
Student Government Association

Executive By-Laws

Article I - ELECTIONS

Section 1. All Executive Board members shall be elected by a plurality vote of the undergraduate Suffolk University community. The Executive Board Elections will run concurrently with the General Board elections, a date that will be decided upon by the SGA President, Vice President and the Assistant Dean of Students.

Section 2. The Vice President, in conjunction with the SJRB, Assistant Dean of Students, and SGA President, shall coordinate and oversee all elections of the SGA as outlined in Article II of the SJRB By-Laws.

Section 3. The election for the Executive Board shall be as follows:

- A. Nominations will be taken during regular sessions of the Senate. The meetings in which nominations are taken must take place on or before February 15th. During either of these meetings, any Senator may nominate somebody who has served the required one (1) semester as an elected member. The nomination must be seconded, and then accepted by the nominee to be valid
- B. The president of the Student Government Association can only serve on the Executive Board of Student Government. The President, Vice President, and Treasurer will be forbidden from serving on the Executive Board of any other organization or club on campus.
- C. After the General Meeting on which nominees will be chosen, the candidate(s) may withdraw election papers from the Student Government Association, as long as he/she is not on academic probation, and meets the Student Activities guidelines. The nominee may only run for the one (1) position that he/she has accepted.
- D. The election papers will be in accordance with the Office of Student Leadership and Involvement. The candidate(s) must

retrieve at least 75 bona fide signatures of any undergraduate at Suffolk University.

- E. After election papers are turned in by the candidate(s) to the Vice President of the Student Government Association and, the Vice President or designee will announce if the candidate(s) is/are eligible to run, based upon validity of signatures.
- F. There must be an Open Forum, a maximum of two weeks before the election, in space of significant size in order to accommodate any member of the Suffolk community. The Forum's purpose will be for the candidate(s) to give an election speech, and answer questions from the community in a Town Hall fashion. The forum will be organized at the discretion of the President. If in the event that the President is running again, the Assistant Dean of Students will coordinate the forum.
- G. Rules and regulations regarding political signs, posters, and the distribution of other such matters shall be in accordance with University regulations. These rules shall and will be enforced before and during the election.
- H. All students wishing to vote must have a valid school ID, and email address.
- I. Any undergraduate student may vote for any candidate in Executive Board elections.
- J. The term of elected Executive Office shall run from five business days after the conclusion of the Spring Semester's final exams, until five (5) business days after the conclusion of the following academic year.
- K. A written request for a recount of the election can be made to the Vice President or designee within forty-eight (48) hours after the posting of the results; excluding Saturdays, Sundays, and School Holidays.
- L. If an incumbent President or Vice President accepts a nomination for any Executive Board position, they cannot be present in the elections process, to ensure impartiality. In the case than an incumbent vice president is running for a position on the following year's Executive Board, the president, along with the Assistant Dean of Students shall run the election process. In the event that both the president and vice president are incumbents running for a position on the following year's

Executive Board, the Assistant Dean of Students, along with the vice-chair of the SJRB will run the election process.

Section 4. The appeal process shall be the following, for the Executive Board elections:

- A. All matters pertaining to the election, in which there is either a dispute about the outcome of the election, or any charge of wrongdoing, will come under the SJRB's jurisdiction.
- B. The final decision of the SJRB will stand, unless one of the concerned parties wishes to appeal.
- C. The request for an appeal must be filed in writing to the Assistant Dean of Students within a week, and the Director of Student Leadership and Involvement. Their decision will be final in all cases.

Article II – VACANCIES AND REMOVAL

Section 1. In all other positions in which there is a resignation, removal, incapacitation, or death, there will be an election held by the Senate to temporarily fill the position until the next Legislative Term. The process is the following:

- A. One (1) semester's elected membership is a requirement.
- B. The Vice President will solicit nominations, which have to be seconded, and then accepted by the candidate(s)
- C. The nominations must stand for one (1) week, after which an election within the Senate will take place. The Candidate(s) for the position(s) must give a speech, and answer questions in a Town Hall fashion.
- D. The candidate(s) who receive the plurality of the vote of the Senate for the position(s) will win. This process must be done by a secret ballot.
- E. The position will last for the duration of five (5) days after the academic year, and will take effect immediately.

Section 2. Any member who resigns or is removed from the Executive Board, has their entire membership status revoked from the organization.

Section 3. Any executive member who is drawn up on charges that designate removal, will be treated with the process as outlined in the SGA Legislative By-laws, under Article V, Sections 1-11.

Article III – POSITIONS

All elected and appointed Executive positions under the Constitution's Article III, Sections 1-4, are considered Executive positions.

Section 1. Elected Positions shall include

- a. The President
- b. The Vice President
- c. The Secretary
- d. The Treasurer

Section 2. Appointed Positions shall include

- a. The Student Affairs Committee Chair
- b. The Housing and Facilities Committee Chair
- c. The Academics Committee Chair
- d. Public Relations Committee Chair
- e. Diversity Committee Chair
- f. Ad-Hoc Committee Chairs

Article IV – POWERS AND FUNCTIONS

All powers and functions of all members of the Executive are dictated in the Constitution's Article III, Section 3, Part A, B, C, and D, and Section 4.

Article V – MEETINGS

Executive Meetings will be held weekly. These meetings may not conflict with Committee Meetings or General Assembly meetings.

Article VI – TRANSITIONING

This policy of transition must be followed by each member of the Executive Board, with certain, specified clauses to be followed by the appointed Committee Chairs of each standing committee. The process, excluding transition binders, must begin immediately following the Spring Elections and must last until five days after the last day of finals of the Spring Semester when succeeding Executive Board members commence their respective terms.

Section 1. Each member of the Executive Board shall keep a transition binder unique to his/her position and to be updated throughout his/her term (beginning at the start of said term until the position is officially retired) with pertinent information, documents, letters, timelines, etc.

Section 2. Each standing committee chair shall keep a transition binder unique to his/her position and to be updated throughout his/her

term (beginning at the start of said term until the position is officially retired) with pertinent information, documents, letters, timelines, etc.

- Section 3.* If a member of the Executive Board or a committee chair is elected to an additional term in the same position, that individual will still be required to keep a binder for each of his/her terms regardless of incumbency.
- Section 4.* Elects to the Executive Board shall be required to shadow their predecessor to engage in unique, individual training immediately following the Spring Elections and lasting until the end of the semester.
- Section 5.* Elects to the Executive Board shall be required to meet with their predecessor to review aforementioned binders previously constructed and organized by the former Executive Board member.
- Section 6.* The entire outgoing Executive Board shall meet with the entire succeeding Executive Board so as to transition from one group to the next.
- Section 7.* Each outgoing Executive Board member shall be required to draft an Executive Report to highlight the major accomplishments and continued issues of the year, and will be required to deliver the report to the Assistant Dean of Students, Dean of Students, and University President.
- Section 8.* Each outgoing Executive Board member shall keep a checklist of all of the aforementioned steps to transitioning to be reviewed with the succeeding Executive Board member so as to ensure all necessary, required steps to transitioning are taken.
- Section 9.* Each of the aforementioned tasks, with the exception of the meeting between the entire succeeding and preceding Executive Boards, must be completed before the end of the spring semester.

Article VII – AMENDMENT PROCESS

- Section 1.* A proposal to amend the Executive By-laws must be introduced in compliance with this article.

- A. Any member of SGA, voting or of special interest (i.e. Finance Committee and the SJRB Liaisons or Members at-large) as well as any undergraduates with a petition of fifty (50) undergraduate students' signatures, are allowed to propose and amendment to these By-laws.
- B. The amendment must be drafted in written legislative format, detailing the proposed amendment, and must be passed by a simple majority of Executive Board members, so that it may continue to further debate.
- C. The Amendment must be posted for at least one (1) week before proceeding for a vote of passage. The amendment shall be sent to the floor of the SGA Legislature, requiring a supermajority (2/3) vote for adoption.

Article VIII- REVIEW OF THE SGA EXECUTIVE BY-LAWS

With a minimum of every three (3) years, beginning with the Spring 2017, the SGA President—in consultation with the Executive Board—shall be mandated to review these Executive By-Laws for their effectiveness, relevance, and constitutionality.

Presiding President, Author of Executive By-Laws

William R. Cerullo, President, Class of 2014
