

**Student Government Association
New Kensington Campus
The Pennsylvania State University
Constitution**

PREAMBLE

We, the Student Government Association of Penn State New Kensington, shall strive to give voice to the student body on opinions of academic and co-curricular affairs; to support such academic and co-curricular activities that contribute to the enhancement of the social and intellectual lives of students; to represent the interests of the student body to the administration, faculty, and staff; and to support the rights of students in all matters. In pursuit of these goals, we establish this constitution of the Student Government Association of Penn State New Kensington.

ARTICLE I- NAME

1.1 The name of this organization shall be The Student Government Association of the New Kensington Campus of The Pennsylvania State University; hereinafter referred to as SGA.

ARTICLE II- PURPOSE

- 2.1 It shall be the purpose of the SGA to act in the best interests of the student body by:
- 2.1.1 Acting as the primary advocacy group for the students of Penn State New Kensington.
 - 2.1.2 Creating a forum for ideas and concerns of students.
 - 2.1.3 Representing matters pertaining to the welfare of the student body.
 - 2.1.4 Encouraging communication of the student body with the faculty, staff, and administration.

ARTICLE III- MEMBERSHIP

3.1 All enrolled New Kensington campus students that are degree seeking and in good standing with the university shall be eligible for membership and be subject to all the rules and regulations of the organization. A student in good standing is hereby defined

as one who has a cumulative grade point average that is no less than 2.00 and has no outstanding conflicts with the Office of Student Conduct.

3.2 All members must be voted into their positions through an election of the campus student body, unless stipulated otherwise within this document, for a term of one year.

3.2.1 - A term of office beginning with the day after the last day of classes in the spring term and ending with the last day of classes in the spring term of the following calendar year.

3.2.2 - Any student that replaces a student representative or executive board member will serve the remainder of that individual's term.

3.3 No dues shall be required for membership in SGA.

3.4 All Members have the right to refrain from participating in any SGA activities based upon personal or religious beliefs, personal values, or moral reserves, as determined by the Member.

3.5 Members that fail to meet the standards of SGA and the University may be dismissed from the organization.

3.5.1 Any member, failing to maintain academic standing and/or their status as an enrolled, degree seeking student is subject to dismissal.

3.5.2 Members should remember their role as representatives for the student body of Penn State New Kensington and conduct themselves with honesty, tact, and integrity. They must adhere to all policies and procedures of the University. Any member found violating policies and/or procedures within this constitution or the University may be subject to dismissal.

ARTICLE IV - STRUCTURE

4.1 The structure of SGA shall be comprised of a General Assembly, Executive Board, sub-committees, and an advisor(s).

4.1.1 The General Assembly shall consist of elected representatives.

4.1.2 The Executive Board shall consist of elected representatives.

4.1.3 No member shall serve in both the General Assembly and Executive Board at the same time.

4.1.4 In the event that a General Assembly or Executive Board position does not have an eligible candidate the President, once elected, will appoint them for the remainder of the term.

- 4.1.5 In the event there is no eligible candidate for President, the Director of Student Affairs will create an ad-hoc committee comprised of student(s) and staff to select one.
- 4.2 The structure of the General Assembly is as follows:
 - 4.2.1 There shall be one representative for each degree program. Academic minors are not included in this list.
 - 4.2.2 There shall be one representative from each class year which includes 1st year, 2nd year, 3rd year, & 4th year and beyond representatives.
 - 4.2.3 There shall be one student athlete representative.
- 4.3 The structure of the Executive Board is as follows:
 - 4.3.1 Consists of a President, Vice President, Secretary, Treasurer, and Parliamentarian.
 - 4.3.2 The President shall serve as the chair.
- 4.4 The structure of sub-committees are as follows:
 - 4.4.1 There will be an Academic Affairs committee comprised of at least 2 general members and the Vice President as co-chair. The committee will elect a member to serve as the co-chair. This committee must always have an odd number of members.
 - 4.4.2 There will be a Student Affairs committee comprised of at least 2 general members and the Vice President as chair. This committee must always have an odd number of members.
 - 4.4.3 There will be a Budget committee comprised of at least 2 general members and the Treasurer as chair. This committee must always have an odd number of members.
 - 4.4.4 There will be an Elections committee comprised of at least 2 general members and the Secretary as chair. This committee must always have an odd number of members.
 - 4.4.5 There will be a Rules committee comprised of at least 2 general members and the Parliamentarian as chair. This committee must always have an odd number of members.
 - 4.4.6 Additional sub-committees can be created on a yearly, as needed basis. The sub-committee purpose and chair will be voted on by the general assembly by a majority vote.
 - 4.4.6.1 The chair of this committee must be a General Assembly member and not an Executive Board member.
 - 4.4.6.2 This committee must not replicate work from any other established committee.

4.4.6.3 If a sub-committee is established for 3 consecutive years it will become an official committee and added to this section of the constitution after ratification.

4.5 The advisor of SGA will be the Director of Student Affairs or their designee.

4.5.1 SGA may select additional ex-officio advisors each year on an as needed basis. This can be done by a simple majority vote by the General Assembly.

ARTICLE V - GENERAL ASSEMBLY POWERS AND DUTIES

5.1 The General Assembly exists to represent the Student Body and to enact legislation and proclamations that serve the best interest of students. The General Assembly shall:

- 5.1.1 Be a representative voice of their constituents regularly bringing their peers concerns to assembly meetings.
- 5.1.2 Conduct regularly scheduled meetings.
- 5.1.3 Have members well versed in the SGA constitution and parliamentary procedure used by SGA.
- 5.1.4 Create legislation for the benefit of the Student Body.
- 5.1.5 Have the right to override any veto of legislation or all amendments by 2/3 majority vote.
- 5.1.6 Reserve the right to pass and decline amendments to the Constitution of the SGA.
- 5.1.7 Enact and maintain standing rules.

5.2 The General Assembly shall create legislation that requires funding from the Student Initiated Fee.

- 5.2.1 All power regarding the request and use of any Student Initiated Fee funds shall be vested in this assembly.
- 5.2.2 The Student Initiated Fee funds will be voted on as legislation and tracked by the Treasurer and Budget committee.
- 5.2.3 Student Initiated Fee funds will be used to improve the student experience and campus as voted on by SGA.
- 5.2.4 Student organizations are not permitted to request funds from SGA.
- 5.2.5 SGA may collaborate financially with student organizations on projects where they co-sponsor an initiative to improve the student experience or campus environment.

5.3 General Assembly members are required to complete several administrative tasks during their term.

- 5.3.1 Each assembly member shall have one office hour per week each semester.

- 5.3.1.1 Assembly members unable to make their weekly office hour must alert the Secretary through university email that they will be unable to attend within 24 hours of their scheduled time.
- 5.3.2 Each assembly member is required to attend each regularly scheduled General Assembly meeting.
- 5.3.3 Assembly members who are unable to attend a General Assembly meeting must alert the Secretary, via University email, at least two hours prior to the scheduled General Assembly meeting.
- 5.3.4 Each assembly member must serve on at least one committee and attend each scheduled committee meeting.
- 5.3.5 Committee members who are unable to attend must alert the Chair, via university email, at least one hour prior to the scheduled committee meeting.

ARTICLE VI - EXECUTIVE BOARD POWERS AND DUTIES

- 6.1 The Executive Board exists to execute legislation, facilitate General Assembly sessions, provide counsel and to select student committee representatives.
 - 6.1.1 Shall govern the operations of SGA.
 - 6.1.2 Shall have regularly scheduled Executive Board meetings.
 - 6.1.3 Shall have members be well versed in the SGA constitution and parliamentary procedure used by SGA.
 - 6.1.4 Shall execute the legislation put forth by the General Assembly.
 - 6.1.5 No member shall influence a General Assembly member's vote.
 - 6.1.6 No member shall voice their opinion unless explicitly asked by the General Assembly during times of deliberation.
 - 6.1.7 Shall select committee members by a majority vote of all Executive Board members.
- 6.2 Each Executive Board member will be responsible for oversight of their assigned committee.
 - 6.2.1 The Executive Board member will chair their assigned committee and call all meetings to order.
 - 6.2.2 The chair will schedule a regular time to meet that considers each member's schedule.
 - 6.2.3 The chair will assign a committee member to take minutes and attendance.
 - 6.2.4 The chair will report to the Secretary any member failing to meet the committee attendance requirements.
 - 6.2.5 A chair that is unable to attend their committee meeting must assign a member to serve as the temporary chair in their absence.
 - 6.2.6 The chair will be responsible for inviting guests to speak during committee meetings.

- 6.2.7 The chair will be responsible for reporting out activities discussed and voted on by committee.
 - 6.2.8 The chair will only vote as the deciding vote when there are an even number of members present.
- 6.3 Executive Board members are required to complete several administrative tasks during their term.
- 6.3.1 Each Executive Board member shall have three office hours per week each semester.
 - 6.3.2 Executive Board members unable to make their weekly office hours must alert the Secretary, through university email, that they will be unable to attend.
 - 6.3.3 Executive Board members are required to attend each regularly scheduled General Assembly meeting.
 - 6.3.4 Executive Board members who are unable to attend a General Assembly meeting must alert the Secretary, via university email, at least one hour prior to the scheduled General Assembly meeting.
 - 6.3.5 Executive Board members are required to attend each regularly scheduled Executive Board meeting.
 - 6.3.6 Executive Board members who are unable to attend an Executive Board meeting must alert the Secretary, via university email, at least one hour prior to the scheduled meeting.
 - 6.3.7 Executive Board members shall host an SGA townhall once per a semester for the Student Body to present any cares and concerns that they may have.
 - 6.3.8 The Executive Board shall collaborate with other student organizations and offices with Penn State New Kensington to improve the student experience and address student concerns.
 - 6.3.9 The Executive Board will appoint student representatives, by a majority vote, each year to faculty and staff senate based on the number of available positions.
 - 6.3.9.1 Shall appoint a representative to the Food Services Committee.
 - 6.3.9.2 Shall appoint a representative to the Alumni Association.
 - 6.3.9.3 Shall appoint a representative to the IT Fee Committee.
 - 6.3.9.4 Shall appoint class appropriate representatives to Faculty Senate.
- 6.4 The responsibilities of the President shall include:
- 6.4.1 Shall be the chief officer of the Executive Board and preside over all SGA General Assembly and Executive Board meetings.
 - 6.4.2 Shall execute legislation enacted by the General Assembly on behalf of the Executive Board.
 - 6.4.3 Shall not hold office in any other officially recognized student organizations.

- 6.4.4 Shall exercise the power to call additional meetings of the General Assembly with a 48-hour written notice through university email.
- 6.4.5 Shall appoint the positions, with approval of the General Assembly, of Vice President, Treasurer and Secretary if no eligible candidate is elected.
- 6.4.6 Shall fill all mid-year vacancies within the Executive Board with the approval of the General Assembly.
- 6.4.7 Will not serve as a chairperson for any SGA committee other than the Executive Board.
- 6.4.8 Shall serve as the co-chair of the Penn State New Kensington Student Initiated Fee Board.
- 6.4.9 Shall serve as a representative to the Advisory Board.
- 6.4.10 Shall serve as spokesperson for SGA.
- 6.5 The responsibilities of the Vice President shall include:
 - 6.5.1 Shall be the chair of the Student Affairs committee.
 - 6.5.2 Shall be the chair of the Academic Affairs committee.
 - 6.5.3 Shall fill vacancies within the General Assembly through the intake process with a majority vote of the General Assembly.
 - 6.5.4 Shall not hold office in any other officially recognized student organizations.
 - 6.5.5 Shall preside over all impeachment hearing except their own.
 - 6.5.6 Shall temporarily preside over the General Assembly & Executive Board meetings in the absence of the President.
 - 6.5.6 Shall carry out other duties assigned by the President.
 - 6.5.7 Shall not have a vote on any matters within the General Assembly.
 - 6.5.7.1 Shall only hold the tie-breaking vote in the event of a tie in the General Assembly.
 - 6.5.8 Shall maintain communication with all student organizations and offices when SGA forms a partnership with them.
 - 6.5.9 Shall propose and coordinate community service projects for SGA.
 - 6.5.10 Shall maintain contact with Student Government Associations at other Penn State campuses.
 - 6.5.11 Shall serve as the official representative between Penn State New Kensington SGA and CCSG at all Council Weekends, unless they are unable to attend, in which case a proxy must be appointed with the approval of the Executive Board.
 - 6.5.12 Shall carry out additional duties assigned by the President.
- 6.6 The responsibilities of the Treasurer shall include:
 - 6.6.1 Shall manage and maintain the SGA financial account records.
 - 6.6.2 Shall create budgets as a part of SGA's funding request through Student Initiated Fee committee.
 - 6.6.3 Shall serve as the ex-officio, non-voting, chair of the Finance Committee.
 - 6.6.3.1 Shall only vote in the need of a tiebreaker.

- 6.6.4 Shall not hold an officer position in any other officially recognized clubs or organizations.
- 6.6.5 Shall present financial reports at the General Assembly meetings.
- 6.6.6 Shall attend all Student Initiated Fee Committee meetings where a proposal by SGA is being presented.
- 6.6.7 Shall review any financial budgets of the SGA.
- 6.6.8 Shall be responsible for organizing and directing any fundraisers that benefit the SGA unrestricted fund.
- 6.6.9 Shall not have a vote on any matters within the General Assembly.
- 6.6.10 Shall carry out additional duties assigned by the President.
- 6.7 The responsibilities of the Secretary shall include:
 - 6.7.1 Shall assist the President in creating agendas for the General Assembly and Executive Board meetings.
 - 6.7.2 Shall record, maintain, and post/disseminate complete minutes of General Assembly and Executive Board meetings.
 - 6.7.3 If the Vice President is absent, the Secretary shall serve in all assigned capacities of the Vice President.
 - 6.7.3.1 The Secretary shall appoint a temporary minute taker, from the General Assembly, for all meetings in which the Secretary is serving in the Vice Presidents absence.
 - 6.7.4 Shall not hold an officer position in any other officially recognized clubs or organizations.
 - 6.7.5 Shall not vote on any matters within the General Assembly.
 - 6.7.6 Shall preside over quorum for General Assembly and Executive Board meetings.
 - 6.7.7 Shall determine the validity of General Assembly and Executive Board member absences.
 - 6.7.8 Shall record, maintain, and post the voting record of the General Assembly.
 - 6.7.8.1 All votes regarding legislation shall be recorded and signed by the President and Parliamentarian.
 - 6.7.9 Shall keep a record and maintain the office hours of the General Assembly and Executive Board members.
 - 6.7.10 Shall serve as the chair of the Elections committee.
 - 6.7.10.1 If the Secretary is running for an elected position, the committee shall be chaired by a General Assembly member not running for office.
 - 6.7.10.2 The General Assembly shall elect an assembly member, not running for office, to serve as the chair of the Elections Committee.
 - 6.7.10.3 If every General Assembly member is running for office, the Advisor will appoint a non-SGA student to serve as the chair to the Elections committee.

- 6.7.11 Shall create and maintain the official SGA web-based platforms.
- 6.7.12 Shall create SGA publications.
- 6.7.13 Shall maintain the SGA member bulletin and newsletter.
- 6.7.14 Shall communicate SGA news and announcements to campus media outlets.
- 6.7.15 Shall carry out additional duties assigned by the President.
- 6.8 The responsibilities of the Parliamentarian shall include:
 - 6.8.1 Shall be elected by the General Assembly at the beginning of the academic year.
 - 6.8.2 Shall interpret Robert's Rules of Order and enforce parliamentary procedures.
 - 6.8.3 Shall serve as the Chair of the Rules Committee.
 - 6.8.4 Shall serve as consultant to both bodies, General Assembly and Executive on issues pertaining to the SGA Constitution.
 - 6.8.5 Shall preside over vote-of-no-confidence and impeachment proceedings of all SGA members.
 - 6.8.6 Shall offer procedural opinions when asked to do so by the President.
 - 6.8.7 Shall make sure that the procedure for electing new officers and chairs follows the SGA Constitution.
 - 6.8.8 Shall organize a training at the beginning of each semester to educate members about SGA and parliamentary procedures.
 - 6.8.9 Shall schedule and assign SGA tabling events to promote the advancements of the SGA.
 - 6.8.10 Shall carry out additional duties assigned by the President.

ARTICLE VII -COMMITTEE'S POWER'S AND DUTIES'

- 7.1 Committees within SGA exist to do specific work outside the purview of the General Assembly and Executive Board.
 - 7.1.1 Committees are to follow their mission statement and purpose for existence.
 - 7.1.2 Committees are responsible for completing the work that has been assigned to them.
 - 7.1.3 If work being done is outside their mission statement's purview, that work will be null in void and unable to be voted on by the General Assembly.
 - 7.1.4 Committees will use a majority vote to decide what matters are brought to the General Assembly to be voted on by all voting members.
- 7.2 The Academic Affairs committee's mission is to create a quality learning environment for students by bringing academic cares and concerns to the faculty and administration of Penn State New Kensington and Penn State University.
 - 7.2.1 Shall regularly meet no less than once a month during the academic year.

- 7.2.2 Committee Chair shall call any additional meetings with at least 48 hours' written notice.
- 7.2.3 Committee Chair shall appoint member(s) to attend any meetings pertaining to academic affairs where student representatives are invited.
- 7.2.4 Shall be familiar with the University's academic policies and disseminate changes to the Penn State New Kensington Student Body.
- 7.2.5 Shall organize open forums for the purpose of engaging students with their respective academic disciplines.
- 7.2.6 Shall invite any students to committee meetings that have academic related concerns that they want SGA to address.

7.3 The Student Affairs committee's mission is to create a quality co-curricular experience for students by bringing all outside the classroom cares and concerns to the staff and administration of Penn State New Kensington and Penn State University.

- 7.3.1 Shall regularly meet no less than once a month during the academic year.
- 7.3.2 The Committee Chair shall call any additional meetings with at least 48 hours' written notice.
- 7.3.3 The Committee Chair shall appoint member(s) to attend any meetings pertaining to the student experiences where student representatives are invited.
- 7.3.4 Shall be familiar with the University's student related policies and disseminate changes to the Penn State New Kensington Student Body.
- 7.3.5 Shall organize open forums for the purpose of engaging students about what they want to see added or changed to their student experience.
- 7.3.6 Shall invite any students to committee meetings that have student related concerns that they want SGA to address.

7.4 The Elections committee's mission is to create a fair and open election that are available to all enrolled Penn State New Kensington students. They will work to promote elections so that students are aware of when elections are and how they may cast their vote.

- 7.4.1 Shall regularly meet no less than once a month during the academic year.
- 7.4.2 Committee Chair shall call additional meetings with at least 48 hours' written notice.
- 7.4.3 No member is permitted to be a candidate for the subsequent election.
- 7.4.4 The Chair will make recommendations to the General Assembly of members that need to be replaced because of an active campaign. The General Assembly will approve new members with a majority vote.
- 7.4.5 Shall oversee SGA's election process. Shall advertise election timeline, advise candidates on procedural questions, will collect student votes, and will count the ballots.
 - 7.4.5.1 Once ballots are tabulated, the Election Committee will make the Advisor aware of each winner so that the campus community can be made informed of the results.

7.4.6 Elections committee members are expected to keep all election results secret. Any premature disclosure of election results may result in removal from SGA and referral to the Office of Student Conduct.

7.5 The Rules committee's mission is to regularly review this Constitution and to oversee all compliance related issues that SGA may have.

7.5.1 Shall regularly meet no less than once a month during the academic year.

7.5.2 Committee Chair shall call additional meetings with at least 48 hours' written notice.

7.5.3 Shall review the SGA Constitution on an annual basis and recommend proposed amendments to the document as needed.

7.5.4 Shall make recommendations to the General Assembly to vote on amending the Constitution.

7.6 The Finance committee's mission is to oversee the attainment and management of all funds that SGA receives.

7.6.1 Shall regularly meet no less than once a month during the academic year.

7.6.2 Committee Chair shall call additional meetings with at least 48 hours' written notice.

7.6.3 Shall create and maintain financial records when SGA requests funds from the Student Initiated Fee.

7.6.4 Shall create and maintain financial records when SGA financially collaborates with another student organization or Penn State entity.

7.6.5 Shall create budget proposals for any funding requests from the Student Initiated Fee.

7.6.6 Shall make recommendations to the General Assembly to vote on all financial matters.

ARTICLE VIII - STUDENT REPRESENTATIVES POWER'S & DUTIES'

8.1 Student representatives will be selected by the Executive Board to serve on various committees throughout New Kensington's campus.

8.2. The Executive Board shall vote on and appoint two students to serve as Faculty Senate Representatives.

8.2.1 One representative shall advocate for the interests of the first- and second-year student needs.

8.2.2 One representative shall advocate for the interests of the third- and fourth-year student needs.

8.2.3 Both representatives shall attend all Penn State New Kensington campus Faculty Senate meetings.

8.2.4 Both representatives shall report to SGA all relevant information that concerns the student body.

- 8.2.5 Both representatives shall assist in surveys and research to be conducted among the classes they represent as directed by the SGA or the Faculty Senate.
- 8.2.6 Both representatives shall brief the new representative on their responsibilities.
- 8.3 The Executive Board shall vote on and appoint a representative to the Food Services Committee.
 - 8.3.1 The representative shall advocate for the interests of the student body to the Food Services Committee.
 - 8.3.2 The representative shall attend all Food Services Committee meetings.
 - 8.3.3 The representative shall report to SGA all relevant information that concerns the student body.
 - 8.3.4 The representative shall assist the Food Services Committee with any projects or meetings needing student input.
 - 8.3.5 The representative shall brief the new representative on their responsibilities.
- 8.4 The Executive Board shall vote on and appoint a representative to the Alumni Association.
 - 8.4.1 The representative shall advocate for the interests of the student body to the Alumni Association.
 - 8.4.2 The representative shall attend all Alumni Association meetings.
 - 8.4.3 The representative shall report to SGA all relevant information that concerns the student body.
 - 8.4.4 The representative shall assist the Alumni Association with any projects or meetings needing student input.
 - 8.4.5 Brief the new representative on their responsibilities.
- 8.5 The Executive Board shall vote on and appoint a representative to the IT Fee Committee.
 - 8.5.1 The representative shall advocate for the interests of the student body to the IT Fee Committee.
 - 8.5.2 The representative shall attend all IT Fee Committee meetings.
 - 8.5.3 The representative shall report to SGA all relevant information that concerns the student body.
 - 8.5.4 The representative shall assist the IT Fee Committee with any projects or meetings needing student input.
 - 8.5.5 The representative shall brief the new representative on their responsibilities.

ARTICLE IX -ADVISOR POWER AND DUTIES

9.1 SGA shall retain a minimum of one advisor at all times. All recognized student organization advisors have been identified as a Campus Security Authority as defined by the Clery Act.

9.2 The advisor(s) must be a full-time faculty or staff member at Penn State New Kensington, with the primary advisor being the Director of Student Affairs Officer, or their designee.

9.3 Shall attend all Executive Board and General Assembly meetings. They will give notice if they are unable to attend.

9.4 Shall serve in an ex-officio capacity advising members on procedures, protocols and providing context to issues that they are discussing.

9.5 Shall have the ability to appoint a President if no eligible student runs for office.

9.6 Upon a three-fourths (3/4) majority vote of the entire SGA membership present at a General Assembly meeting, the President shall petition the Chancellor who may, at their sole discretion, appoint a new Advisor.

ARTICLE X -PARLIAMENTARY AUTHORITY

10.1 The current edition of Robert's Rules of Order shall be used for standards of procedure, so long as it does not conflict with this Constitution. All orders, resolutions, or measures brought before the SGA shall take effect only after the General Assembly has voted in favor of the order, resolution, or measure.

10.2 Rules of Order

10.2.1 - A simple majority (50% + 1) of those present is required except where otherwise indicated. Abstentions are counted as non-votes.

10.2.2 - A motion will not carry if the majority of voting members that are present abstain.

10.2.3 - A voting member is not to abstain unless they can cite a business or personal conflict of interest that precludes them from being objective on the vote.

10.2.4 - Voting members not present for discussion of the topic being voted on are prohibited from submitting a vote on the matter at hand.

10.3 The General Assembly may, with two-thirds (2/3) majority vote, override a veto of an order, resolution, or measure by the SGA President.

10.4 The General Assembly may call special meetings of the SGA. To call a special meeting, a minimum of three (3) voting members of the General Assembly must submit a signed request to the President. For the special meeting to take place all voting members of the General Assembly must be notified via email at least twenty-four (24) hours prior to the special meeting, unless otherwise stipulated by a 2/3 majority vote of

the General Assembly. The President, on their own accord, may call a special meeting without three signed requests provided that the required notifications are made.

10.5 The General Assembly shall approve SGA elections campaign guidelines proposed by the Elections Committee at least one (1) week prior to the deadline for submission of packets in any election.

10.6 Any person temporarily fulfilling the duties of a student representative shall be known as a "Proxy Representative". A Proxy Representative is responsible for completing all the duties and tasks as an elected General Assembly member would while serving as a Proxy.

10.6.1- Proxy representative is chosen based on runner-up status of the previous representative elections, at the discretion of the President.

10.6.2 - If a proxy representative cannot be chosen based on runner-up status, then a list of suitable proxy representative shall be kept by the Vice President and a proxy representative can be chosen from said list.

10.6.3 - A proxy representative must be explicitly stated on record as a proxy before the start of the meeting.

10.6.4 - The General Assembly may, with two-thirds (2/3) vote, to approve a proxy representative.

10.6.5 - In the event that a proxy representative is taking part in a cabinet project meeting, they must inform the Secretary of their proxy status.

ARTICLE XI -MEETINGS

11.1 SGA General Assembly meetings shall be held regularly and be open to the entire College community.

11.2 SGA Executive Board meetings are closed meetings for executive board members and advisors. Guest will be invited on as needed basis.

11.2 Quorum shall be defined as one more than half of the voting student members. A quorum must be present to conduct a business session.

11.3 The first General Assembly meeting of each academic year shall be called within two weeks of the first day of classes. With consultation of the General Assembly, the President shall set a schedule of meetings for the academic year.

11.3.1 - All efforts should be made to have all meetings during common hour.

11.3.2 - If the President chooses an undesirable meeting time, the General Assembly can decide a day and time, majority vote to, that allows for the majority of student representatives to attend.

11.4 The President will work in consultation with the Executive Board and Advisor(s) to set the Executive board meeting schedule for the academic year.

11.5 All members of SGA must submit a written excuse to the Secretary one (1) hour in advance of the meeting for review whether it will be an excused or unexcused absence.

11.5.1 - Members are expected to be present for opening roll call of all meetings. Failure to do so without a submitted excuse form is grounds for an unexcused absence.

11.5.2 - The Secretary shall have the authority to rule on the validity of absences and shall have the ability to deem them unexcused.

11.5.3 -All Executive Board members must attend all meetings, except when excused by the President.

11.5.4- The only recognized valid excuses are as follows:

11.5.4.1 Medical problem

11.5.4.2 Course work conflict

11.5.4.3 Personal problem

11.5.5 - The Secretary shall inform the Parliamentarian of any members that have three (3) unexcused absences.

11.6 The President may call special or closed meetings for the sole purpose of discussing and acting upon confidential matters.

11.7 A motion to table between academic years is prohibited. The change of members of the SGA at the first meeting of the following year presents the possibility of a lack of understanding of the motion.

11.8 SGA General Assembly meetings are to an outlined agenda for the purpose of consistency as an organization. The agenda will be as follows:

- a) Call to Order and Opening Roll Call
- b) Adoption of the Agenda
- c) Adoption of the Minutes
- d) Open Forum
- e) Speaker(s)
- f) Old Business
- g) New Business
- h) Executive Board Reports
- i) Advisor Report
- j) Committee Reports
- k) Ad-Hoc Committee Reports
- l) Administrative Announcements
- m) Open Forum

n) Adjournment

11.9 All other meetings are encouraged to create a meeting agenda that suits their purpose and needs.

ARTICLE XII - INTER-SEMESTER AUTHORITY

12.1 During the periods between the Fall and Spring semesters and the Spring and Fall semesters, the President and Vice-President of SGA, under the advice of the Director of Student Affairs, may commit up to 15% of unbudgeted SGA funds to any project with the total for all projects not to exceed 25% of the initial amount of unbudgeted funds.

ARTICLE XIII - VACANCIES & SUCCESSION

13.1 Representative vacancies will be filled in the following manner.

13.1.1 - Any vacant representative seat that wasn't filled through the previous year's election must be voted on by the General Assembly. The Vice President will put together a slate of representatives for the General Assembly to vote on at the beginning of the academic year. Their term will be until the end of the current academic year.

13.1.2 - Any position that becomes vacant during the academic year will be voted on by the General Assembly. The Vice President will present an eligible representative for the General Assembly to vote as soon as they are identified. Their term will be until the end of the current academic year.

13.2 Executive Board vacancies will be filled in the following manner.

13.2.1 - Any vacant Executive Board position that wasn't filled through the previous year's election must be voted on by the General Assembly. The President will put together a slate of Executive Board positions for the General Assembly to vote on at the beginning of the academic year. Their term will be until the end of the current academic year.

13.2.2 - Any position, other than the President, that becomes vacant during the academic year will be voted on by the General Assembly. The President will present an eligible Executive Board member for the General Assembly to vote as soon as they are identified. Their term will be until the end of the current academic year.

13.3 The SGA succession shall be as follows:

13.3.1 - If the President can no longer fulfill their duties, the Vice President shall assume the title and the powers and duties of the President and shall remain in office for the remainder of the original term.

13.3.1.1 - The new President will then follow the vacancy procedures outlined above to replace the Vice President.

13.3.2 - If the office of the President and the office of the Vice President are vacated simultaneously, the Treasurer shall assume the title and the powers and duties of the President. They shall remain in office for the remainder of the original term.

13.3.3 - If the Treasurer refuses the nomination of the President, the Secretary will assume the title and powers of the President. They shall remain in office for the remainder of the original term.

13.3.4 - If the Secretary refuses the nomination of the President, the Parliamentarian will assume the title and powers of the President. They shall remain in office for the remainder of the original term.

13.3.5 - If the Parliamentarian refuses the nomination of the President, the General Assembly will elect a student to assume the title and powers of the President. They shall remain in office for the remainder of the original term.

13.3.5.1 - The candidate may be any currently enrolled Penn State New Kensington student.

13.3.5.2 - Candidate must satisfy all membership requirements.

13.3.5.3 - The General Assembly must elect the new positions within four (4) weeks after the vacancy.

13.3.5.4 - They shall remain in office for the remainder of the original term.

13.4 If the President decides to appoint a uniquely qualified student who is not an SGA member to an Executive Board position, that individual would be approved to proceed to the nomination through an interview process with the President and SGA advisor. They shall remain in office for the remainder of the original term.

13.5 If all four (4) of these positions are vacated, the Senate shall elect a new President.

13.5.1 - The candidate may be any currently enrolled Penn State New Kensington student.

13.5.2 - Candidate must satisfy all membership requirements.

13.5.3 - The General Assembly must elect the new positions within four (4) weeks after the vacancy.

13.5.4 - They shall remain in office for the remainder of the original term.

ARTICLE XIV - ELECTIONS

14.1 Shall be through a secret ballot once every academic year beginning at 8am on the first Monday of April and ending at 5pm on the Friday of that week.

14.1.1 -Elections are for the President, Vice President, Treasurer, Secretary, and General Assembly members.

14.1.2 - No candidate shall have any current, pending, or past student conduct violations levied against them and must be academically eligible.

14.1.3 - All candidates must satisfy all membership requirements.

14.2 All currently enrolled students shall be eligible to vote for candidates on the ballot.

14.3 The medium of elections will be recommended by the Elections committee and voted on by the General Assembly. This must be finalized by the first Monday in March.

14.4 To be eligible for the ballot, General Assembly members are required to:

14.4.1 - Obtain 10 signatures of current students.

14.4.2 - Hold at least a 2.00 cumulative GPA.

14.4.2.1 - In the case that a representative is elected with a valid GPA, but the GPA drops below 2.00 after spring semester grades are released, the representative is on academic probation. During academic probation, the student can still perform all duties expected of them and their office.

However, if after one semester the student does not improve their GPA to above 2.00, the representative will be removed from office and replaced.

14.4.2.2 - In the case that an SGA member's grades fall below their valid level after fall grades are released, they too are on academic probation and shall not be eligible to run for re-election during spring elections.

14.5 To be eligible for the ballot, Executive Board members are required:

14.5.1- Obtain 20 signatures of current students.

14.5.2 - Hold at least a 2.50 cumulative GPA.

14.5.2.1 - In the case that an executive is elected to an office with a valid GPA, but the GPA drops below 2.50 after spring semester grades are released, the executive is on academic probation. During academic probation, the student can still perform all duties expected of them and their office. However, if after one semester the student does not improve their GPA to above 2.50, the executive will be removed from office and replaced.

14.5.2.2 - In the case that an SGA member's grades fall below their valid level after fall grades are released, they too are on academic probation and shall not be eligible to run for re-election during spring elections.

14.5.3 - To not hold an officer position in any other officially recognized clubs or organizations.

14.6 A person may run for two elected offices at the same time but may only hold one office if the person is elected to both positions. Upon the outcome of the election, the

candidate must deliver, in writing, to the SGA Advisor within one calendar week their decision on which position they will serve. If the candidate does not notify the Advisor within one calendar week, the Advisor will decide which position the candidate will hold for the next year. This decision can be appealed to the Chancellor.

14.7 The Advisor will be responsible for verify the GPA of all SGA members.

ARTICLE XV - MEMBER DISCIPLINE & REMOVAL

15.1 All members are expected to abide by the rules set forth in this document and the Code of Conduct. Failure to do so will result in disciplinary action and/or removal.

15.2 The following actions may result in disciplinary action and/or removal:

15.2.1- Failure to attend three (3) regularly scheduled meetings or events without a valid excuse approved by the Secretary.

15.2.2 - A member's GPA average falls below the required minimum.

15.2.3 - A member is negligent of their duties.

15.2.4 - A member acts in a manner that is inconsistent with Penn State's core values.

15.3 Members believed to be in violation of one of more policies set forth in this document will be recommended by the Parliamentarian to the General Assembly to be voted on for a Censure Hearing.

15.3.1 - The Parliamentarian will have to inform, in writing, any member that will be recommended for a Censure Hearing at least one week in advance of the next regularly scheduled meeting.

15.3.2 - Censure hearings are an opportunity for the Parliamentarian to present evidence of wrongdoing against the accused the member. It is also an opportunity for the member to provide evidence in their defense.

15.3.3 - All parliamentary procedures are to be followed during the Censure Hearing.

15.3.4 - After the concluding remarks have been presented, the General Assembly will need a 3/4 majority vote in favor of the Censure.

15.3.5 - If the General Assembly votes in favor of the Censure they will have to decide the severity with a second, simple majority vote. They can choose from the following:

15.3.5.1- Warning Censure - A low-level censure warning the individual that their actions were unacceptable.

15.3.5.2 – Formal Censure – A mid-level censure indicating that the conduct of the individual will not be tolerated, and any repeat action could lead to their removal from SGA.

15.3.5.3 – Separation Censure – A high-level censure resulting in the formal removal of an SGA member. This person will be ineligible to run for any position within SGA in the future.

15.4 Students that have received a Censure from the General Assembly can appeal this decision.

15.4.1 Any member wishes to appeal a censure must submit a written notice within two (2) weeks of their censure.

15.4.2 An appeals board will be set up and a hearing will be held within one (1) week of the written notice.

15.4.3 The appeals board shall consist of at each (3) students, one (1) faculty member, and the Director of Student Affairs or their appointee. The accused student has the right to challenge one (1) student and one (1) faculty member sitting on the board.

15.4.3.1 The member that brought forward the complaint will be ineligible to sit on the appeals board.

15.4.4 The Director of Student Affairs will serve as the chair of the board and will be responsible for setting up the board.

15.4.5 The accused member will have an opportunity to present evidence and call any relevant witnesses.

15.4.6 The appeals board will decide whether to uphold the censure or remove it. The Chair will present their finding, in writing, to the SGA Executive Board at their next regularly scheduled meeting.

15.4.7 There shall be no appeal if a member is censured for reasons of poor academic standing.

ARTICLE XVI – STATEMENTS OF NONDISCRIMINATION & INSTITUTIONAL COMPLIANCE

16.1 The SGA shall abide by all institutional policies in the functioning of the organization.

16.2 The University defines Hazing as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student or that willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any registered student organization. Hazing includes, but is not limited to, any brutality of a

physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of food, liquor, drug, or other substance or any other forced physical activity that could adversely affect the physical health and safety of the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or any other forced activity that could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. Any activities as described in this definition upon which the initiation or admission into or affiliation with or continued membership in a registered student organization is directly or indirectly conditioned shall be presumed to be a “forced” activity, the willingness of an individual to participate in such activity notwithstanding. Any registered student organization that commits hazing is subject to disciplinary action by the appropriate registering organization.

16.3 The University is committed to equal access to programs, facilities, admission, and employment for all persons. It is the policy of the University to maintain an environment free of harassment and free of discrimination against any person because of age, race, color, ancestry, national origin, religion, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, sexual orientation, marital or family status, pregnancy, pregnancy-related conditions, physical or mental disability, gender, perceived gender, gender identity, genetic information, or political ideas. Discriminatory conduct and harassment, as well as sexual misconduct and relationship violence, violates the dignity of individuals, impedes the realization of the University’s educational mission, and will not be tolerated. Direct all inquiries regarding the nondiscrimination policy to the Vice Provost for Affirmative Action, Affirmative Action Office, The Pennsylvania State University, 328 Boucke Building, University Park PA 16802-5901; Tel 814-863-0471

16.4 Any member found to have committed a violation of institutional or University policy shall be referred to the appropriate University office.

16.5 The student organization shall not have any off-campus financial account(s).

ARTICLE XVII - AMENDMENTS

17.1 Only a member of SGA may propose an amendment to the Constitution.

17.2 The amendment shall be discussed for a minimum of two (2) regular SGA General Assembly meetings before a vote can take place, with no vote taking place until the second meeting after an amendment has been introduced.

17.3 The amendment shall be publicly advertised to the campus community from the time the amendment is proposed up until the time it is voted on.

17.4 Amendments shall become effective immediately after three-fourths (3/4) majority vote by the General Assembly members present.

**Penn State New Kensington
Student Government Association
PENDING ADOPTION**

The 2021-2022 Constitutional Adoption Committee consisted of:

Students:

Advisor:

Dr. JW Tabacchi

Marissa Welsh