- V.4.1.4. Must adhere to the attendance policy as outlined in the by-laws.
- V.4.1.5. Must be a junior or senior according to credit hours by the beginning for their first full semester in office.
- V.4.1.6. Must have petitioned the Student Body for nomination as evident by the signing of 25 student signatures as outlined in the by-laws.
- V.4.1.7. May not have plans to study abroad during his or her term, except during break or holiday as outlined in the by-laws.
- V.4.1.8. Must demonstrate an interest in the division and the entire Friends University Student Body.
- V.4.1.9. Must be active in participating in activities related to their division.
- V.4.1.10. Must be available for scheduled meetings.
- V.4.1.11. If no student runs for a position who meets the above eligibility and qualifications, the Executive Council may make an exception in order to fill the position.

V.4.2. The following qualifications pertain to the Senators.

- V.4.2.1. Must be a full-time student of Friends University CBASE as defined by the Friends University Catalog of Courses.
- V.4.2.2. Must have a cumulative GPA of at least 2.25 on a 4.0 scale.
- V.4.2.3. Must have a declared major and be taking steps toward completing that major.
- V.4.2.4. Must adhere to the attendance policy as outlined in the by-laws.
- V.4.2.5. Must have petitioned the Student Body for nomination as evident by the signing of 25 student signatures as outlined in the by-laws.
- V.4.2.6. May not have plans to study abroad during his or her term, except during break or holiday as outlined in the by-laws.
- V.4.2.7. Must demonstrate an interest in the division and the entire Friends University Student Body.
- V.4.2.8. Must be active in participating in activities related to their division.
- V.4.2.9. Must be available for scheduled meetings.

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V.4.2.10. If no student runs for a position who meets the above eligibility and qualifications, the Executive Council may make an exception in order to fill the position.

### V.5. MEETINGS

Regular meetings of Senate shall be held during each academic term as outlined in the by-laws.

### V.6. COMMITTEES

V.6.1. Committees shall exist to fulfill the concerns and interests of students.

V.6.2. Committees shall perform duties as outlined in the bylaws.

### V.7. ATTENDANCE

No senator or director shall miss more than three (3) Senate meetings within a single semester. If a senator or director does miss more than three (3) Senate meetings their termination shall be handled according to the removal process outlined in Section V.9.

### V.8. RESIGNATION

If a member of the Senate wishes to resign, written notice must be given two (2) weeks in advance to the entire Senate.

### V.9. REMOVAL

V.9.1. The following removal process pertains to the Director of Senate Relations and Senators.

V.9.1.1. For the removal process of the President of Senate, see Article II Section 8.

V.9.2. Reasons for Removal are as follows:

V.9.2.1. Failure to be enrolled and pay fees as a full-time Friends University student.

V.9.2.2. More than three (3) unexcused absences from Senate meetings per academic semester.

V.9.2.3. GPA falls below a 2.25 and the advisor of Senate has presented options for resignation or voluntary release of information for investigation.

V.9.2.4. Decision to study abroad during their term.

V.9.2.5. Decision to schedule a class or other commitment during regular Senate meetings.

V.9.2.6. Failure to attend mandatory retreats, conferences or trainings.

V.9.2.7. Failure to fulfill duties as outlined in the by-laws.

V.9.3. If any member of the Senate appears to not meet at least one of the reasons for removal as listed above, any voting member of SGA, or a University staff or faculty member may bring the matter to the attention of the President of Senate in the form of a written petition. Once a written report has been filed with the President of Senate, a thorough investigation of the allegations will be made within one (1) calendar week. If a written petition is filed against a member of Senate, he or she must remove him/herself from the investigation until the matter is resolved.

V.9.4. If the investigation proves the allegations are true, Senate may bring the findings of the investigation to a special closed-session meeting where the accused has the right to make a statement, answer questions, and then leave.

V.9.4.1. The only motions that can be made during this meeting are:

V.9.4.1.1. I move to dismiss the allegations that have been brought forth and stop the removal process.

V.9.4.1.2. I move to send the accused a letter of recommendation of resignation.

V.9.4.2. Recommendations of resignation letters must include that if said member does not begin fulfilling his or her responsibilities within two (2) weeks, closed-session hearings would be at the discretion of Senate.

V.9.4.3. If no letter is sent, investigations should stop immediately.

V.9.4.4. If another petition is filed with Senate, closed-session Senate hearings must begin within two (2) weeks.

V.9.5. Closed-session Senate hearings shall be conducted by the President of Senate and shall only contain members of Senate, advisor(s), and witnesses called by Senate.

V.9.6. A Motion for Removal must be made by a member of Senate and a three-fourths vote of the total voting membership of said closed-session is required for removal.

V.9.6.1. Voting members shall include the following:

V.9.6.1.1. Senate members, each having one vote, excluding the accused and the President of Senate.

V.9.6.1.2. In the event of a tie, the President of Senate will cast a tie-breaking vote.

## V.10. VACANCIES

The President of Senate has the power to make any appointments to any vacancy until said position is filled according to the by-laws.

## VI. GENERAL ASSEMBLY

### VI.1. ATTENDANTS

All voting members of SGA including the Executive President, President of FACE, President of FSO, and President of Senate.

# CONSTITUTION OF THE FRIENDS UNIVERSITY STUDENT GOVERNMENT ASSOCIATION

## VI.2. MEETINGS

There shall be at least two (2) General Assembly meetings held each semester; one (1) at the beginning and one (1) at the end. Meetings must have a two-thirds quorum from each branch to meet.

## VI.3. ATTENDANCE

Attendance will be recorded by the Executive Secretary and is considered a mandatory meeting for all voting members listed in Article VI Section 1. Members who cannot attend must notify the Executive Secretary one (1) week prior to the meeting to be excused. The Executive Secretary must then notify the Executive President to determine the status of the absence.

## VII. RATIFICATION

The Ratification of the constitution of the Friends University Student Government Association shall indeed be sufficient to establish this document as the governing document for said organization.