



CONSTITUTION OF THE SUFFOLK UNIVERSITY STUDENT GOVERNMENT ASSOCIATION

PREAMBLE

Through the adoption of this constitution and bylaws, the undergraduate student body of Suffolk University hereby establishes the Student Government Association (SGA) as its official representative of University shared governance. The SGA represents the undergraduate student body in voicing concerns, promoting interests, and advocating for student life and academic concerns at Suffolk University. The SGA shall be responsible for the management and distribution of funds collected through the University Student Activities Fee.

ARTICLE I. NAME

The name of this organization shall be the Suffolk University Student Government Association, hereinafter referred to as the SGA.

ARTICLE II. MEMBERSHIP

Section One. Composition.

The SGA shall consist of its officers, advisors, a legislative body of 49 senators, and members-at-large. Ten (10) senators shall be elected from each of the four academic classes – freshman, sophomore, junior and senior. Nine (9) additional senators shall be elected at large from the Suffolk University student body.

Section Two. Senators.

A. Requirements to hold office. Senators must:

1. Be a Suffolk University undergraduate student in accordance with the student conduct system and in good academic standing. Good academic standing is defined as not being on academic probation.
2. Attend the Fall Leadership retreat and/or Spring Leadership in one academic year
3. Be taking classes at the Suffolk University Boston campus during their term.
4. Serve on at least one SGA standing committee.
5. Not have been previously removed by the SGA.
6. For the office of academic class senator, be a member of that academic class for the coming term of office.

B. Election.

1. The student body shall elect the SGA Senators through plurality at-large voting.
2. Election of academic class senators shall be conducted through balloting within their academic class only.



3. Election of at-large senators shall be conducted through balloting throughout the undergraduate student body.
4. Election of freshmen class senators shall be held annually by the end of September.
5. Election of sophomore, junior, senior class and at-large senators shall be held annually the week before Spring Break.
6. In the event of a tie among candidates polling lowest for the last available office, only the names of the candidates tied will be placed on a new ballot and a run-off election shall be conducted within ten (10) days of the original election date.
7. If there is only one candidate for an office, the office may be filled by acclamation.

C. Term of Office.

1. Freshmen class senators shall serve a term of office beginning on the date of election and terminating five (5) business days after the conclusion of the following spring Final Examination period.
2. Sophomore, junior, and senior class, and at-large senators shall serve a term of office beginning five (5) business days after the conclusion of spring Final Examination Period in the current year to five (5) business days after the conclusion of spring Final Examination Period of the following year.
3. Individuals may only serve in one office at a time. There is no limit to the number of terms that a student may serve as a senator.

D. Removal and Resignation.

1. Removal. A senator shall be removed from office for any of the following reasons:
 - a. Failing to maintain good academic standing or standards outlined in the student code of conduct
 - b. As a result of successful disciplinary proceedings against a senator, conducted as per the organization's parliamentary authority or powers of the SJRB, in which removal from office is the sanction.
 - c. Failing to serve on at least one SGA standing committee, which includes missing 4 committee meetings in one academic year. Failing to attend three (3) required SGA activities within one academic year, including regular and special SGA meetings, the SGA Fall Retreat, or the SGA Spring Retreat.
2. Resignation. A Senator or Senator-at-large may resign by the following procedure:
 - a. submitting a request in writing to the SGA Executive Board or faculty advisor

- b. A senator who attends any SU Boston campus affiliated study-abroad



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program(s) that exceeds an academic semester must resign through the above process

E. Vacancies.

1. Academic Class Vacancies. Vacancies in the office of academic class senator may be filled by a student in that academic class who completes all of the following:
 - a. Currently serves as a Member-at-large, and;
- b. Submits a petition with the signatures of a minimum of 50 students from their academic class, and;
- c. Receives a majority of the legal votes cast by members present and voting in an election at a regular or special meeting of the SGA for which notice of the election has been given.
2. At Large Vacancies. Vacancies in the office of at-large senator may be filled by an undergraduate student who completes all of the following:
 - a. Currently serves as a Member-at-large, and;
 - b. Submits a petition with the signatures of a minimum of 25 students from the undergraduate student body, and
 - c. Receives a majority of the legal votes cast by members present and voting in an election at a regular or special meeting of the SGA for which notice of the election has been given.

Section Three. Members-at-large.

A. Requirements to become a member. Members must:

1. Be a Suffolk University undergraduate student in good academic standing. Good academic standing is defined as not being on academic probation.
2. Be taking classes at the Suffolk University Boston campus during their term.
3. Serve on at least one SGA standing committee.
4. Not have been previously removed by the SGA.
5. Have attended 3 SGA regular meetings in a row.

B. Election.

Any Senator or Executive Board member may nominate a student to become a member-at-large during the open forum of a regular SGA meeting. The Senate will then conduct a simple majority vote on this nomination. Nominees must show interest in

joining the senate.

C. Powers.

Members-at-large retain the following rights:

1. Speaking privileges during SGA meetings.
2. The ability to fill vacancies in the Senate.
3. The ability to be nominated for an Executive Board position during the Spring Election.

Members-at-large do not retain the following rights:

1. Voting rights during SGA meetings.
2. Be appointed to a committee chair position

D. Removal and Resignation.



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1. Removal. A member-at-large shall be removed from office for any of the following reasons:
 - a. Failing to maintain good academic standing or standards outlined in the student code of conduct
 - b. As a result of successful disciplinary proceedings against that member, conducted as per the organization's parliamentary authority, in which removal from membership is the sanction.
 - c. Failing to serve on at least one SGA standing committee, which includes missing 4 committee meetings in one academic year.
 - d. Failing to attend three (3) SGA meetings during one academic year.

2. Resignation. A member-at-large may resign by submitting a request in writing to the SGA Executive Board.

Section Four. Advisors.

A. Composition. There can be three (3) advisors to the SGA: a Program and Treasury Advisor, a Faculty Advisor, and a Graduate Fellow Advisor.

B. Program and Treasury Advisor

The Director of the Office of Student Leadership and Involvement shall serve as the Program and Treasury Advisor. The program and treasury advisor will:

- a. Meet regularly with the SGA Treasurer.
- b. Advise the Finance Committee.
- c. Be a signatory to all SGA accounts.

C. Faculty Advisor.

The Senior Assistant Dean of Students shall serve as the Faculty Advisor. The faculty advisor will:

- a. Facilitate a network of support for the Executive Board and the Senate.
- b. Help to resolve conflicts within the Association.
- c. Coordinate the selection of the graduate fellow.

D. Student Judiciary Review Board (SJRB) Advisor.

The SJRB advisor shall be identified by the incoming SGA Executive Board following elections. The SJRB advisor shall:

- a. Advise the Student Judicial Review Board.
- b. Assist the Faculty Advisor in resolving conflicts within the Association.
- c. Assist the Executive Board with the daily operation of the Association.

E. Rights of Membership.

Advisors will attend SGA and Executive Board meetings and participate in discussion and debate. No membership privileges will be given to advisors.

ARTICLE III. SGA OFFICERS



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Section One. Composition.

The officers of the SGA shall consist of a President, a Vice President, a Secretary, and a Treasurer.

Section Two. Requirements to Hold Office.

Officers must:

- 1. Have served at least one full semester as an SGA member.
- 2. Be in good academic standing and maintain the standards outlined in the student code of conduct. Good academic standing is defined as not being on academic probation.
- 3. Be a full-time student at the Suffolk University campus in Boston.
- 4. Not have been previously removed by the SGA.
- 5. Not be serving on the executive board of any other campus student organization or club.

Section Three. Election of Officers.

A. Voting. The student body shall elect, by electronic ballot, the officers of the Student Government Association. A plurality vote shall elect.

B. Timing. The election of SGA officers shall be held annually in March before the 'Spring Break' period.

C. Tie Vote. In the event of a tie for any office, only the names of the candidates tied will be placed on a new ballot and a run-off election shall be conducted

within ten (10) days of the original election date.

D. Acclamation. If there is only one candidate for office, the office may be filled by acclamation.

Section Four. Duties of Officers.

A. SGA President. The SGA president will:

1. Chair meetings of the SGA and the SGA Executive Board.
2. Serve as, or appoint a designee to serve as, a representative to Suffolk University boards and committees whenever student representation is requested by the administration.
3. Appoint SGA members to SGA standing committees unless otherwise specified in this constitution.
4. Nominate students to serve as committee chairs of SGA standing committees unless already provided for in the constitution or bylaws.
5. Annually, deliver a required State of the Association address prior to Spring Elections.
6. In the absence of the SGA Treasurer, sign checks and be a signatory to SGA accounts.
7. Perform other duties as prescribed in this constitution, or in the parliamentary authority adopted by the SGA.



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B. Vice President. The vice president will:

1. Chair regular and special meetings of the SGA in the absence of the President.
2. Serve as the Chief Justice of the Student Judicial Review Board (SJRB) and acting interpreter of organization standing rules.
3. Notify officers, committee members, and newly or previously elected members of the senate of their election or appointment; furnish committees with whatever documents are required for the performance of their duties and have on hand at each meeting a list of existing committees and their members.
4. Perform other duties as prescribed in this constitution, or in the parliamentary authority adopted by the SGA.
5. Maintain record book(s) in which this constitution, the bylaws, and any other documents of the SGA are entered, with any amendments to these documents properly recorded, and have the current record book(s) on hand at every meeting.
6. Maintain the SGA's official membership roll and call the roll when it is requested or required.

C. Secretary. The secretary will:

1. Prepare, prior to each meeting, a suggested agenda to be distributed to members of the SGA, showing the exact order, under the correct headings, matters are known in advance that are due to come up, and, if applicable, the times for which they are set.
2. Maintain a record of the proceedings of the Executive Board and the SGA.
3. Serve as the Vice-Chair of the Public Relations Committee.
4. Conduct and plan activities for the members of the SGA, unless otherwise prescribed.
5. Coordinate the daily operation of the SGA office including the assignment and execution of office hours by SGA members.
6. Perform other duties as prescribed in this constitution, or in the parliamentary authority adopted by the SGA.

D. Treasurer. The treasurer shall:

1. Chair the SGA Finance Committee.
2. Maintain a record of SGA funds and SGA-funded accounts.
3. Sign SGA checks, check requests, and co-sponsorship agreements, and serve as the primary signatory on SGA accounts.
4. Oversee the distribution of funds and make financial reports at each regular meeting of the SGA.
5. Perform other duties as prescribed in this Constitution, or in the parliamentary authority adopted by the SGA.



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Section Five. Term of Office.

- A. **Term Time Frame.** SGA officers will serve a one-year term of office beginning five (5) business days after the conclusion of spring Final Examinations in the current year to five (5) business days after the conclusion of spring Final Examinations of the following year.
- B. **Term Limits.** SGA Officers may only serve in one office at a time.

Section Six. Removal and Resignation.

- A. **Removal.** An SGA Officer shall be removed from office for any of the following reasons:
 1. Failing to maintain good standing or standards outlined in the student code of conduct
 2. As a result of successful disciplinary proceedings against an officer, conducted as per the SGA's parliamentary authority or SJRB procedural process, in which

removal from office is the sanction.

3. Failing to attend three (3) required SGA activities including regular SGA meetings, the SGA retreats, or Executive Board Meetings.

B. Resignation. An officer may resign by submitting a request in writing to an Executive Board Member or the SGA Faculty Advisor.

Section Seven. Vacancies.

A. SGA President. A vacancy in the office of SGA President shall be filled by the SGA Vice President.

B. Other Officers. An officer vacancy, other than that of SGA President, shall be filled by special election to occur within two SGA regular meetings in which the vacancy is announced.

ARTICLE IV. MEETINGS

Section One. Meetings.

A. Regular Meetings of the SGA. Regular meetings of the SGA shall be held weekly during each semester on Thursdays during activities period. **B. Special Meetings of the SGA.** Special meetings of the SGA may be called by the SGA President or upon the written request of 1/3 of the members of the SGA. The purpose of the meeting shall be stated.

Section Two. Legislative Rules.

A. Quorum. The quorum for regular and special meetings of the SGA shall be a majority of the membership.

B. Constituent Comments. Regular meetings of the SGA will provide an opportunity for comments from constituents during the 'open forum' period.



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- C. Regular Meeting Agenda.** The agenda for SGA regular meetings shall be provided to the membership at least twenty-four (24) hours in advance.
- D. Executive Session.** The SGA may only go into executive session for strategic planning, or to address behavioral issues such as the disciplining of a member.

ARTICLE V. EXECUTIVE BOARD

Section One. Powers.

A. SGA Budget Account. The Executive Board shall be provided with a financial Discretionary Account, the amount to be determined annually by the Finance Committee, which may be used to support the business of the SGA.

B. Conducting Business. The Executive Board shall be authorized to conduct the

business of the SGA between academic semesters or in an emergency as authorized by the SGA Faculty Advisor, except for authorizing expenditures exceeding the amount made available to the Executive Board in the Discretionary Account by the Finance Committee.

Section Two. Meetings.

- A. Regular Meetings.** The Executive Board shall meet weekly during each semester at a time and place designated by the SGA President. All Executive Officers must be provided with at least twenty-four (24) hours' notice.
- B. Special Meetings.** Special meetings of the Executive Board may be called by the SGA President or upon the request of any Executive Board member or the Faculty Advisor. Notice shall be given twenty-four (24) hours in advance to all Executive Board members.
- C. Quorum.** The quorum for regular meetings and any special meetings of the Executive Board shall be a majority of its members.

ARTICLE VI. COMMITTEES.

Section One. Standing Committees.

- A. Committees.** There shall be the following SGA standing committees: 1) Academics Committee; 2) Athletics Committee; 3) Commuters Committee; 4) Dining Committee; 5) Diversity Committee; 6) Finance Committee; 7) Housing and Facilities Committee; 8) Public Relations Committee; 9) Student Affairs Committee; 10) Student Judicial Review Board.
- B. Duties and Composition.**
 - 1. The Academics Committee will address concerns within the undergraduate student body. The chairperson must be a senator currently enrolled as an undergraduate.



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- 2. The Athletics Committee will address concerns within the Suffolk University NCAA, club, and intramural athletics teams. The committee will help bridge the gap between the student body and athletics. The chairperson must be a senator currently enrolled as an undergraduate.
- 3. The Commuters Committee will address commuter student concerns in regards to campus support and resources. The chairperson must be a senator currently enrolled as an undergraduate.

4. The Dining Committee will address concerns related to Suffolk University dining services and providers. The committee will work closely with Suffolk University Dining professional staff on concerns. The Chairperson must be a senator currently enrolled as an undergraduate.
5. The Diversity Committee will address concerns of Suffolk University undergraduate students of diverse or historically marginalized backgrounds in an effort to make the SGA accurately representative of all students.
6. The Finance Committee will recommend funding for recognized clubs and organizations, develop rules and policies for the distribution of funds from the Student Activities Fee, and manage SGA accounts. The committee will consist of nine (9) members: One senator from each of the four (4) academic classes, four (4) non-SGA undergraduate students, and the SGA Treasurer who shall serve as the chairperson of the committee. The Program and Treasury Advisor will serve as the advisor to the committee.
7. The Housing and Facilities Committee will address concerns with the physical property of Suffolk University including the residence halls. The Chairperson must be a senator currently enrolled as an undergraduate.
8. The Public Relations Committee will promote the work of the Student Government Association to the University and surrounding community. The committee will also be responsible for promoting resolutions and amendments being voted upon by the Student Government Association at least 24 hours prior to senate voting on the Student Government Association all social media accounts. The Chairperson must be a senator currently enrolled as an undergraduate.
9. The Student Affairs Committee will address non-academic student life concerns including issues of community, safety and technology. The Chairperson must be a senator currently enrolled as an undergraduate.
10. The Student Judicial Review Board (SJRB) will address concerns related to the interpretation of the governing documents of the SGA, alleged violations of student club and organization constitutions, and approval of governing documents for new SGA-recognized student clubs and organizations. The board shall consist of nine (9) Justices: One senator from each of the four (4) academic classes, four (4) non-SGA undergraduate students, and the SGA Vice President who shall serve as the Chief Justice of the board.

C. Membership.

1. Standing Committees of the SGA shall be composed solely of members of the SGA, unless in cases of the Student Judicial Review Board, Financial Committee, or Special Committees.
2. To be eligible to serve as a standing committee chairperson, a member must have previously served at least one semester as an SGA member. A member must serve as an SGA Senator at the time of nomination to be eligible.
3. Nominations by the SGA President for the chairperson of standing committees must be confirmed by receiving a majority of the legal votes cast by members present and voting on the nominations.



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Section Two. Special Committees.

Special Committees shall be created as ordered by the membership. Special Committees shall consist of a chairperson and at least two (2) other members, nominated by the SGA President and confirmed by the SGA. Membership on special committees shall not be limited to SGA members.

Section Three. Committee Action.

Committees shall make recommendations to the SGA for any action that is to be taken on behalf of the organization. Committees will report when requested by the SGA to do so.

ARTICLE VII. ELECTIONS

The fall and spring elections of the Student Government Association will be conducted by the Elections Committee. This committee will function as a standing committee. The Elections Committee will operate under the Elections Bylaws interpreted by the Student Judicial Review Board and Faculty Advisor.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

- A. The most recent edition of *Robert's Rules of Order Newly Revised* (RONR) shall govern the SGA in cases to which they are applicable and in which they are not inconsistent with this constitution and any bylaws that the SGA may adopt from time to time.
- B. Parliamentary authority can be used by all SGA officers. All members have a right to obtain governing rules at any point

ARTICLE IX. AMENDMENTS

Section One. Proposing Amendments.

Amendments to this constitution may be proposed by the SGA Student Judicial Review Board, or by any undergraduate student submitting a petition signed by at least 100 members of the undergraduate student body. Student petitions shall be verified by the Faculty Advisor.

Section Two. Approval of Amendments.

Amendments to this constitution shall be adopted upon receiving an affirmative vote of two-thirds of the legal votes cast at a regular or special meeting of the SGA for which notice of the proposed change has been announced to the student body at least seven (7) days in advance.

Section Three. Popular Amendments

Student petitions not adopted as amendments may be resubmitted as a question on the subsequent SGA election ballot after receiving 175 signatures from members of the undergraduate student body. Popular amendments take effect upon receiving the plurality of legal votes cast.

Section Four. Amended Constitution.



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Amendments to this constitution take effect immediately upon the approval of the SGA unless otherwise directed in the motion.

Section Five. Constitution Retroactivity

Upon adoption of this document, no current member will be retroactively punished for changes made between the former Constitution and this Constitution.

Presiding President, Student Government Association

Clinton Oreofe, Class of 2025

Clinton Oreofe

Presiding Vice President, Editor of the Student Government Association Constitution

Grace Kane, Class of 2025

Grace Kane

