



# Constitution

*The Seaver College of Pepperdine University  
Student Government Association*

**CONSTITUTION OF THE SEAVER COLLEGE OF PEPPERDINE UNIVERSITY  
STUDENT GOVERNMENT ASSOCIATION**

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## **Preamble**

We, the students of Seaver College of Pepperdine University, in order to provide a forum for students to express concerns and desires for improvement, act on the directives of students by serving as an intermediary council between Pepperdine University administration and students, to initiate and promote activities for the general good of the student body and to advance Christian ideals, do ordain and establish this Constitution of the Seaver College of Pepperdine University Student Government Association.

## **Article I: Name**

- A. The name of this organization shall be the Seaver College of Pepperdine University Student Government Association hereafter referred to as SGA.
- B. Seaver College of Pepperdine University shall hereafter be referred to as Seaver College.

## **Article II: Establishment**

- A. The members of SGA shall be enrolled full or part-time at Seaver College.
- B. The authority of this organization shall be granted by the Seaver College student body, which will have the responsibility to:
  - 1. Elect the Senate;
  - 2. Elect the Executive Board; and
  - 3. Propose legislation through Senators.

## **Article III: Advisor**

- A. The SGA Advisor shall be selected by a process agreed upon between the Executive Board of SGA and the Dean of Student Affairs
- B. The duties and responsibilities of the SGA Advisor shall include, but not be limited to, the following:
  - 1. Serve as liaison between Seaver College Administration and SGA;
  - 2. Attend all SGA meetings and offer assistance as needed;
  - 3. Aid in the coordination of various SGA events;
  - 4. Provide signature of authorization on financial disbursement forms; and
  - 5. Provide clarification on Seaver College policy and procedure.

## **Article IV: Senate**

- A. All legislative power herein granted shall rest with a legislative body to be known as the Senate.
- B. Two types of membership shall form the Senate.
  - 1. The voting members of the Senate shall consist of the Officers, Class Presidents, and Class Senators.
    - i. Officers shall not vote unless a tie needs to be broken. In that case, the SGA President shall vote to break the tie. If the SGA President is not present, then the Executive Vice President, Vice President of Administration, and Vice President of Finance shall vote, respectively.
  - 2. Ex-officio, non-voting members of the Senate will have designated seats at Senate

meetings, and shall consist of:

- i. Appointed chairs and staff;
- ii. Inter-Club Council Representative;
- iii. Student Wellness Advisory Board Representative;
- iv. Student Programming Board Representative; and
- v. SGA Advisor.

C. No Senator, Officer, or Director shall hold or run for more than one position at a time.

D. The duties and responsibilities of the Senate shall include, but not be limited to, the following:

1. Enact legislation in the students' interests;
2. Issue statements expressing students' concerns to appropriate officials;
3. Adopt a budget for SGA at the beginning of each semester according to the following procedure:
  - i. Voting members of the Senate shall be presented with the new budget as well as the budget of the previous semester, and shall be allowed ample time to review them; and
  - ii. The Vice President of Finance shall clearly indicate any changes from the budget of the previous semester and explain the reasons for the change before a vote approving that item of the budget takes place.
4. Approve the disbursement of SGA funds;
5. Execute the SGA Constitution and Bylaws;
6. Annually review the SGA Bylaws; and
7. The Senate shall have the power to fill vacancies in elected Offices that may occur during the academic year by appointing eligible students to vacant positions.
  - i. Members of the Senate shall present nominations at the first full meeting of the Senate after the Office has been vacated.
    - a. The Vice President of Administration shall be required to inform those who were nominated of their nomination so that the nominees may accept or reject the nominations before the next meeting of the Senate.
  - ii. At the next full meeting of the Senate following the nominations there shall be a vote to select which nominee shall fill the position.
    - a. This session shall be a closed session.
    - b. The selection shall be by majority vote.
    - c. If the vote passes, the appointed Officer, Class President or Class Senator will serve until the end of the academic year or until they are removed from Office, whichever is first.
  - iii. The Executive Board shall have the authority to appoint members to any vacant elected office after a regularly scheduled election.
    - a. This appointment would need to be approved by the Senate at the first meeting of the academic year.

E. Procedures of the Senate

1. Except as provided for in this Constitution or in the Bylaws, all meetings of the

Senate shall be governed by Robert's Rules of Order, Newly Revised.

2. Each voting member of the Senate shall be allowed only one vote in the Senate,
3. No voting member may delegate his/her vote to another member.
4. The SGA President shall vote only at such times as his/her vote shall affect the outcome.
5. Absences
  - i. The Executive Board shall create and submit a list of mandatory meetings and events prior to the first meeting of the semester.
  - ii. No member of the Senate shall be allowed to miss more than two Senate meetings per semester, without documentation of unforeseen, verifiable emergencies.
  - iii. Should a member of the Senate miss three meetings, the General Judicial Council shall convene to determine appropriate sanction.
  - iv. No member of the Senate shall be allowed to miss more than two Class meetings per semester, without documentation of unforeseen, verifiable emergencies.
  - v. Tardy Policy
    - a. Tardies shall be defined as missing a minimum of five minutes and not to exceed twenty minutes of a Senate meeting.
    - b. Two tardies shall constitute an absence.
    - c. A tardy exceeding twenty minutes will constitute an absence.
6. The Senate shall meet once a week while classes are in session.
  - i. By unanimous vote the Executive Board may cancel meetings of the Senate.
7. A majority of the voting members of the Senate shall constitute a quorum.
8. All meetings of the Senate shall be chaired by the SGA President.
  - i. Should the SGA President be unable to chair a meeting of the Senate then the role of Chair for that meeting shall be assumed by the Executive Vice President, Vice President of Administration, or Vice President of Finance, in that order.
  - ii. Should all members of the Executive Board be unable to chair a meeting of the Senate then the role of Chair for that meeting shall be assumed by the the Director of the General Judicial Council
9. Before assuming Office each elected member shall take the following oath of allegiance:
  - i. *I do solemnly affirm that I will faithfully execute the duties of the Office to which I have been elected, and will to the best of my ability, uphold the Constitution of Seaver College of Pepperdine University Student Government Association, so help me God.*
10. Before assuming Office each appointed member shall take the following oath of allegiance:
  - i. *I do solemnly affirm that I will faithfully execute the duties of the Office to which I have been appointed, and will to the best of my ability, uphold the*

*Constitution of Seaver College of Pepperdine University Student  
Government Association, so help me God.*

F. Class Senators

1. Representation

- i. Senators shall be elected by and for each Class.
  - a. For the purposes of this Constitution “Class” shall refer to a student’s standing according to the number of units completed as determined by the standards of Seaver College.
  - b. Should a student wish to be considered a member of his/her Class according to year of attendance rather than academic credit, for participation in elections or SGA sponsored activities, s/he must obtain approval from the Executive Board or Director of the General Judicial Council.
  - c. Students may only be considered members of one Class, either by credit or by year.
- ii. There shall be three Senators per Class.
- iii. The term of Office for the Class Senators shall be one academic year.
  - a. The term for Sophomore, Junior, and Senior Class Senators shall commence following election and subsequent swearing in either the SGA President or the Director of the General Judicial Council.
  - b. The term for Freshman Class Senators shall commence following election and subsequent swearing in either the SGA President or the Director of the General Judicial Council.

2. Qualifications

- i. Each Senator shall:
  - a. Be a member of his/her Class;
  - b. Be a registered student at Seaver College; and
  - c. Not be on disciplinary or academic probation at the time of election or while holding Office.

3. Duties

- i. The duties and responsibilities of Senators shall include, but not limited to, the following:
  - a. Inform constituents of the affairs of SGA;
  - b. Present concerns of constituents;
  - c. Coordinate and host one Class Town Hall per semester, the timing of which determined by the Executive Board
  - d. Draft and introduce legislation and at least one policy resolution per semester;
  - e. Assist their Class President in the execution of his/her duties;
  - f. Serve a minimum of five hours per week during fall and spring semesters on SGA related matters, including all Senate, Class, and committee meetings, which are to be reported to the Executive Vice President;

- g. Report to the respective Class President on all official matters of the Senate and Class business;
- h. Serve on at least one SGA committee, as appointed by the SGA President; and
- i. Carry out directives of the Senate, Executive Board, and respective Class President.

## G. Class Presidents

### 1. Representation

- i. There shall be one Class President elected by and for each Class.
- ii. The term of Office for the Freshman, Sophomore, Junior, and Senior Class Presidents shall be one academic year.
  - a. The term for Sophomore, Junior, and Senior Class Presidents shall commence on the first Monday after the end of finals week of the spring semester.
  - b. The term for Freshman Class President shall commence upon the results of the election during the fall semester, and end on the last day of finals week of the spring semester.

### 2. Qualifications

- i. Each Class President shall:
  - a. Be a member of his/her Class;
  - b. Be a registered student at Seaver College; and
  - c. Not be on disciplinary or academic probation at the time of election or while holding Office.

### 3. Duties

- i. The duties and responsibilities of each Class President shall include, but not limited to, the following:
  - a. Inform constituents of the affairs of SGA;
  - b. Present concerns of constituents;
  - c. Coordinate and host one Class Town Hall per semester, in cooperation with the Class Senators, the timing of which determined by the Executive Board;
  - d. Draft and introduce legislation and at least one policy resolution per semester;
  - e. Serve a minimum of five hours per week during fall and spring semesters on SGA related matters, including all Senate, Class, and committee meetings, which are to be reported to the Executive Vice President;
  - f. Serve on at least one SGA committee, as appointed by the SGA President;
  - g. Supervise the Senators of his/her class to ensure each Senator is fulfilling the required duties of Office;
  - h. Prepare monthly reports of class activities and progress, which is to be submitted and reviewed by the Executive Vice President; and



- i. Carry out directives of the Senate and the Executive Board.

#### **Article V: Officers**

- A. The Officers of the SGA shall be the SGA President, Executive Vice President, Vice President of Administration, and Vice President of Finance.
- B. Qualifications
  1. The following shall be the qualifications for SGA President, Executive Vice President, Vice President of Administration, and Vice President of Finance.
    - i. Shall have completed forty-eight undergraduate units upon taking Office;
    - ii. Shall have been a registered student at Seaver College at least four semesters prior to taking Office;
      - a. If he/she is a transfer student wishing to serve as SGA Executive Vice President, Vice President of Administration, or Vice President of Finance, he/she shall have been a full-time student at Seaver College at least two semesters prior to taking Office;
    - iii. Remain a registered student of Seaver College while in Office; and
    - iv. Shall not be on academic or disciplinary probation at the time of election or while holding Office.
  2. No Officer shall hold or run for more than one Office at a time.
- C. Term of Office
  1. The term of Office for the SGA President, Executive Vice President, Vice President of Administration, and Vice President of Finance shall be one year.
    - i. The term shall commence on the first Monday after the end of finals week of the spring semester.
  2. Members of the Executive Board must return to campus at least two weeks prior to the beginning of the fall semester.
- D. Duties and Responsibilities
  1. The SGA President shall have the following duties and responsibilities:
    - i. Serve as the Chief Executive Officer of SGA;
    - ii. Chair all meetings of the Senate and of the Executive Board;
    - iii. Serve as an ex-officio member of all SGA committees;
    - iv. Appoint and remove committee chairs;
    - v. Nominate standing committee chairs;
    - vi. Appoint all Senators to serve on at least one SGA committee;
    - vii. Create and dissolve committees with the approval of the Senate;
    - viii. Call special sessions of the Senate;
    - ix. Call special meetings of a committee;
    - x. Enforce legislation;
    - xi. Serve as official spokesperson of SGA;
    - xii. Issue a report to the University at the end of his/her term concerning the state of SGA;
    - xiii. Determine the time and place for all meetings of the Senate and Executive

- Board;
- xiv. Maintain a minimum of five posted office hours per week, during fall and spring semester;
  - xv. Carry out directives of the Senate;
  - xvi. Perform all other duties devolving from the Office; and
  - xvii. Notify the Executive Vice President in the case of inability to fulfill any of the above duties.
2. The Executive Vice President shall have the following duties and responsibilities:
- i. Serve as the Chief Operations Officer and Chief Marketing Officer of SGA;
  - ii. Serve as Sergeant-at-Arms of the Senate;
  - iii. Collect monthly reports from all Class Presidents;
  - iv. Schedule and lead at least two meetings per semester with all Class Presidents;
  - v. Draft and submit all official SGA Monthly and Annual Reports to the SGA Advisor;
  - vi. Initiate and oversee the review of the SGA Constitution and Bylaws, in cooperation with the General Judicial Council;
  - vii. Maintain a minimum of five posted office hours per week, during fall and spring semester;
  - viii. Carry out directives of both the Senate and the SGA President;
  - ix. Assume the duties and responsibilities of the SGA President when s/he is unable to do so; and
  - x. In the event that the Office of SGA President, the Executive Vice President shall act as the SGA President until the position is filled
    - a. With the help of the Executive Board, the Executive Vice President shall appoint and confirm an SGA President;
    - b. Should the executive Vice President wish to assume the position of SGA President, the Executive Board may appoint and confirm him/her;
    - c. In the case that the Executive Vice President fills the position of SGA President, the Executive Board shall then appoint and confirm a permanent replacement to fill the Executive Vice President position.
3. The Vice President of Administration shall have the following duties and responsibilities:
- i. Serve as the Chief Administrative Officer, Chief Information Officer, and Chief Technology Officer of SGA;
  - ii. Take complete and accurate minutes of all Senate and Executive Board meetings;
  - iii. Publish and distribute minutes of the Senate within twenty-four hours of meeting;
  - iv. Maintain the roll of all meetings of the Senate;
  - v. Supervise any roll call vote taken at meetings of the Senate;
  - vi. Notify Senate members of the time and place of all Senate meetings;

- vii. Be responsible for monitoring the implementation of SGA resolutions;
  - viii. Maintain a record of all resolutions passed by the Senate;
    - a. This record shall be presented to the Senate at the end of the semester, and passed on to the incoming Vice President of Administration.
  - ix. Prepare the agenda for all Senate and Executive Board meetings;
  - x. Make room preparations for all Senate meetings;
  - xi. Formulate and publicize an official calendar of events relating to SGA activities;
  - xii. Manage and maintain the SGA Office;
  - xiii. Maintain all SGA email accounts and phone lines;
  - xiv. Hire and terminate office workers with the approval of the Executive Board;
  - xv. Maintain a minimum of five posted office hours per week, during fall and spring semester;
  - xvi. Carry out directives of both the Senate and SGA President; and
  - xvii. Become acting Executive Vice President, should the Office be vacated, until the Senate appoints and confirms a permanent replacement to the Office of Executive Vice President.
    - a. Continue to carry out the duties and responsibilities of Vice President of Administration.
4. The Vice President of Finance shall have the following duties and responsibilities:
- i. Serve as the Chief Financial Officer and Chief Business Officer of SGA;
  - ii. Formulate a budget for SGA at the beginning of each semester;
  - iii. Disburse all SGA funds, as approved by the Senate or Executive Board;
  - iv. Manage and account for any credit cards issued to SGA;
  - v. Keep accurate, up-to-date records of all SGA financial affairs;
  - vi. Prepare and present a weekly report to the Senate of both disbursed and available funds;
  - vii. Supply the SGA President with a weekly statement of all financial transactions;
  - viii. Oversee all financial activities of SGA;
  - ix. Oversee all SGA discount programs;
  - x. Maintain a minimum of five posted office hours per week, during fall and spring semester;
  - xi. Carry out directives of both the Senate and the SGA President; and
  - xii. Become acting Vice President of Administration, should the Office be vacated, until the Senate appoints and confirms a permanent replacement to the Office of Vice President of Administration.
    - a. Continue to carry out the duties and responsibilities of Vice President of Finance.

**Article VI: Executive Board**

- A. All executive powers herein granted shall rest with a body known as the Executive Board.
- B. The Executive Board of SGA shall be composed of the SGA President, Executive Vice President, Vice President of Administration, and Vice President of Finance.
- C. The Executive Board shall have the following duties and responsibilities:
  - 1. Conduct the business of SGA during the summer terms;
  - 2. Disburse funds in the absence of a fully elected Senate;
  - 3. Allocate funds in the absence of a quorum within the Senate meetings;
  - 4. Propose agenda items for the Senate meetings;
  - 5. Propose legislation; and
  - 6. Meet at the request of the SGA President, or a majority of its members.
- D. By a unanimous decision, the SGA Executive Board may veto any proposed policy resolution, funding request, or constitutional amendment that is passed by the Senate
  - 1. A two-thirds majority of the Senate would be required to overturn the Executive Board's veto
- E. Powers not delegated to the Senate or standing committees by the Constitution, nor prohibited by it to the Executive Board, are reserved to the Executive Board.

**Article VII: Committees and Appointed Staff**

- A. All committees and appointed staff are organized to streamline the work of SGA.
- B. Two types of committees shall exist.
  - 1. Standing Committee(s)
    - i. Standing committee(s) shall be those that serve an integral part in the operations of SGA.
    - ii. The specific duties and organization of each of these standing committees shall exist in the Constitution.
    - iii. The standing committee(s) of SGA shall be the General Judicial Council.
  - 2. General Committees
    - i. General committees shall be those that assist in the day-to-day operations of SGA sponsored activities and programs.
    - ii. General committees shall be formed by the SGA President and approved by the Senate.
    - iii. General committee chairs shall be appointed and terminated at the discretion of the SGA President
    - iv. General committees shall hold one meeting each month.
    - v. General committees shall propose at least one policy resolution per semester.
    - vi. The specific duties of SGA general committee chairs shall be provided for in the Bylaws.
- C. Appointed Staff
  - 1. Appointed staff shall be individuals appointed by the SGA President to organize and coordinate specific tasks.

2. Appointed staff shall carry out the directives of the SGA President.
  3. Appointed staff shall be appointed and terminated at the discretion of the SGA President.
- D. The duties and responsibilities of committee chairs shall include, but not be limited to, the following:
1. Meet with the committee at least once a month;
  2. Be available for special meetings called by the SGA President;
  3. Maintain regular communications with Officers;
  4. Submit detailed written reports to the Senate once a week; and
  5. Submit a semester-end report relating to the actions of the committee during the semester.
- E. The duties and responsibilities of appointed staff shall include, but not be limited to, the following:
1. Attend every Wednesday morning meeting of the Senate; with a two absence maximum.
  2. Maintain regular communication with the SGA President;
  3. Submit progress reports to the Senate once a month; and
  4. Submit a detailed written report at the completion of the task.

#### **Article VIII: General Judicial Council**

- A. The General Judicial Council shall be composed of a Director and at least three Senators.
1. The Director of the General Judicial Council shall be appointed by the SGA President upon confirmation by a majority vote of the Senate.
    - i. The Director shall ensure that the General Judicial Council performs the duties and responsibilities to which it is assigned.
  2. The Executive Board will provide a process to determine the other representatives of the General Judicial Council.
  3. The qualifications for the Director and committee members of the General Judicial Council shall consist of the following:
    - i. Knowledgeable and informed understanding of the SGA Constitution;
    - ii. Remain a registered student of Seaver College while in Office; and
    - iii. Not be on academic and/or disciplinary probation.
  4. The Director and committee members of the General Judicial Council may be removed from Office by a three-fourths vote of the Senate.
    - i. If members of the General Judicial Council are serving as a Senator, they can only be removed from their representation on the Council and will remain as Senator
  5. The Director and Committee members shall serve from the date of appointment until the conclusion of the spring semester.
- B. The duties and responsibilities of the General Judicial Council shall include, but not be limited to, the following:
1. Uphold and enforce the SGA Constitution;
  2. Make decisions which relate to the interpretation of the SGA Constitution;

3. Hold a judicial hearing on points of conflict regarding policies or procedures when requested to do so by at least two voting members of the Senate or at least two members of the Executive Board;
    - i. The hearing will be held by the General Judicial Council within one week of the request.
  4. Advise SGA on the provisions of the Constitution and Bylaws;
  5. At least once a semester, the General Judicial Council shall conduct a constitutional review for the purposes of revising, amending, or altering the Constitution;
    - i. A report on these reviews will be provided to the SGA President and presented to the Senate with recommendations for appropriate action.
  6. Be sworn in and have met by the second Wednesday in October;
  7. Conduct and coordinate all SGA elections;
  8. Enforce election rules;
  9. Ensure voting is conducted efficiently, equitably, fairly, and honestly;
  10. Ensure as many students as possible are given the opportunity to vote; and
  11. Monitor campaign procedures.
- C. A hearing of the General Judicial Council shall be held to, but not limited to, the following:
1. The hearing will be made up of the General Judicial Council members, an SGA Advisor, and one SGA Executive Board member.
  2. The General Judicial Council will be held by this Constitution, the rules of the Seaver College Student Handbook and the Student Organizations Handbook.
  3. The Director of the General Judicial Council shall have the power to vote only in the case of casting a tie-breaking vote.
- D. The following shall be the types of SGA elections:
1. Major Elections shall be held for the Offices of SGA President, Executive Vice President, Vice President of Administration, and Vice President of Finance.
    - i. Voting in Major Elections shall commence the third Wednesday after Spring Break.
      - a. By unanimous decision, the Executive Board may delay major elections if it is in the best interest of the student body
  2. Regular Elections shall be held for Class Presidents and Class Senators.
    - i. Voting for Sophomore, Junior, and Senior Class Presidents and Sophomore, Junior, and Senior Class Senators in Regular Elections shall also commence the third Wednesday after Spring Break.
      - a. By unanimous decision, the Executive Board may delay major elections if it is in the best interest of the student body
    - ii. Voting for Freshman Class President and Freshman Class Senators shall take place within the first three weeks after the fall semester begins.
      - a. By unanimous decision, the Executive Board may delay major elections if it is in the best interest of the student body
  3. Special Elections shall be held for the purpose of approving amendments to the Constitution.

- i. Special Elections for the purpose of approving constitutional amendments shall occur, if necessary, at the following times throughout the year:
          - a. Coinciding with Regular Elections for Class Presidents and Class Senators.
          - b. In January, after the beginning of the spring semester.
          - c. Coinciding with Major Elections for the student body.
          - d. The SGA President may call a Special Election at any time in order to approve amendments to the Constitution, giving at least seven days notice to the Senate.
- E. The following shall be the rules governing petitions in regards to all SGA elections:
  1. A petition of handwritten signatures shall be collected by each candidate for each elective Office in order for the candidate to be placed on the ballot;
    - i. All identification on the petition must be legible.
      - a. Illegible identification shall not be counted.
      - b. The removal of the signature will occur upon a review and majority vote of the General Judicial Council.
  2. The petition shall contain the following:
    - i. A signed statement declaring the candidate's knowledge of this Constitution;
    - ii. The Office which s/he is seeking; and
    - iii. A signed statement releasing information pertaining to the candidate's eligibility for the Office that s/he is seeking.
  3. Official SGA petitions shall be available in the SGA Office and/or on the SGA website;
  4. Adjacent to the student's signature shall be printed his/her Seaver College identification number;
  5. Petitions for Major Elections shall become available at least ten days prior to the date of election;
    - i. Completed petitions shall be submitted and reviewed by the Director of the General Judicial Council at least seven days prior to the date of the election.
    - ii. Each Officer and Class Presidential Candidate shall obtain the signatures of five percent of their respective electorate.
  6. Petitions for Regular Elections shall become available at least ten days prior to the date of election;
    - i. Completed petitions shall be submitted and reviewed by the Director of the General Judicial Council at least seven days prior to the date of the election.
    - ii. Each Freshman Class Presidential Candidate shall obtain the signatures of five percent of the Freshman Class.
    - iii. Each Class Senatorial candidate shall obtain the signatures of three percent of his/her respective Class.
- F. The following shall be the rules governing candidates in regards to all SGA elections:

1. All candidates for elected Office must comply with the election rules as stated in this Constitution;
  2. Each candidate must be enrolled as at least a part-time Seaver undergraduate student;
  3. No candidate shall be on disciplinary or academic probation during the election period; and
  4. Each candidate shall acknowledge by his/her signature the following:
    - i. *“I have carefully read the Seaver College of Pepperdine University Student Government Association Constitution and understand the election rules as stated therein.”*
- G. The following shall be the rules governing campaign materials in regards to all SGA elections:
1. The General Judicial Council shall see that no campaign exceeds a retail value of two hundred dollars;
  2. Campaigning material posted on campus must meet Seaver College policy, as stated in the Student Organizations Handbook, along with Dining and Food Services Policies regarding the Cafeteria.
  3. Fines
    - i. A first-time violation of the advertising policy will result in a written warning.
      - a. Repeated abuse of the advertising policy will result in the loss of advertising privileges and will result in a \$25.00 fine per violation being charged to the responsible campaign(s).
    - ii. All campaign materials must be approved and stamped by SGA.
    - iii. Materials must be stamped by the Director of the General Judicial Council who may employ an Executive Board member to assist her/him at any time.
    - iv. A form shall verify campaign materials that are too small to be stamped; the form shall be available at the SGA Office.
  4. All candidates shall keep a log of campaign materials used and receipts of those materials.
  5. SGA equipment (computers, paints, copy codes, tape, etc.) cannot be used for producing campaign materials.
  6. All clarification of campaigning rules shall reside with the Director of the General Judicial Council.
- H. The following shall be the rules governing all SGA elections:
1. All voting in SGA elections shall be conducted electronically;
    - i. The manner in which these electronic elections are conducted shall be determined through consultation among the Executive Board, the Director of the General Judicial Council, and Student Activities
    - ii. For Major Elections and runoffs, the polls will be open from 8:00AM to 8:00AM of the following day. All times Pacific.
    - iii. For Special Elections, polls will be open from 8:00AM to 11:00PM of the



- same day. All times Pacific.
2. Should technological failures prevent elections from being conducted electronically, they shall be conducted pursuant to the provisions contained in Section I of this Article;
  3. Officers and Class Presidents shall be elected by a majority of the eligible votes cast toward the respective Office in the election; and
  4. Class Senators shall be elected by a plurality of the eligible votes cast.
  5. Write-in candidates must obtain a minimum vote count equal to six percent of the class enrollment at the time of result verification for class senators and ten percent for class presidents.
  6. If an Office is unfilled after the election, the Executive Board will nominate candidates for the respective Office, which will be voted on by the Senate. A candidate must acquire a majority vote of the Senate in order to be appointed to the unfilled Office.
  7. In a situation of technological failure, the General Judicial Council or Executive Board shall decide the best method of conducting elections.
- J. The following shall be the rules governing election challenges in regards to all SGA elections:
1. Election challenges must be submitted to the General Judicial Council within two business days after the election has taken place;
    - i. The first knowledge of inappropriate action by a candidate must be reported immediately.
  2. The challenge shall only be submitted by a candidate with standing in the election and whose petition was accepted for the Office that is being challenged;
  3. Upon receipt of the petition, the General Judicial Council shall meet during their next assigned meeting;
  4. A decision as to the validity of the complaint must be issued within three days of this meeting.
  5. After the General Judicial Council ruling there can be an appeal to Student Activities; and
    - i. The appeal to Student Activities is the last available appeal and is only valid under the circumstances of new evidence or General Judicial Council misconduct.
  6. If a challenge is presented before an election, the General Judicial Council will meet as soon as possible to hold a hearing.
- K. The following shall be the rules governing SGA election sanctions:
1. There shall be four basic sanctions involving inappropriate actions during elections:
    - i. Written Warning;
      - a. Fines;
    - ii. Public apology;
    - iii. Dismissal with the option to run as a write-in candidate;
    - iv. Dismissal without the option to run as a write-in candidate;

- v. Re-vote; and/or
  - vi. Referral to the Seaver College Student Disciplinary Committee.
2. Sanctions shall be dealt with on an individual basis and shall be affected by whether the action was done before an election or after an election; and
    - i. If the candidate is found guilty before the election by the General Judicial Council and determines the candidate's name is to be removed from the official ballot, the unsanctioned candidate(s) name(s) will appear on the ballot while the candidate receiving the sanction maintains the option of running as a write-in candidate only.
    - ii. If the candidate is found guilty after the election by the General Judicial Council and determines there shall be a re-vote, then there will be a re-vote with the guilty candidate being sanctioned under General Judicial Council jurisdiction.
  3. All clarification of these sanctions shall reside with the Director of the General Judicial Council.

#### **Article IX: Impeachment, Removal, and Resignation**

- A. Procedures for the impeachment and removal of all voting members of SGA shall be the same.
  1. Impeachable offenses shall include:
    - i. Failure to meet Constitutional duties and responsibilities;
    - ii. Embezzlement of funds; and
    - iii. All other acts deemed unconstitutional as determined by a majority vote of the General Judicial Council.
  2. The following shall be the procedure for impeachment and removal:
    - i. A formal statement by two voting members of the Senate or the Executive Board shall be submitted to the Director of the General Judicial Council;
    - ii. This written statement shall call for impeachment from Office and give just cause for such action;
    - iii. The Director of the General Judicial Council shall inform the SGA President of the statement, and hold a meeting of the General Judicial Council within one week;
    - iv. At this meeting, the General Judicial Council shall determine if there is just cause for impeachment;
    - v. If just cause is determined by a majority vote of the General Judicial Council, a special hearing facilitated by the General Judicial Council to the Senate shall be held at the next scheduled Senate meeting;
    - vi. At this time, the accused member and the member who filed the petition may present their case before the Senate
    - vii. Removal from Office shall occur immediately upon the conclusion of the hearing, when the Senate, by three-fourths vote, concurs on removal.
  3. The following shall be the procedures for resignation:
    - i. The resigning member should deliver an official correspondence to the

SGA President.

- ii. Immediate resignation from Office shall be required of any voting member who, during the course of his/her term, fails to meet the qualifications of the Office to which s/he has been elected.

#### **Article X: Revenue**

- A. The following shall be the rules governing the acquisition of revenue for SGA:
  4. SGA shall have the right to collect a portion of the Campus Life Fee from every full-time student at the time of registration;
  5. The fee shall support student initiatives and fund the operations of SGA;
  6. The fee shall be set annually by the Senate, and approved by the University Management Committee or designated University governing body;
  7. SGA shall have the right to fundraise to procure additional revenue;
  8. Projected revenue from fundraising shall not be used for the purpose of budgeting for an SGA event; and
  9. SGA shall at no time spend or budget to spend more money than is currently available in the SGA budget.
- B. The following shall be rules governing the disbursement of SGA revenue:
  1. A two-thirds vote of the Senate must approve any disbursement of funds for an SGA event exceeding twenty-five percent of that semester's total SGA budget.
  2. There shall exist a Contingency Fund
    - i. This fund shall be used to ensure the financial accountability of SGA
    - ii. A unanimous vote of the Senate shall be required to use these funds for any additional purposes.
  3. These funds are intended to be used in a manner which best serves the interests of the Seaver College student body, as a whole.

#### **Article XI: Amendments**

- A. The following shall be the manner in which the Constitution is amended:
  1. Any student registered at Seaver College may propose an amendment to the Constitution by submitting it in writing to the SGA President;
  2. The proposed amendment shall then be presented at a meeting of the Senate;
  3. Following the presentation, the Senate may approve the amendment by a two-thirds vote;
  4. The proposed amendment shall then be presented to the student body at least seven days prior to a Special Election for ratification; and
  5. The amendment shall become effective immediately upon approval by two-thirds of the students voting in the election.
- B. For consistency in technical areas, the SGA President shall appoint, when s/he deems it necessary, the Director of the General Judicial Council to review the Constitution and make any changes for the document to be grammatically correct, provided that the intent of the revised clause is not changed.

**Article XII: Ratification**

- A. This Constitution shall become effective immediately upon approval by two-thirds of the students voting in the election.