



Student Government Association

ILLINOIS INSTITUTE OF TECHNOLOGY

Constitution

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Preamble

We, the students of Illinois Institute of Technology, in order to form an effective and functional student government; to develop student programs; to foster a spirit of loyalty to the University; to provide all students with a means for the expression of student needs and a resource in resolving these concerns; to strive for a closer relationship among students, faculty, staff, and administration; to present opportunities for personal and leadership development among students; and to assume the fullest responsibility and power of self-government consistent with all state and federal laws and the policies of Illinois Institute of Technology, do hereby establish and ordain this Constitution for the Student Government Association.

1 General organization

1.1 Name

The name of this organization shall be the Student Government Association of the Illinois Institute of Technology and shall hereinafter be referred to as the SGA of the University. All references to Illinois Institute of Technology or the University within this Constitution and the SGA Bylaws inherently include VanderCook School of Music and Shimer College

1.2 Structure

The SGA shall be organized into the Executive Board, Senate, Finance Board, Judicial Board, and the General Assembly.

2 Officers

2.1 Officers and duties

The officers of the SGA shall be the members of the Executive Board, Finance Board, Judicial Board, and the Senate. These officers shall perform the duties prescribed by this Constitution and by the parliamentary authority adopted by the SGA.

2.2 Elections

Except in the case of a vacancy as outlined in Article 3, Section 3.8, all officers shall be elected according to the SGA Bylaws.

2.3 Term of office

All officers shall serve a one-year term, beginning upon the administration of the appropriate Oath of Office, or until their successors take the Oath of Office and assume the duties and powers required of that position as defined in the bylaws.

2.4 Office-holding limitations

No officer may hold more than one office simultaneously outside his/ her duties as outlined in Article 3, Section 3.2. No Executive Officer shall serve on the Finance Board, outside his/ her duties as outlined in Article 3, Section 3.2. No officer of Judicial Board, Finance Board, or Senate may simultaneously hold any other office in SGA. No Executive Officer may hold the same office for more than two consecutive full terms.

3 Executive board

3.1 Elected Board members

The Executive Board shall consist of the President, Executive Vice President, Finance Board Chair, Vice President of Academic Affairs, Vice President of Communications, and Vice President of Student Life. Along with appointed members listed in section 3.3.

Board's duties and powers

The Executive Board shall have general supervision of the affairs of the SGA between its business meetings; shall evaluate and modify the Constitution and Bylaws when necessary; shall ensure the advancement of the SGA; shall fix the hour and place of Senate and General Assembly meetings; shall make recommendations to the Senate; shall in the case of a vacancy appoint an Officer Pro Tem; and shall perform other duties as specified in this Constitution.

3.1.1 President

The duties and powers of the President are as follows:

- 1) Preside over the Executive Board and the General Assembly.
- 2) Present the concerns, recommendations, and resolutions of the SGA to the proper University officials.
- 3) Serve as the principal representative of the SGA to the University and any external organization.
- 4) Approve or veto, by signature, any bill or resolution adopted by the Senate within one week of Senate approval. Bills or resolutions including decisions regarding the approval of new student organization must be approved or vetoed within two weeks. The President shall not veto actions involving impeachment, removal from office, a Judicial Board recommendation, or a Finance Board allocation.
- 5) Appoint student members to University committees as needed.
- 6) Appoint, in the case of a vacancy, members of the Judicial Board, to be confirmed by a 2/3 vote of the Senate.
- 7) Notify all members and advisors in the event of any special meeting, in the method outlined by this Constitution.
- 8) Shall hold a seat on the President's Student Advisory Council
- 9) Administer the Oath of Office to the incoming Executive Board as outlined in Section 3.6 of this Article.

3.1.2 Executive vice president

The duties and powers of the Executive Vice President are as follows:

- 1) Preside over the Senate.
- 2) Determine and enforce the meeting regulations
- 3) Develop and facilitate SGA Retreat.
- 4) Manage all finances of the SGA, including fundraising, budgeting, disbursements, and Student Activity Fund proposals requested by the SGA and its committees, except for the finances related to the Finance Board.
- 5) Administer the Senator's Oath of Office as outlined in Article 4, Section 4.7.
- 6) Facilitate communication with new student organizations.
- 7) Any duties assigned by the President.
- 8) In the event of a tie in Senate, the Executive Vice President casts the tie-breaking vote.

3.1.3 Vice president of academic affairs

The duties of the Vice President of Academic Affairs are as follows:

- 1) Preside over the Academic Affairs Committee and provide a current list of active members of the committee to the Vice President of Communications before each regular meeting of the Senate.
- 2) Assist students in addressing concerns regarding academic affairs of the University.
- 3) Serve as an SGA liaison to faculty and administration regarding academic affairs of the University.
- 4) Represents the student body at the meetings of the University Faculty Council (UFC) and Undergraduate Studies Committee (UGSC) and reports to the executive board.
- 5) Maintain committee meeting minutes
- 6) Maintain the duties and powers afforded to a Senator
- 7) Any duties assigned by the President.

3.1.4 Vice president of student life

The duties of the Vice President of Student Life are as follows:

- 1) Preside over the Student Life Committee and provide a current list of active members of the committee to the Vice President of Communications before each regular meeting of the Senate.
- 2) Assist students in addressing concerns regarding student life at the University.

- 3) Serve as an SGA liaison to faculty and administration regarding student life at the University
- 4) Maintain committee meeting minutes
- 5) Maintain the duties and powers afforded to a Senator.
- 6) Any duties assigned by the President.

3.1.5 Vice president of communications

The duties of the Vice President of Communications are as follows:

- 1) Preside over the Communications Committee and maintain a current list of active members of the committee.
- 2) Ensure that all branches of SGA project a unified image to the IIT community.
- 3) Notify all members of their respective regular meetings
- 4) Notify Senators, in writing, if their status is in jeopardy for any reason, as outlined in Article 4, Section 4.4
- 5) Maintain committee meeting minutes
- 6) Maintain the duties and powers afforded to a Senator
- 7) Any duties assigned by the President

3.1.6 Chair of finance board

The duties of the Chair of Finance Board are as follows:

- 1) Preside over the Finance Board in the manner outlined in the SGA Bylaws.
- 2) Move appropriate and timely action for the formation and dissolution of the Finance Board Selection Commission.
- 3) Preside over the Finance Board Selection Commission.
- 4) Serve as the principal liaison of the Finance Board to the student body and to the Office of Campus Life regarding Student Activity Fund appropriations.
- 5) Publish dates and hearings for the following semester by the last hearing of the current semester.
- 6) Maintain the duties and powers afforded to a Senator. 7) Any duties assigned by the President.

3.2 Appointed Board Members

3.2.1 Events Chair

The Events Chair shall be selected by the executive board and approved by the senate in a simple majority vote.

Their duties are as follows:

- 1) Preside over the Events committee and maintain a current list of its active members
- 2) Coordinate the events that student government will have each semester
- 3) Shall be given voting power within the executive board only
- 4) Any duties assigned by the President

3.2.2 Secretary

The Secretary shall be appointed by the Executive Vice President to assist them with any of the following tasks:

- 1) Chooses or creates the meeting regulations.
- 2) Keeps record of attendance at executive board, senate, and committee meetings.
- 3) Works actively on recruiting members to the Student Government.
- 4) Monitors absences and reaches out to absent Senators at every meeting
- 5) Records and maintains minutes at executive board meeting
- 6) Records and maintains minutes during senate or appoints a proxy to do so
- 7) Any additional duties the Executive Vice president may assign.

3.2.3 Chief Justice

The Chief Justice shall be appointed by the President and approved by the senate in a simple majority vote.

- 1) The Chief Justice shall act as the representative and spokesperson of the Judicial Board
- 2) The Chief Justice shall convene meetings of the Judicial Board when necessary, or when so requested by a Justice.
- 3) The Chief Justice shall notify the President of any decision or upcoming hearing of the Judicial Board. The President and Chief Justice shall disseminate this information to the members of the SGA as each deems appropriate
- 4) The Chief Justice shall be responsible for communicating with campus media in regards to the decisions of the Judicial Board
- 5) The Chief Justice shall vote only in the case of a tie
- 6) The Chief Justice shall hold a seat on the Campus Judicial Board

3.3 Devolvement of duties

In the event that the President is not capable of performing his/ her duties, the Executive Board shall appoint a President Pro-Tem from within the board to assume the duties and powers of the President until the President is capable of performing his/ her duties. If the President cannot perform his/ her duties for more than 14 consecutive calendar days, the Senate may then, by a two-thirds vote, declare a vacancy in the office of the President.

3.4 Meetings

An Executive Board meeting shall be called by the President or by written notice of at least three Executive Officers.

3.5 Transitional meeting

After election, results have been announced and before the last regular meeting of the spring semester, at a time defined by the outgoing President, both the outgoing Executive Board and incoming Executive Board shall meet for the purpose of officer transition and training.

3.6 Oath of office

The Oath of Office shall be administered by the outgoing President at the regular Senate meeting immediately following the transitional meeting. In case the incoming President is the outgoing President, the outgoing Executive Vice President shall administer the Oath of Office to the incoming President. All incoming Executive Officers shall take the following Oath of Office before assuming the duties and powers outlined in this Constitution:

I, [name], do hereby affirm that I shall justly support and defend the Constitution and Bylaws of the Student Government Association of the Illinois Institute of Technology. I vow to fulfill my obligations to my fellow students and my duties as [office] to the best of my ability.

3.7 Resignation

Any Executive Officer intending to resign shall make known of this intent in writing to the President, the Senate, and the Chief Justice with a two weeks' notice.

3.8 Vacancies

In the event of a vacancy in the office of the President, the Executive Vice President shall assume the office of the President. For all other Executive Board vacancies, nominations for the applicable office shall open at the following regular Senate meeting. Until the position is assumed, the executive board shall perform the duties of the vacant position. Candidates must meet the qualifications as outlined in the SGA Bylaws. The open positions shall be elected by a majority of the Senate at a Senate meeting immediately following the opening of nominations.

4 Senate

4.1 Senate members

The members of the Senate, herein referred to as Senators, shall be elected representatives of their respective constituencies.

4.2 Representation

Student representation shall be determined by means of the enrollment in each college of the University as outlined in the SGA Bylaws. In addition, Commuter Students Association, Graduate Students Association, Greek Council, and Residence Hall Association shall each be represented by one Senator, provided that the organization satisfies the requirements outlined in the SGA Bylaws. Shimer College and VanderCook School of Music shall be granted special seats, as well.

4.3 Election of senators

The election of Senators shall be executed and governed according to the SGA Bylaws.

4.4 Senatorial requirements

- 1) Senators are expected to maintain a satisfactory frequency of attendance as defined by the SGA Bylaws.
- 2) Senators shall hold membership on at least one standing committee of the Senate by the second regular meeting of the Senate, and must remain an active member of a standing committee as determined by its presiding officer.
- 3) Senators shall maintain enrollment in the college of their constituency. If at any time a Senator is no longer enrolled in the college he/ she represents, he/ she shall be removed from office but shall remain in good standing with the SGA.

4.5 Senate's duties and powers

The Senate shall serve as the primary legislative and deliberative body of the SGA and shall represent the views of the student body. The Senate has the duties and powers to:

- 1) Adopt bills and resolutions, which advance the purposes of the SGA as defined in the Preamble of this Constitution.
- 2) Consider recommendations by the General Assembly, Executive Board, Finance Board and Judicial Board.
- 3) When in the best interest of the student body, override a Presidential Veto with a two-thirds vote.
- 4) When in the best interest of the student body, remove from office any member of the Executive Board, Senate, Finance Board or Judicial Board as outlined in Article 7.
- 5) When in the best interest of the student body, recognize student organizations with a majority vote as requested by the Office of Campus Life.
 - a. In consistency with the pattern of the student organization creation process in the Office of Campus Life, new student organizations can present to the Senate at Senate meetings assigned prior by the Executive vice president.
 - b. Organizations seeking approval will be informed as a part of their processes with the Office of Campus Life that they must prepare and present concise answers to the following questions:
 - i. How many people have expressed an active interest in this organization?
 - ii. How much money from the SAF will your organization expect to request?
 - iii. What kinds of programming will you do and how will it affect the student body?
 - iv. What are your next steps in this process after you are approved? (What are you going to do now?)
 - v. How are you planning to increase membership in your organization?
 - c. Student leaders seeking approval will be asked to leave during the vote and discussion.
 - d. Organizations that are not approved will be sent a compiled list of recommendations from the entire Senate. This will include a list of issues, requests, and suggestions. This list will be compiled in a short discussion following the disapproval not to exceed five minutes. The VP of Communications will be responsible for taking notes from the discussion and emailing the student leaders.
 - e. Approved organizations will be reminded that in order to be fully registered they must fill out the official registration from the Office of Campus Life.
- 6) Retain all powers vested in the SGA that are not specifically delegated by the Constitution and Bylaws.
- 7) Each Senator not occupying an executive position in the SGA (such as parliamentarian) must be liaison in charge of a set number of student organizations for

which the senator will convey the organizations' interests to the rest of the senate and to the student body in whole.

- 8) The division will be done with a system with which each senator represents an equal number of student organizations. Divided by the total number of active student organizations so that every single student organization is represented.

4.6 SGA retreat

All incoming and returning SGA members shall attend the retreat and participate as facilitated by the Executive Vice President before assuming the duties and powers outlined in this Constitution. The purpose of the workshop shall be to develop the direction of the SGA alongside the Executive Board and to inform all members of the proper rules and procedures of their respective branches.

4.7 Senator's oath of office

The Senator's Oath of Office shall be administered to the Senate by the Executive Vice President. All incoming and returning Senators shall take the Senator's Oath of Office, either individually or collectively, before assuming the duties and powers outlined in this Constitution:

I, Senator [surname], do hereby affirm that I shall justly support and defend the Constitution and Bylaws of the Student Government Association of the Illinois Institute of Technology. I vow to fulfill my obligations to my constituents and my duties as Senator to the best of my ability.

4.8 Regular meetings

The regular meetings of the Senate shall be held bi-weekly during which fall or spring semester classes are in session. The Executive Vice-President shall provide a schedule of meeting times and locations at the beginning of the semester.

4.9 Special meetings

Special meetings may be called by the Executive Vice President, by the Executive Board, by the President of the University or upon the written request of ten Senators. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least five calendar days' notice shall be given.

4.10 Quorum

A simple majority of all Senators shall constitute a quorum.

4.11 Resignation

Any Senator desiring to resign from the Senate shall make known of this intent in writing to the Vice President of Communications, who then shall present it to the Executive Board with two weeks' notice.

4.12 Vacancies

In the event of a vacancy in a Senate seat for colleges, nominations for applicable Senate seats shall open at the next regular Senate meeting upon request of a majority of the Senate or if a college is no longer represented in the Senate. Candidates must meet the qualifications outlined in the SGA Bylaws. The open positions shall be elected by a plurality of the Senate by the adjournment of the following Senate meeting. Unless a college is no longer represented in the Senate, the ballot for this election shall include an option to allow the vacancy to remain.

- 1) In the event of a vacancy in a Senate seat for organizations, the applicable organization may elect to fill the vacancy in a method determined by that organization, provided that the organization is registered and in good standing with the Office of Campus Life. The incoming Senator elected by the organization must meet all Senatorial requirements and shall be approved by a majority of the Senate.
- 2) In the event that following Senate elections a college is not represented, the Nomination Committee shall immediately reopen nominations and hold another general election in order to fill the seat(s).

4.13 Privileges of guests

Upon presentation of valid Illinois Institute of Technology student identification, a guest is entitled to privileged participation in Senate meetings as outlined in the Standing Rules of the Senate. Outside of Executive Session, guests shall be allowed to observe any proceedings of the Senate.

5 General assembly

5.1 Assembly members

The members of the General Assembly shall be any full-time or part-time, undergraduate or graduate students of the University.

5.2 Assembly's duties and powers

The General Assembly shall serve as a deliberative body of the SGA and as a means to keep the student body informed of the actions of the University and the SGA. The duties and powers of the General Assembly are as follows:

- 1) The General Assembly shall serve as an open forum for informal discussion, debate, or presentation of information pertaining to SGA and University matters.
- 2) The General Assembly may make recommendations to the Senate.
 - a. Any recommendation adopted by the General Assembly is automatically added to the agenda for the next regular Senate meeting. Any motion shall be offered to the Senate as it was carried by the General Assembly and shall be either adopted or rejected by the Senate.
 - b. All recommendations adopted by the General Assembly shall be presented by the President to the Senate.
- 3) The General Assembly shall not amend this Constitution or the Bylaws of the SGA or adopt legislation on the behalf of the SGA.

5.3 Regular meetings

The regular meetings of the General Assembly shall be held three times during each semester, on dates determined by the President.

5.4 Special meetings

Special meetings may be called by the President, by the Executive Board, or upon the written request of fifteen students. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least five calendar days' notice shall be given.

5.5 Quorum

More than half the number of members attending the last regular meeting, but no less than ten, shall constitute a quorum.

6 Judicial board

6.1 Members

The Judicial Board shall consist of seven members, herein referred to as Justices, who are appointed as outlined in the SGA Bylaws. One member shall serve as the Chief Justice and one as the Administrative Justice, as designated by the President at the time of appointment.

- 1) The Chief Justice shall preside over the Judicial Board, fix the time and place of Judicial Board hearings and meetings, and perform the duties outlined by the SGA Bylaws.
- 2) The Administrative Justice shall serve as the secretary of the Judicial Board and shall perform the duties outlined in the SGA Bylaws.

6.2 Board's duties and powers

The Judicial Board shall serve as the investigatory and trial Board for disciplinary procedures of and within the SGA; serve to hear appeals of Finance Board decisions; and hear requests for impeachment. Upon approval of the Dean of Students, designated Justices shall also serve as members of the University Judicial Board as outlined in the Student Handbook.

6.3 Quorum

Four Justices shall constitute a quorum.

6.4 Term of office

All Justices shall serve a one-year term beginning at the time they are confirmed by the Senate, or until their successors are confirmed.

6.5 Office-holding limitations

No Justice may serve on the Finance Board, as a Senator, or as an Executive Officer. No Justice shall serve as the Chief Justice and the Administrative Justice simultaneously.

6.6 Vacancies

In the event of a vacancy, the President shall appoint a replacement, which shall be confirmed upon a two-thirds vote of the Senate to fill the vacancy for the remainder of the outgoing Justice's term. Incoming Justices shall meet the qualifications outlined in the SGA Bylaws.

7 Finance board

7.1 Members

The Finance Board shall consist of the Chair of Finance Board and nine other students nominated by the student body, appointed by the Finance Board Selection Commission, and confirmed by the Senate as outlined in the SGA Bylaws. Each member shall serve as an advisor to a number of student organizations, and shall advise them during the budget process of requesting funds from the Student Activity Fund. It shall be the duty of this branch to allocate Student Activity Funds to student organizations in the manner outlined by the SGA Bylaws. The Finance Board shall retain the right to establish and amend the Finance Board guidelines.

7.2 Board's duties and powers

Finance Board shall have the responsibility of allocating the Student Activity Fund to student organizations. Such responsibilities shall be specified under Article XLVII, Section 1 of the Bylaws.

7.3 Term of office

Members shall be expected to serve a complete term, as specified by Article XLVIII Section 3 of the Bylaws.

7.4 Vacancies and removal from office

In the event of an open seat, the Finance Board Selection Commission shall be convened as outlined in Article XLVIII Section 2 of the Bylaws. Any member may be removed from their position on the Board through the manner specified in Article XLVIII Section 6 of the Bylaws.

8 Committees

8.1 Academic affairs committee

The Academic Affairs Committee shall consist of the Vice President of Academic Affairs, Senators requesting membership, and any student appointed by the Vice President of Academic Affairs. It shall be the duty of this committee to investigate matters and to suggest action to improve the academic programs and endeavors of the University.

8.2 Student life committee

The Student Life Committee shall consist of the Vice President of Student Life, Senators requesting membership, and any student appointed by the Vice President of Student Life. It shall be the duty of this committee to investigate matters and to suggest action in order to improve the quality of student life, to provide student leadership opportunities, and to recognize outstanding students.

8.3 Communications committee

The Communications Committee consists of the Vice President of Communications, Senators requesting membership, and any student appointed by the Vice President of Communications. It shall be the duty of this committee to promote the affairs of the SGA and to help ensure that all branches of SGA project a unified image to the IIT community through campus media and any other available means.

8.4 Events Committee

The Events Committee consists of the Events Chair, Senators requesting membership, and any student appointed by the Events Chair. It shall be the duty of this committee to curate SGA events, promote them, and actively ensure the success of each of them.

8.5 Executive election committee

The Executive Election Committee shall consist of students appointed by the Executive Board as outlined in the SGA Bylaws. It shall be the duty of this committee to govern Executive Elections in a manner fair to all candidates and well- representative of the SGA as outlined by the SGA Bylaws. Participation in this committee does not satisfy a Senator's requirement to serve on a standing committee of the Senate.

8.6 Senatorial election committee

The Senatorial Election Committee shall consist of students appointed by the Executive Board as outlined in the SGA Bylaws. It shall be the duty of this committee to govern Senatorial Elections in a manner fair to all candidates and well- representative of the SGA as outlined by the SGA Bylaws. Participation in this committee does not satisfy a Senator's requirement to serve on a standing committee of the Senate.

8.7 Special committees

A special committee shall be created temporarily by a majority vote of the Senate as the Senate deems it necessary to carry on specialized tasks of the SGA.

9 Impeachment and removal from office

9.1 Impeachment

Impeachment shall proceed according to the SGA Bylaws.

9.2 Removal from office

Removal from Office shall proceed according to the SGA Bylaws.

10 Parliamentary authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the SGA in all cases in which they are applicable and in which they are consistent with this Constitution, Bylaws, or any special rules of order the SGA may adopt.

11 Amendment of constitution

This Constitution and SGA Bylaws may be amended only by the Senate at any regular Senate meeting with a two-thirds vote. All suggested amendments should be sent out to the senators to review at least a week in advance of the senate meeting where they will vote.