

**East Stroudsburg University
Student Government Association,
SAA, Inc.
Constitution**

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**East Stroudsburg University
Student Government Association, SAA, Inc.
Constitution**

I. Name

The name of this organization shall be the East Stroudsburg University Student Government Association, SAA, Inc.; hereafter, referred to as the Student Government Association or SGA.

II. Mission

The mission of the Student Government Association is to represent and advocate for the East Stroudsburg University student body and provide services that will enrich their academic, social, and professional development at the University.

III. Purpose

A. The purpose of the Student Government Association shall be:

1. To promote the general welfare of the students of the University.
2. To speak on behalf of and represent the views of the student body to faculty, University/system administrators, the PASSHE Board of Governors, the ESU Council of Trustees, the Student Activity Association, students, alumni, members of the campus community, the press, and the public.
3. To provide experience for its members in leadership and the practice of democratic government.
4. To oversee student organizations including:
 - a) The recognition of new organizations
 - b) Maintenance and development of current organizations
 - c) Implementation of policies, procedures, and expectations
5. To fairly and equitably allocate the student activity fee.

IV. Values

The values of the Student Government Association are a commitment to exhibiting leadership through service, promoting unity across campus, free and open communication, and accountability for one's actions.

V. Membership

Membership of the SGA shall consist of the following:

1. Officers:
 - a) President
 - b) Vice President
 - c) Secretary
 - d) Treasurer
2. Committee Chairs
 - a) Academic Affairs
 - b) Co-Curricular Affairs

- c) Diversity, Equity, and Inclusion
 - d) Enrollment Management
 - e) Finance
 - f) Internal Affairs
 - g) Public Relations
 - h) Student Affairs
- 3. Senators
 - a) Eight (8) Freshmen
 - b) Eight (8) Sophomores
 - c) Eight (8) Juniors
 - d) Eight (8) Seniors
 - e) One (1) Graduate
 - f) Two (2) Transfer Students
 - g) Ten (10) At Large
 - 4. Advisory Members
 - a) Advisor
 - b) ESU Student Trustee

VI. Duties of Officers

A. General Expectations

- 1. Comply with attendance policies stated in [Article XIV](#).
- 2. Report on current tasks and objectives at each SGA meeting.
- 3. Officers will meet during internal committee time of closed meetings.
- 4. Attend Officer Workshops and Leadership Development Programs offered by SAA.
- 5. Is obligated to act in accordance with [Article III](#) and [Article IV](#).
- 6. Perform other duties as assigned by the Student Government Association President.

B. The President shall:

- 1. Lead SGA by the standards set forth by Robert's Rules of Order.
- 2. Preside over all meetings of the SGA.
- 3. Cast a ballot to break a tied vote.
- 4. Appoint the Chairs of the Executive Board.
- 5. Appoint the Chairs of all special and ad-hoc committees.
- 6. Reserve the right and authority to call a general board meeting, executive board committee, or special meeting of the SGA.
- 7. Meet with Committee Chairs and Officers at least once per month.
- 8. Serve as liaison and meet with the President of the University at least once per month.
- 9. Serve as liaison and meet with the Executive Director of the Student Activity Association at least once per month.

10. Assist the Treasurer in the preparation of the annual SGA budget.
11. Sign the annual Student Activity Association, Inc. Budget Request for university review and approval.
12. Serve as an ex-officio member of all committees of the SGA.
13. Attend or send a designee to the following:
 - a) Council of Trustees meetings.
 - b) University Senate Executive Board.
 - c) University Senate.
 - d) Board of Student Government Presidents of the Pennsylvania State System of Higher Education.
14. Complete the Student Activity Association Internship for the SGA President the summer prior to term of office.
15. Reserve the right to remove and replace Committee Chairs at any time.
16. Serve as a voting member of the SAA Board of Directors including having attendance at all meetings.
17. Meet with the SGA Advisor to communicate goals and productions of the organization at least biweekly.
18. Work a maximum of twenty (20) hours per week that includes a minimum of ten (10) standing office hours.

C. The Vice President shall:

1. Oversee SGA Warrior Points as stated in [Article III](#) of the By-Laws.
2. Responsible for maintaining seats on all University-Wide Committees.
3. Oversee all mandatory events as outlined in [Article XIV](#).
4. Preside over the organization in the absence of the President.
5. Succeed the President in the event of a vacancy until election of a new President is complete.
6. Oversee the implementation of open forums in the areas of Campus Life and Inclusive Excellence, Academic Affairs, and Enrollment Management in conjunction with the appropriate standing committee.
7. Serve as an ex-officio member of all committees of the SGA.
8. Attend or send a designee to the following:
 - a) University Senate.
 - b) SAA monthly Summit Meetings.
9. Be responsible for the interpretation and implementation of parliamentary procedure at all SGA meetings as dictated by this Constitution and Robert's Rules of Order.
10. Serve as a voting member of the SAA Board of Directors including having attendance at all meetings.
11. Meet with the SGA Advisor to communicate goals and productions of the organization at least biweekly.

12. Work a maximum of ten (10) hours per week that includes a minimum of five (5) standing office hours.

D. The Secretary shall:

1. Be responsible for the final drafting and disbursement of agendas and minutes of all SGA meetings.
2. Be responsible for maintaining membership lists on WarriorLink.
3. Be responsible for submitting all meetings of the SGA on WarriorLink.
4. Be responsible for attendance records for the SGA meetings.
5. Be responsible for notifying members of their termination from office.
6. Be responsible for updating the SGA Bulletin Board.
7. Oversee the Senator of the Month program.
8. Serve as the chair of the Appeals Court as enumerated in [Article XIX](#).
9. Hold three (3) office hours per week at the SGA office.

E. The Treasurer shall:

1. Be responsible for all of the SGA's financial transactions and their preparation.
2. Give a financial report at each SGA meeting.
3. Prepare the annual SGA budget per SAA funding policies and procedures.
4. Assist the Internal Affairs committee in all fundraising events and initiatives.
5. Serve as an ex-officio member of the SGA Finance Committee.
6. Hold three (3) office hours per week at the SGA office.

VII. Duties of Chairs

A. General Expectations

1. Comply with attendance policies stated in [Article XIV](#).
2. Report on current tasks and objectives at each SGA meeting.
3. Conduct meetings for their assigned committee during closed meetings.
4. Create a meeting agenda before closed meetings and take minutes.
5. Is obligated to act in accordance with [Article III](#) and [Article IV](#).
6. Perform other duties as assigned by the Student Government Association President.

B. The Academic Affairs Chair shall:

1. Actively seek input and develop focused initiatives aimed at solving current academic challenges at the University.
2. Oversee the implementation of open forums in the area of Academic Affairs in conjunction with the SGA Vice President.
3. Serve as liaison and meet with the University Provost at least twice per semester.
4. Attend or send a designee to the following:
 - a) APSCUF Executive Council

- b) Provost Leadership Team (PLT) Meetings.
 - 5. Hold three (3) office hours per week at the SGA office.
- C. The Co-Curricular Affairs Chair shall:
 - 1. Oversee, in conjunction with the Student Activity Association, the planning and implementation of all Co-Curricular Affairs events and initiatives, including but not limited to Involvement Fairs, Summit Meetings, annual Awards Banquet, and new student organization orientations.
 - 2. Oversee recognition, deactivation, and reactivation of all student organizations.
 - 3. Manage policies, procedures, and expectations of student organization constitution amending.
 - 4. Meet with the SAA Director of Student Organizations and Commuter Services at least bi-weekly.
 - 5. Serve as a voting member of the SAA Board of Directors including having attendance at all meetings.
 - 6. Hold three (3) office hours per week at the SGA office.
- D. The Diversity, Equity, and Inclusion (DEI) Chair shall:
 - 1. Actively seek input and develop focused initiatives aimed at solving current diversity, equity, and inclusion issues at the University, which include but are not limited to the following: student's creed, religion, national origin, ancestry, race, color, nationality, gender, affectional or sexual orientation, familial status, political affiliation, or disability.
 - 2. Ensure the collection and distribution of information to and from the student body in the area of Campus Life and Inclusive Excellence in conjunction with the SGA Vice President and Student Affairs Chair.
 - 3. Serve as liaison and meet with the Vice President of Campus Life and Inclusive Excellence at least twice per semester.
 - 4. Attend or send a designee to the following:
 - a) University-Wide Diversity and Inclusion Committee.
 - b) Multicultural Organization Advisory Board (MOAB)
 - 5. Hold three (3) office hours per week at the SGA office.
- E. The Enrollment Management Chair shall:
 - 1. Actively seek input and develop focused initiatives aimed at solving current enrollment management division challenges at the University.
 - 2. Ensure the collection and distribution of information to and from the student body in the area of Enrollment Management in conjunction with the SGA Vice President.
 - 3. Serve as liaison and meet with the Vice President of Enrollment Management at least twice per semester.

4. Hold three (3) office hours per week at the SGA office.
- F. The Finance Chair shall:
1. Oversee SAA financial operations relating to budgeted funds, including but not limited to budget line transfers, requests to spend revenue, emergency contingency funding, and conference funding.
 2. Oversee the annual allocation of student activity fees.
 3. Sign the annual Student Activity Association, Inc. Budget Request for university review and approval.
 4. Serve as liaison and meet with the SAA Director of Business Services at least bi-weekly.
 5. Serve as a voting member of the SAA Board of Directors including having attendance at all meetings.
 6. Work a maximum of ten (10) hours per week that includes a minimum of five (5) standing office hours.
- G. The Internal Affairs Chair shall:
1. Oversee the implementation of all internal SGA events, including but not limited to annual retreats and bonding initiatives.
 2. Oversee and carry out SGA elections, as applicable.
 3. Oversee the recruitment and orientation of new Senators.
 4. Assist the Treasurer in all fundraising events and initiatives.
 5. Meet with the Appointed and Assigned SGA Advisor at least once a month.
 6. Hold three (3) office hours per week at the SGA office.
- H. The Public Relations Chair of the Student Government Association shall:
1. Develop and oversee all SGA public relations initiatives, including but not limited to social media, flyers/publications, campus correspondence, press releases, and videos.
 2. Serve as liaison and meet with the Director of University Relations at least twice per semester.
 3. Hold three (3) office hours per week at the SGA office.
- I. The Student Affairs Chair of the Student Government Association shall:
1. Actively seek input and develop focused initiatives aimed at solving current student challenges at the University.
 2. Ensure the collection and distribution of information to and from the student body in the area of Campus Life and Inclusive Excellence in conjunction with the SGA Vice President and Diversity, Equity, and Inclusion Chair.
 3. Serve as liaison and meet with the Vice President of Campus Life and Inclusive Excellence at least twice per semester.
 4. Perform other duties as assigned by the SGA President and/or the SGA.

5. Hold three (3) office hours per week at the SGA office.

VIII. Duties of Senators

- A. Comply with attendance policies stated in [Article XIV](#).
- B. Serve on a standing committee in accordance with [Article I](#) of the By-Laws.
- C. Serve on University-Wide committees in accordance with the By-Laws.
 - 1. Provide verbal and written reports on the committee's meeting at the next scheduled SGA Meeting.
- D. Complete Warrior Points requirements in accordance with [Article III](#) of the By-Laws.
- E. Is obligated to act in accordance with [Article III](#) and [Article IV](#).

IX. Standing Committees

- A. SGA will have eight (8) Standing Committees that include: Academic Affairs, Co-Curricular Affairs, Diversity Equity and Inclusion, Finance, Internal Affairs, Public Relations, and Student Affairs.
- B. Descriptions and responsibilities of each Standing Committee will be outlined in the By-laws.

X. SGA Qualifications and Standing

A. General Qualifications:

- 1. A current, matriculated student of the University as defined by the Registrar's Office.
- 2. Maintain good conduct status with the University Office of Student Conduct and Community Standard
 - a) Individual does not hold a disciplinary status of probation or higher.
- 3. Elected position seating will be determined by class standing set forth by East Stroudsburg University.

B. Qualifications of Office of President

- 1. Candidate(s) running must have and maintain the following requirements:
 - a) Completed at least sixty (60) credits at the collegiate level, ESU, or another institution, at the completion of the semester of election.
 - b) Have and maintain a cumulative G.P.A. of 2.75 or higher.
 - c) Serve at least two (2) full semesters of membership on the SGA anytime prior to running for office.
 - d) Serve at least one (1) full semester as a chair or elected officer on the SGA anytime prior to running for office.
 - (1) The Executive Board, by majority vote, can vote to suspend this rule prior to petitions being made available.
 - e) Candidates may not have been previously dismissed or terminated from the Student Government Association anytime prior to running for the office.

C. Qualifications of Office of Vice President

1. Candidate(s) running must have and maintain the following requirements:
 - a) Completed at least forty-five (45) credits at the collegiate level, ESU, or another institution, at the completion of the semester of election.
 - b) Have and maintain a cumulative G.P.A. of 2.75 or higher.
 - c) Serve at least one (1) full semester of membership on the SGA anytime prior to running for office.
 - d) Candidates may not have been previously dismissed or terminated from the Student Government Association anytime prior to running for the office.

D. Qualifications of Office of Treasurer and Secretary

1. Candidate(s) running must have and maintain the following requirements:
 - a) Completed at least thirty (30) credits at the collegiate level, at ESU, or another institution, at the completion of the semester of election.
 - b) Have and maintain a cumulative G.P.A. of a 2.5 or higher.
 - c) Serve at least one (1) full semester of membership on the SGA anytime prior to running for office.

E. Qualifications of Chairs Positions

1. Appointed Chairs of Standing Committees must have and maintain the following requirements:
 - a) Completed at least thirty (30) credits at the collegiate level, at ESU, or another institution, at the completion of the semester of election
 - b) Have and maintain a cumulative G.P.A. of 2.5 or higher.
 - c) Serve at least one (1) full semester of membership on the SGA anytime prior to running for office.

F. Qualifications of Senators

1. Candidate(s) running must have and maintain the following requirements:
 - a) Have and maintain a cumulative G.P.A. of a 2.0 or higher.
 - (1) There shall be no grade requirements for candidates who have accumulated less than twelve (12) credits.

G. Term of Office:

1. The term of office shall begin on the day of the candidates swear-in until the end of the Spring Term.

H. Multiple Positions

1. No individual may hold two officers and/or chair positions.

XI. Elections

A. Manager of Elections

1. All SGA elections will be overseen by the Chair of Internal Affairs
 - a) In cases where the Chair of Internal Affairs is pursuing a position in an election, the Executive Board will vote and appoint another member of SGA not in the election to oversee said election.

B. Scheduled Elections

1. General Election

- a) The general election for elected officers and Senators will occur before the end of the Spring semester annually.
 - (1) The elected officers of the SGA shall be the President and Vice President of SGA.
 - (a) The student body shall elect these two (2) officers.
- b) The positions of Secretary and Treasurer will be elected by the SGA members internally before the end of the Spring semester annually.

2. Fall Election

- a) The Fall election shall be to vote for vacancies in upper-class Senator seats and the voting for the first-year class seats.

3. Spring Vacancy Election

- a) The SGA will host a Spring Vacancy election to fill open Senators seats available if needed.
- b) Before any vacancy election, current Senators will be moved to the appropriate class standing if they meet the required number of credits for the class standing.

C. Filing of Petitions

1. Petitions will be available to the Student Body online via WarriorLink at least two (2) weeks prior to the SGA election.
2. Petitions will be due seven (7) days prior to the SGA election.
 - a) Candidates for election will be vetted through Student Conduct Checks and Grade Checks as enumerated in [Article X](#) during the seven (7) days leading up to the release of the SGA election ballot.
 - (1) Candidates will be notified by the Manager of Elections if qualifications are not met to be placed on the election ballot.
3. During the General Election, SGA will host a “Meet the Candidates” presentation within one (1) week of the start of voting so that candidates will have an opportunity to tell students why they should be elected.

D. Multiple Positions in One Election

1. Candidates pursuing an officer position shall not be prohibited from running for a seat as a Senator during the same election.

a) If the candidate wins both positions, they shall forfeit the Senator position in favor of the officer position.

(1) The second highest vote total for the forfeited Senator position shall win the position.

E. Implementation of Elections

1. Voting tables must be hosted for at least two (2) days for ballot casting.

a) Voting tables must be led by individuals of SGA, who are not running for office during that election.

2. Ballot casting will occur for a minimum of three (3) business days for each election.

3. Election ballots will be managed through WarriorLink.

F. Election Results

1. Results will be verified in a closed-door meeting by the Manager of Elections and the Advisor of SGA for final approval.

G. Notification to Candidates

1. Candidates will be contacted within 24 hours of the completion of election with final results.

H. Election Campaigning

1. All candidates for office must follow and adhere to the following guidelines. Failure to follow the guidelines will result in disqualification from the election.

a) No articles should be drafted and distributed through campus media outlets that include, but are not limited to, Stroud Courier, WarriorNotes, messaging through the Office of Marketing and Communication, and Official University Social Media Accounts.

b) No mass mailing (written, print, online) by candidates.

(1) Emailing friends is acceptable.

(2) Personal social media accounts are NOT mass mailing.

c) Campaigning door-to-door in the resident halls is not permitted.

d) Public posting of materials in the common spaces of the resident halls must be submitted and approved by the Office of Residential Life and Housing prior to distribution.

e) Follow all university policies set forth in the Student Handbook/Code of Conduct.

f) Candidates must adhere to all University reservation and facility policies for space usage/campaigning.

g) Campaigning must not slander another candidate.

h) Campaign materials cannot use any ESU official trademarks.

- i) Candidates shall not use obscene, racial, discriminatory, or any other controversial items, wording, or actions in any aspect of their campaign.
- j) Payment, promise of payment, or offering of materials in any capacity to bribe or coerce votes is prohibited.
- k) Candidates or parties connected to a candidate cannot sabotage another candidate's campaign.
- l) Candidates must stay 30 feet away from the election table(s) during election week.
- m) All posting must follow the ESU Posting and Chalking Policy that can be found on the ESU Website.

XII. Advisory Members

- A. Advisory members of SGA shall serve as non-voting, ex-officio members. These members will be invited to all SGA and Executive Board related meetings and events. Advisory members are not bound to attendance policies listed in [Article XIV](#).
- B. Advisor:
 - 1. The Student Government Association will have an assigned advisor by the Student Activity Association. The person serving in the Director of Student Organizations and Commuter Services position will serve in this capacity.
- C. Student Trustee
 - 1. The Student Trustee, appointed by the President of East Stroudsburg University and the Board of Trustees, shall be an advisory member of SGA.
 - a) The Student Trustee may serve in other positions on SGA except for the roles of President, Vice President, Finance Chair, and Co-Curricular Affairs Chair.

XIII. Meetings

- A. General Board Meetings
 - 1. The Executive Board will determine the day and time of weekly general board meetings during the summer before the start of each academic year.
 - 2. SGA shall conduct two types of meetings, open and closed. The semester meeting schedule will be determined prior to the beginning of each semester.
 - a) Open Meetings
 - (1) Members of the student body, faculty, administration, or staff may attend an open meeting. Attendance will be documented in the minutes for official records.
 - (2) Official business shall be conducted in open meetings.

(3) A quorum of the SGA shall consist of a simple majority of the active membership of the SGA. No official business may occur without a quorum.

(4) Minutes will be taken by the Secretary.

b) Closed Meetings

(1) Open to SGA members, advisory members, and invited guests only.

(2) No official business shall be conducted in closed meetings.

(3) Committee chairs shall conduct meetings with their committee.

B. Special Meetings

1. The President may call a special SGA meeting for a specific purpose at any time.

a) A meeting can be called with 72-hour notice to the membership.

b) Executive Board Meetings

2. The Executive Board will determine the day and time of weekly executive board meetings during the summer before the start of each academic year.

C. Roberts Rule of Order

1. The SGA meetings shall be organized and conducted according to Robert's Rules of Order.

XIV. Attendance

A. All members of the SGA are expected to attend all SGA meetings including but not limited to regular meetings, standing committee meetings, and university-wide committee meetings.

B. All members of the SGA are expected to attend all SGA mandatory events including retreats, Student Suggestion Day, Teddy Bear Drive, and other designated mandatory events as determined by the Executive Board.

1. To designate an event as mandatory, the Executive Board must vote and communicate to all members at least three (3) weeks prior to the event.

C. Executive Board Members must attend weekly Executive Board meetings as scheduled.

D. The SGA Secretary must be emailed at the sgasecretary@live.esu.edu email account prior to a scheduled meeting or mandatory event for notice of absence, late arrival, or early departure.

1. Emergency circumstances will be reviewed on a case-by-case basis.

E. Absences, tardiness, and early departure from meetings and events will be considered excused or unexcused at the discretion of the Executive Board.

1. Excused:

a) Circumstances can include but are not limited to religious obligations, medical-related matters, and familial obligations.

- b) Supporting documentation is strongly encouraged to receive an excused absence by the Executive Board.
 - 2. Unexcused:
 - a) All members are allotted two (2) unexcused absences per semester.
 - (1) Three (3) unexcused absences will result in termination from office.
 - b) Three (3) unexcused late arrivals or early departures from required meetings and events will result in one (1) unexcused absence.
 - F. Excused and unexcused determinations and notice of termination by the Executive Board will be communicated by the Secretary of SGA within 24-hours of the decision being reached.
- XV. Vacancy of Officer(s) Position
 - A. The organization will hold an internal, special election for the positions of President, Vice President, Treasurer, and Secretary.
 - 1. In the event of a vacancy, the President will distribute the responsibilities of the position open until the special election is complete.
 - a) If the vacancy is in the president's position, the vice president will serve as president until the special election.
 - (1) The Secretary will be the next in line to the Presidency if the Vice President is unable to assume the role.
 - B. If the entire line of officers has been vacated, the Executive Director of the Student Activity Association shall appoint a President, Vice President, and Treasurer who are responsible for running vacancy elections.
- XVI. Impeachment of Executive Board Member(s)
 - A. Grounds for Impeachment
 - 1. Not fulfilling responsibilities as stated in this constitution.
 - 2. Not attending meetings or events
 - 3. Financial improprieties
 - 4. Behavior that goes against the Student Code of Conduct
 - B. Procedures for Removal of Office
 - 1. Any 10 members can propose an impeachment of an Executive Board member by drafting a formal, written complaint signed by all parties and submitting it to the highest-ranking Officer not being impeached.
 - 2. Upon submission of a formal, written complaint, the receiver will notify the other Executive Board members not involved in the impeachment within 48 hours.
 - a) The Executive Board members will consult with the advisor of the organization during this phase of the process.
 - 3. The Executive Board member being impeached will be notified by the receiver of the complaint and extended a chance to write a written

response to the impeachment complaint within 24 hours of the non-involved officers being informed.

4. A meeting with the entire organization membership will occur within seven (7) days of the submission of the formal, written complaint for official vote.
5. After a due process hearing and SGA body discussion, the organization membership will vote as to the status of the impeachment.
 - a) A two-thirds ($\frac{2}{3}$) majority vote is required to remove the officer from their held position.

C. SGA members have the right to appeal all terminations in accordance with [Article XIX](#).

D. Barment from SGA

1. Executive Board Member(s) removed from position through impeachment proceedings are barred from serving on the Student Government Association in any capacity indefinitely.

XVII. Termination of Senator(s) and Executive Board Member(s)

A. All termination proceedings shall be voted on by the Executive Board on a case-by-case basis.

B. Officer(s) shall be removed from office with sufficient grounds for dismissal.

1. Sufficient grounds for dismissal of Officer(s) include:

- a) Failure to maintain qualifications for membership as enumerated in [Article X](#).
- b) Failure to comply with the attendance policy in accordance with [Article XIV](#).

C. Chair(s) shall be removed from position with sufficient grounds for dismissal.

1. Sufficient grounds for dismissal of Committee Chair(s) include:

- a) Failure to maintain qualifications for membership as enumerated in [Article X](#).
- b) Failure to comply with the attendance policy in accordance with [Article XIV](#).

2. The President reserves the right to terminate Committee Chairs at any time.

D. Senator(s) can be removed from the SGA with sufficient grounds for dismissal.

1. Sufficient grounds for dismissal of Senator(s) include:

- a) Failure to maintain qualifications for membership as enumerated in [Article X](#).
- b) Failure to comply with the attendance policy in accordance with [Article XIV](#).
- c) Failure to comply with the Warrior Points policy in accordance with [Article III](#) of the By-Laws.

E. Return to SGA Membership

1. A member terminated will not be eligible to hold a position on SGA for one academic semester.
2. A member terminated a second time will not be eligible to hold a position on SGA for the remainder of their enrollment at the University.
3. SGA members have the right to appeal all terminations in accordance with [Article XIX](#).

XVIII. Resignation

- A. A member of SGA reserves the right to resign from their position at any time.
- B. A written letter of resignation must be submitted via email to the President and Secretary of SGA, including the formal date of resignation and reasoning as to why they are choosing to resign.

XIX. Appeals Process

- A. Members of SGA have the right to appeal any termination or impeachment rulings issued against them.
 1. Appeals may be heard on the grounds of lack of due process, unsubstantiated evidence, or new evidence.
- B. The appeals process for terminated members shall be:
 1. A written request for appeal must be submitted to the SGA President and Secretary within five (5) business days of receiving a letter of termination.
 2. The Court of Appeals will schedule a hearing within five (5) business days of receipt and will occur no later than fifteen (15) business days of receipt.
 3. Upon completion of the appeal hearing, a simple majority vote of the Court of Appeals shall either finalize the removal of or reinstatement of the member.
 4. The Court of Appeals shall consist of the following:
 - a) The Secretary shall serve as the Chair of the Court of Appeals, and serve in a non-voting role.
 - b) The Advisor(s) shall be present and serve in a non-voting role.
 - c) One (1) senator from the Diversity, Equity, and Inclusion Committee shall be appointed by that chair annually as a voting member.
 - d) One (1) senator from the Student Affairs Committee shall be appointed by that chair annually as a voting member.
 - e) One (1) senator from the Internal Affairs Committee shall be appointed by that chair annually as a voting member.
 - f) Two (2) senators shall be appointed by the Vice President annually as voting members.
- C. The appeals process for impeached members shall be:

1. A written request for appeal must be submitted to the SGA President and Secretary within five (5) business days of receiving a notice of impeachment.
2. The Court of Appeals will schedule a hearing within five (5) business days of receipt and will occur no later than fifteen (15) business days of receipt.
3. Upon completion of the appeal hearing, a simple majority vote of the Court of Appeals shall either finalize the removal of or reinstatement of the member.
4. The Court of Appeals shall consist of the following:
 - a) The Secretary shall serve as the Chair of the Court of Appeals, and serve in a non-voting role.
 - b) The Advisor(s) shall be present and serve in a non-voting role.
 - c) Three (3) members of the student body that are not members of SGA, who shall be selected at the time of impeachment by the Advisor(s) and the Executive Director of SAA.
 - d) Two (2) senators shall be appointed by the Vice President annually as voting members.

XX. Amendments

- A. Proposed amendment(s) or change(s) to an amendment in the constitution can be made by any member and must be submitted to the President via email.
- B. The proposed amendment(s) will then be discussed by the Executive Board of SGA and Advisor of SGA and reviewed by the Executive Director of the Student Activity Association.
- C. The amendment(s) will be reviewed by SGA prior to being distributed to the student body.
- D. The amendment(s) shall be distributed to the East Stroudsburg University student body for comments for at least seven (7) days prior to an SGA vote.
- E. The SGA will vote on the document with a required two-thirds ($\frac{2}{3}$) vote.
- F. Following the vote for approval, the document will be effective immediately.

**East Stroudsburg University
Student Government Association,
SAA, Inc.
By-Laws**

I. Standing Committee Descriptions

A. Each committee will be assigned a specific amount of senators to effectively complete the tasks assigned to the committee. Each senator will be assigned a specific focus area within their committee as listed below. Positions unable to be filled will be distributed to the other Senator po

B. Academic Affairs Committee:

1. The Academic Affairs Committee aims to address student needs in the area of Academic Affairs and recommend solutions to them. The committee is responsible for working closely with the Academic Affairs Division of the University to provide adequate and modern academic services.
2. Members of the committee will be assigned one or more of the following responsibilities:
 - a) Serve as liaison and meet with the Dean of each College at least twice per semester.
 - b) Serve on the College's Dean's Council.
 - c) Attend informational meetings/open forums for each College.
 - d) Serve as liaison and meet with the Directors of the Library, Writing Studio, and Tutoring Center.

C. Co-Curricular Affairs Committee:

1. The Co-Curricular Affairs Committee oversees recognition and maintenance of all SAA-recognized student organizations at the University. The committee is responsible for reviewing and processing all organization constitutions for new and current groups, assuring that organizations adhere to SAA policies and procedures, hosting recruitment events, leading Summit Meetings, and organizing the annual organization awards banquet.
2. Members of the committee will be assigned one or more of the following responsibilities:
 - a) Serve as the liaison and support all recognized and emerging campus-wide organizations with different aspects of their organizational operations including but not limited to: WarriorLink operations, elections, constitution affairs, and resources available on-campus.
 - b) Serve on the WESS Admin Council.

- c) Serve as the liaison and meet with the Assistant Director of Campus Rec and Wellness-Sports Activities at least twice a semester.

D. Diversity, Equity, and Inclusion (DEI) Committee:

1. The Diversity, Equity, and Inclusion Committee aims to support all students' rights to learn and live at East Stroudsburg University and address student concerns with issues of students' creed, religion, national origin, ancestry, race, color, nationality, gender, affectional or sexual orientation, familial status, political affiliation, or disability.
2. Members of the committee will be assigned one or more of the following responsibilities:
 - a) Attend Multicultural Organization Advisory Board meetings.
 - b) Serve as liaison and meet with the Director of the Center for Multicultural Affairs & Inclusive Education at least twice a semester.
 - c) Serve as liaison and meet with the Gender and Sexuality Center Coordinator at least twice a semester.
 - d) Serve as liaison and meet with the Dean of Student Life, OASIS, and CILLS at least once a semester.

E. Enrollment Management Committee:

1. The Enrollment Management Committee aims to address student needs in the area of Enrollment Management and recommend solutions to them. The committee is responsible for working closely with the Enrollment Management division of the University.
2. Members of the committee will be assigned one or more of the following responsibilities:
 - a) Serve as liaison and meet with the Directors of Financial Aid, PSECU Representative, Alumni Engagement and Annual Giving at least twice a semester.
 - b) Serve as liaison and meet with the Associate Registrar for Veterans Services & Records at least twice a semester.
 - c) Serve as liaison and meet with the Graduation Services Coordinator at least once a semester.
 - d) Serve on the Commencement Speaker Committee.

F. Finance Committee:

1. The Finance Committee oversees all monetary aspects of SAA-recognized student organizations. The committee is responsible for allocating and administering student activity fees, preparing the annual SAA budget, assuring that organizations adhere to SAA funding policies and

procedures, providing adequate financial training for organization officers, and providing any additional funding through student activity fees.

2. Members of the committee will be assigned one or more of the following responsibilities:
 - a) Serve as the liaison and support all recognized campus-wide organizations with different aspects of their financial operations including but not limited to: use of club and budget funds, policies and procedures set by SGA and SAA, and completion of financial documents such as the annual budget request, reallocation forms, requests to spend revenue, etc.
 - b) Attend at least one Budget Workshop hosted by the Finance Chair.
 - c) Actively participate in the budget allocation process.

G. Internal Affairs Committee:

1. The Internal Affairs Committee oversees the internal operations of the SGA. The committee is responsible for all SGA elections, recruitment and orientation of new Senators, assisting in fundraising activities, ordering membership apparel, coordinating the creation of the annual SGA composite, and overseeing internal SGA events.
2. Members of the committee will be assigned one or more of the following responsibilities:
 - a) Collaborate with the Internal Affairs Chair to create and implement bonding and development activities for the organization.
 - b) Collaborate with the Treasurer and Internal Affairs Chair to create and implement fundraisers.
 - c) Collaborate with the Co-Curricular Chair to obtain and partake in campus-wide collaboration opportunities.
 - d) Collaborate with the Vice President of SGA to coordinate service projects and initiatives.
 - e) Maintain records of all SGA alumni.
 - f) Correspond with SGA alumni regarding open meeting dates, possible mentorship of current senators, and inviting them back for university events such as homecoming. The goal is to build a better network between past and present SGA members.

H. Public Relations Committee:

1. The Public Relations Committee aims to maintain a strong, public image of the SGA to both the campus and the local community. The committee is responsible for the publicization of all SGA events and initiatives, overseeing all SGA social media outlets, and developing adequate marketing materials for the organization.

2. Members of the committee will be assigned one or more of the following responsibilities:
 - a) Create social media posts on platforms like Instagram and TikTok for events such as Senator of the Month, member birthdays, event recaps, and program flyers.
 - b) Create posts for Warrior Notes and news articles about SGA events on WarriorLink.
 - c) Communicate with the Stroud Courier to promote SGA events.
 - d) Create and distribute all physical marketing materials.
- I. Student Affairs Committee:
1. The Student Affairs Committee aims to address student concerns in the area of Campus Life and develop appropriate solutions to the concerns. The committee is responsible for working closely with the Campus Life and Inclusive Excellence division of the University, assuring that the University provides adequate, modern student services, and hosting open forums related to Campus Life and Inclusive Excellence issues in conjunction with the Vice President. This committee will work with the SGA Diversity, Equity, and Inclusion Chair to work on student life issues pertaining to diversity issues.
 2. Members of the committee will be assigned one or more of the following responsibilities.
 - a) Serve as liaison and meet with the General Manager of the Dining Hall at least twice a semester.
 - b) Serve on the University-Wide Dining Committee.
 - c) Serve as liaison and meet with the Manager of Parking.
 - d) Serve on the University-Wide Parking Committee.
 - e) Serve on the Safety University-Wide Committee.
 - f) Meet monthly with the Chief of University Police.
 - g) Serve as liaison and meet with the Manager of Environmental, Health and Safety at least twice a semester.
 - h) Serve as liaison and meet with the Director of Facilities Management at least once per semester.
 - i) Serve as liaison and meet with the Senior Associate Director of Computing and Communication Services at least once per semester.
 - j) Serve as liaison and meet with the Director of Health and Wellness at least once a month.
 - k) Serve as liaison and meet with the Director of Counseling and Psychological Services at least once a month.
 - l) Serve as liaison and meet monthly with the Director of Athletics

- m) Serve as liaison and meet with the Director of Campus Recreation & Wellness at least twice a semester.

II. Special Assignments Committees

- A. Members can join any of the following committees in addition to their assigned seat responsibilities:

- 1. University Senate:

- a) The University Senate of East Stroudsburg University of Pennsylvania is a representative forum that works to promote the mission of East Stroudsburg University and functions as a deliberative body to express the collective views of faculty, staff, students, and administrators.

- 2. Recycling Committee:

- a) The committee works to promote recycling initiatives within the University and in the surrounding areas.

- 3. Stony Acres Committee:

- a) The committee works to have discussions and make decisions regarding Stony Acres, a wildlife sanctuary owned by SAA.

- 4. Ad-Hoc Committees:

- a) Internal Committee(s) created to handle matters or projects that are outside the scope of the organization's current standing committees. Their purposes can include solving problems, developing ideas, making decisions, and performing specific tasks on a temporary or short term basis.

III. Warrior Points

- A. Purpose

- 1. The purpose of Warrior Points is to have Senators engage and participate in events and initiatives at the University that will connect them with the student body external to all their currently affiliated or membership to student organizations, work positions, or teams.

- B. 10 Points Requirement

- 1. Each Senator is required to complete a minimum of 10 Warrior Points per semester.

- C. Structure and Submission Process

- 1. The Vice President of SGA will establish the structure and submission process for Warrior Points annually prior to the start of the Fall semester.

**East Stroudsburg University
Student Government Association,
SAA, Inc.**

Glossary of Terms

Pennsylvania State System of Higher Education (PASSHE): The Pennsylvania State System of Higher Education (PASSHE) is a state agency of the Commonwealth of Pennsylvania that oversees 10 state-owned universities.

- Cheyney University
- Commonwealth University:
 - Bloomsburg, Lock Haven, Mansfield
- East Stroudsburg University (ESU)
- Indiana University of Pennsylvania (IUP)
- Kutztown University
- Millersville University
- Pennwest University:
 - California, Clarion, Edinboro
- Shippensburg University
- Slippery Rock University (SRU)
- West Chester University (WCU)

Board of Governors: A 20-member Board of Governors is responsible for oversight of the State System. The Board establishes broad educational, fiscal, and personnel policies. Among other tasks, the Board appoints the chancellor and each university president, approves new academic programs, sets tuition, and coordinates and approves the annual State System operating budget.

Council of Trustees: Each university has a Council of Trustees that serves as a policy-setting board for the university.

Chancellor: The Chancellor is the Chief Executive Officer of the State System and is responsible for its management.

Board of Student Government Presidents (BSGP): The BSGP is a unified board of all PASSHE student government presidents that exchanges ideas, discusses common issues and interests, and serves the interests of State System students. The group also works to influence policy decisions and advocate on behalf of the State System.

Student Activity Association (SAA): The Student Activity Association Incorporated (SAA), a university affiliate, serves ESU students by providing engaging opportunities with social, diversity, recreation, outdoor, leadership and service initiatives throughout the year.

Board of Directors (BOD):

Quorum: The minimum number of members of an assembly or society that must be present at any of its meetings to make the proceedings of that meeting valid. SGA considers quorum to be half of the active membership plus one.

Ad-hoc committee: A temporary group of people who are brought together to perform a specific task or solve a problem.