

Student Government Incorporated
St. John's University, Queens Campus
Constitution

Article I: Name

Name. This organization shall be called Student Government Incorporated of St. John's University, Queens Campus, henceforth referred to as "SGI."

Article II: Purpose & Mission

1. Purpose. This organization shall exist to:
 - a. Represent, advocate for, act on behalf of, and serve the student body of St. John's University at the Queens Campus, and the interests thereof;
 - b. Act as an instrument for promoting transparency, communication, and cooperation between students, student organizations, faculty, and administration;
 - c. Foster a University community, both within the University and abroad;
 - d. Grant students an opportunity to affect and participate in the governance of their own affairs.

2. Mission. The Mission of SGI shall be as follows: To provide for, advocate for, and facilitate the academic and extracurricular success of the student body of St. John's University.

Article III: Membership

1. Members. All activity-fee paying students of St. John's University shall be members of SGI. This may include visiting scholars enrolled in transition programs.

2. Class Definitions. Class years shall be defined as follows:
 - a. A "freshman" shall refer to any first-year student or any student with less than 24 academic credits.
 - b. A "sophomore" shall refer to any second-year student or any student with between 24 and 48 academic credits.
 - c. A "junior" shall refer to any third-year student or any student with between 48 and 72 academic credits.
 - d. A "senior" shall refer to any fourth-year or higher student or any student with 72 academic credits or more; this shall include fifth- and sixth-year pharmacy students.

3. Other Definitions. The following terms shall be used to describe various parts of SGI:
 - a. The Officers shall consist of the President, Vice President, Secretary, and Treasurer.
 - b. The Senators shall consist of the Senior Senator, Junior Senator, and Sophomore Senator.
 - c. The Executive Board shall consist of the Officers and the Senators.

- d. The Representatives shall consist of the following positions:
 - i. Within the College of Pharmacy and Allied Health Sciences:
 - 1. Two Senior Representatives
 - 2. Two Junior Representatives
 - 3. Two Sophomore Representatives
 - 4. Two Freshmen Representatives
 - ii. Within the College of Professional Studies:
 - 1. Two Senior Representatives
 - 2. Two Junior Representatives
 - 3. Two Sophomore Representatives
 - 4. Two Freshmen Representatives
 - iii. Within the Peter J. Tobin College of Business:
 - 1. Two Senior Representatives
 - 2. Two Junior Representatives
 - 3. Two Sophomore Representatives
 - 4. Two Freshmen Representatives
 - iv. Within the School of Education
 - 1. Two Senior Representatives
 - 2. Two Junior Representatives
 - 3. Two Sophomore Representatives
 - 4. Two Freshmen Representatives
 - v. Within St. John's College of Liberal Arts and Sciences:
 - 1. Two Senior Representatives
 - 2. Two Junior Representatives
 - 3. Two Sophomore Representatives
 - 4. Two Freshmen Representatives
- e. The Representative Branch will include the Representatives and Executive Board, with the exception of the President.
- f. The SGI Assembly shall consist of the Executive Board, college representatives, and all committee members.

Article IV: Executive Board

- 1. Executive Board. The Executive Board (E-Board) shall be responsible for the overall operations and policy of SGI. The E-Board is comprised of the elected President, Vice President, Treasurer, Secretary, and a class Senator from the Senior, Junior, and Sophomore classes.
- 2. Term. All members of the E-Board are elected for a one (1) year term, commencing on the day following the St. John's University Queens Spring Commencement Ceremony and continuing until the next Queens Spring Commencement Ceremony, unless otherwise sooner terminated pursuant to this constitution.
- 3. Duties. The duties of each officer are outlined below:
 - a. The President's responsibilities may include the following:
 - i. Serve as the Chief Executive Officer of SGI;

- ii. Represent SGI as liaison to the campus-wide community;
 - iii. Supervise his/her fellow Executive Board members;
 - iv. Attend all Assembly meetings (exceptions shall be made under extraordinary circumstances);
 - v. Convene the Assembly for special meetings;
 - vi. Chair all meetings of the Assembly unless delegated;
 - vii. Present a report at each Assembly meeting;
 - viii. Ensure that the rules, regulations, and policies of the Assembly are faithfully executed;
 - ix. Submit a report at the end of his/her term, listing any accomplishments, ongoing tasks or collaborations, and important decisions, in order to ensure a sufficient transition of the succeeding President;
- b. The Vice President's responsibilities may include the following:
- i. Be a member ex-officio of all committees and supervise the activities of all committee Chairpersons, excluding the Chairpersons of the Budget Committee and the Events Review Committee;
 - ii. Oversee the planning of all Organization Congresses with the assistance of the Organizations Committee;
 - iii. Attend all Assembly meetings (exceptions shall be made under extraordinary circumstances);
 - iv. Assume the office or duties of the President of the Assembly in the event of absence, disability, resignation, or death of the President;
 - v. Submit a report at the end of his/her term, listing any accomplishments, ongoing tasks or collaborations, and important decisions, in order to ensure a sufficient transition of the succeeding Vice President;
- c. The Secretary's responsibilities may include the following:
- i. Record accurate minutes from meetings of the Executive Board and of the Assembly, including business conducted that requires votes and motions, and track of the number of votes said motions receive;
 - ii. Produce these minutes and ensure they are received by all members of the Assembly, including the Advisor;
 - iii. Collect and distribute SGI reports in print or online at every Assembly meeting;
 - iv. Notify the Assembly of all regular meetings in accordance with the Constitution;
 - v. Prepare any and all materials for Assembly meetings;
 - vi. Attend all Assembly meetings (exceptions shall be made under extraordinary circumstances);
 - vii. Maintain a record of all members of the Assembly and their respective positions;
 - viii. Supervise and meet regularly with Freshmen Representatives;
 - ix. Assume the powers and duties of the President in the absence, disability, resignation, or death of both the President and Vice President.

- x. Submit a report at the end of his/her term, listing any accomplishments, ongoing tasks or collaborations, and important decisions, in order to ensure a sufficient transition of the succeeding Secretary;
- d. The Treasurer's responsibilities may include the following:
- i. Serve as the Chief Financial Officer of SGI;
 - ii. Create and develop a working budget for the funds of SGI;
 - iii. Oversee and manage all designated funds from the SGI budget;
 - iv. Maintain accurate records of all financial transactions that use SGI funds;
 - v. Provide an up-to-date report in writing at each meeting of the Assembly;
 - vi. Be a member ex-officio of the Budget Committee, supervise the activities of the Budget Committee and enforce the Budget Committee By-Laws;
 - vii. Be a member ex-officio of the Events Review Committee and supervise the activities of the Events Review Committee;
 - viii. Coordinate an annual audit by an external certified public accountant;
 - ix. Attend all Assembly meetings (exceptions shall be made under extraordinary circumstances).
 - x. Submit a report at the end of his/her term, listing any accomplishments, ongoing tasks or collaborations, and important decisions, in order to ensure a sufficient transition of the succeeding Treasurer;
- e. The Senior Class Senator's responsibilities may include the following:
- i. Be the elected representative of the undergraduate Senior class, including fifth- and sixth-year Pharmacy students;
 - ii. Work collaboratively with faculty and administration to address conflicts or concerns pertaining to the senior class, whether they are academic or extracurricular in nature;
 - iii. Supervise and meet regularly with the Senior Representatives and create class wide initiatives;
 - iv. Oversee the production of the Vincentian Yearbook and work to promote the sales of the book;
 - v. Coordinate the planning of Senior Week for the senior class;
 - vi. Collaborate with the other Senators to fundraise for the Senior Scholarship;
 - vii. Attend all Assembly meetings (exceptions shall be made under extraordinary circumstances);
 - viii. Submit a report at the end of his/her term, listing any accomplishments, ongoing tasks or collaborations, and important decisions, in order to ensure a sufficient transition of the succeeding Senior Senator;
- f. The Junior Class Senator's responsibilities may include the following:
- i. Be the elected representative of the undergraduate Junior class;
 - ii. Work collaboratively with faculty and administration to address conflicts or concerns pertaining to the junior class, whether they are academic or extracurricular in nature;

- iii. Supervise and meet regularly with the Junior Representatives and create class wide initiatives;
 - iv. Encourage members of the junior class to apply for the Senior Scholarship;
 - v. Attend all Assembly meetings (exceptions shall be made under extraordinary circumstances);
 - vi. Submit a report at the end of his/her term, listing any accomplishments, ongoing tasks or collaborations, and important decisions, in order to ensure a sufficient transition of the succeeding Junior Senator;
- g. The Sophomore Class Senator's responsibilities may include the following:
- i. Be the elected representative of the undergraduate Sophomore class;
 - ii. Work collaboratively with faculty and administration to address conflicts or concerns pertaining to the sophomore class, whether they are academic or extracurricular in nature;
 - iii. Supervise and meet regularly with the Sophomore Representatives and create class wide initiatives;
 - iv. Coordinate an annual event for students to meet Representatives every Fall semester;
 - v. Work alongside the Secretary in overseeing the Freshmen Representatives;
 - vi. Attend all Assembly meetings (exceptions shall be made under extraordinary circumstances);
 - vii. Submit a report at the end of his/her term, listing any accomplishments, ongoing tasks or collaborations, and important decisions, in order to ensure a sufficient transition of the succeeding Sophomore Senator;

Article V: Representative Branch

1. Representative Branch. The Representative Branch of SGI includes the elected members and the Executive Board, with the exception of the President.
2. Term. All members of the Assembly elected in the Spring Elections shall serve for a one (1) year term, commencing on the day following the St. John's University Queens Spring Commencement Ceremony and continuing until the next Queens Spring Commencement Ceremony, unless otherwise sooner terminated pursuant to this constitution. Members of the Assembly elected in the Fall Elections or later shall serve from the time of their election until St. John's University Queens Spring Commencement Ceremony, unless sooner terminated pursuant to this Constitution.
3. Powers. All business of Student Government Inc. shall be managed and controlled by the Representative Branch.
 - a. The Representative Branch has the following powers:
 - i. To legislate on any topic within the purview of SGI;
 - ii. To spend or disburse funds under the Assembly's control;
 - iii. To approve or deny recognition of student organizations during the Power to Organize process;

- iv. Approve or defeat all pieces of legislation regarding financial grants, allocation of funds and movement of monies to and from the Assembly's budget;
4. Duties. Representative responsibilities may include the following:
- a. Each representative shall serve as a member of an SGI committee;
 - b. Representatives are expected to perform ten (10) hours of SGI work per month ("representative hours"), four (4) of which must be spent in the SGI office;
 - i. Representative hours completed in the SGI office include, but are not limited to, any work relating to SGI, while maintaining a presence in the Student Government office;
 - ii. Representative hours include, but are not limited to, any work relating to SGI;
 - iii. Representative hours shall not include time spent at any regularly scheduled Assembly meetings;
 - iv. Any representative may request to be excused from representative hours for one semester for internships or other school-required work with the approval of the Executive Board;
 - v. Representative hours shall be submitted to the Secretary monthly;
 - vi. Anyone failing to maintain representative hours in the SGI office may receive one absence per weekly incident.
5. Supervision. Representatives will be supervised in the following manner:
- a. Senior Representatives report to the Senior Senator;
 - b. Junior Representatives report to the Junior Senator;
 - c. Sophomore Representatives report to the Sophomore Senator;
 - d. Freshman Representatives report to the Secretary.

Article VI: Committees

1. Committees. SGI shall maintain the following standing committees, each of which shall perform the functions inclusive of, but not limited to, those stated beside its title:
- a. **Academic Affairs Committee:** This committee is primarily concerned with students' academic needs, problems, and procedures. In conjunction with the Faculty Councils of the undergraduate colleges, the committee addresses questions ranging from curriculum and graduation requirements to grading options and academic fairness. Each year, the committee is responsible for planning Academic Forums, the Who's Who Among College Students selection process, and the Professor of the Year selection process.
 - b. **Budget Committee:** This committee handles organizational funding requests and, upon thorough review, recommends allocations for the Assembly to discuss and the voting members to vote on. The chairs of this committee are also members of any other budgeting committee created by the Assembly;

- c. Elections Committee: Coordinated under the supervision of the Division of Student Affairs, this committee organizes and facilitates all SGI elections.
- d. Events Review Committee: This committee is an integral bridge between the Organizations Committee and the Budget Committee. With the assistance of the SGI Assembly, this committee attends and evaluates the quality of programs funded by SGI. Their analysis is essential in assisting with making future recommendations as to the direction of SGI funding for student organizations and selected SGI-sponsored events;
- e. Organizations Committee: Along with regulating established organizations' activities on campus, this committee handles the formation of new organizations by making recommendations of applications for the Power to Organize, which is the permanent recognition of organizations and reactivation of lapsed organizations. Responsibilities also include Organizational Congress meetings, allocation of organizational space and the Organizations Banquet in the spring semester;
- f. Public Relations Committee: This committee is the primary body for the dissemination of information concerning SGI. Responsibilities include the Spring Activities Fair, SGI recruitment, suggestion boxes, approval of organizational publicity, and allocation of advertising space in the Torch to SGI and all organizations;
- g. Research and Development Committee: Assisting with the information and surveying of students is the principal charge of this committee. Throughout the year this committee produces and compiles several surveys and other means to gauge student climate. The data gathered plays an integral role in enabling proposals to be made to the Executive Board of the direction of change and improvements that the student body demands and needs;
- h. Service Committee: This committee is responsible for building upon the University's Vincentian mission. In addition to creating new initiatives that they deem fit, the Service Committee shall oversee student participation in annual University service events. This committee may also collaborate with other organizations on campus by supporting their philanthropic and service initiatives in order to bring together the St. John's community at large.
- i. School Spirit Committee: Promotion of school spirit throughout the University is the responsibility of this committee. School Spirit, through the RedZone Student Section, is meant to support the athletic programs of St. John's, help with the coordination of homecoming activities and plan trips to out-of-town games. The committee is responsible for promotion of season tickets as well as ordering giveaways. This committee will also promote the Alma Mater and the Mascot.

- j. **Student Affairs Committee:** This committee is responsible for the coordination and execution of all marquee events, as well as developing and facilitating new programming which promotes the St. John's University Mission.
 - k. **Student Services Committee:** Keeping in touch with the needs of the general student along with the internal needs of SGI are the responsibilities of the Student Services Committee. Working with the Research and Development Committee, they identify student concerns, conduct appropriate research on the subject and work with SGI to collaborate with the administration to identify solutions.
2. **Special Committees.** The Assembly may, by resolution passed by a majority of the voting members, designate additional committees. The functions of each additional committee shall be set forth by the Constitution, subject to the approval of the voting members.
 3. **Committee Chairpersons.** The Vice President shall appoint a Chairperson for all committees except for the Budget Committee and Events Review Committee. The Treasurer shall appoint a Chairperson for the Budget Committee and Events Review Committee. These appointments are subject to the approval of the Executive Board. Each standing committee may also appoint Assistant Chairpersons, subject to the approval of the supervising Vice President or Treasurer.
 4. **Committee Membership.** Membership to any SGI committee shall be limited to students of St. John's University. Each committee member should maintain good academic standing.
 5. **Quorum.** Committee Quorum shall be in accordance with the SGI constitution.
 6. **Office Hours.** All committee chairs are expected to complete two (2) office hours a week.
 7. **Transition Materials.** All of the aforementioned committees shall submit written reports or transitional material at the completion of their terms showing important actions, decisions, and/or accomplishments during their term, and listing tabled or unfinished business, including recommendations.

Article VII: Elections and Vacancies

1. **Elections.** A Student Government Election shall be held each semester under the direction of the Elections Committee.
 - a. Freshmen Representative positions and any vacancies shall be filled in the Fall Student Government Elections.
 - b. All other positions shall be open for election in the Spring Student Government Elections.
2. **Constituency.** Members of the Assembly shall be elected by a majority of voters in their respective constituency. Constituencies shall be defined below:

- a. The constituency of each member of the Executive Board shall consist of all members of SGI.
- b. The constituency of a College Representative shall be all members of SGI who share that Representative's college and year.

3. Eligibility.

- a. **PRESIDENT:** Eligibility shall be limited to students of St. John's University, Queens Campus, who are enrolled in at least 12 academic credits, have completed at least fifty-five (55) academic credits while maintaining good academic and student conduct standing at St. John's University. Candidates shall have served at least one year of experience in one of the following ways:
 - i. One term as an elected officer, senator, representative or a Chairperson or Assistant Chairperson of a committee of SGI.
 - ii. One term as Chairperson of the Inter-Greek Council.
 - iii. One term as President, Vice President, Secretary, or Treasurer of an organization that has maintained an active status under SGI during their year on its Executive Board.
- b. **VICE PRESIDENT:** Eligibility shall be limited to students of St. John's University, Queens Campus, who are enrolled in at least 12 academic credits, have completed at least fifty-five (55) academic credits while maintaining good academic and student conduct standing at St. John's University. Candidates shall have served at least one year of experience in one of the following ways:
 - i. One term as an elected officer, senator, representative or a Chairperson or Assistant Chairperson of a committee of SGI.
 - ii. One term as Chairperson of the Inter-Greek Council.
 - iii. One term as President, Vice President, Secretary, or Treasurer of an organization that has maintained an active status under SGI during their year on its Executive Board.
- c. **SECRETARY:** Eligibility shall be limited to students of St. John's University, Queens Campus, who are enrolled in at least 12 academic credits, have completed at least fifty-five (55) academic credits while maintaining in good academic and student conduct standing at St. John's University. Candidates shall have served at least one year of experience in one of the following ways:
 - i. One term as an elected officer, senator, representative or a Chairperson or Assistant Chairperson of a committee of SGI.
 - ii. One term as Chairperson of the Inter-Greek Council.
 - iii. One term as President, Vice President, Secretary, or Treasurer of an organization that has maintained an active status under SGI during their year on its Executive Board.
- d. **TREASURER:** Eligibility shall be limited to students of St. John's University, Queens Campus, who are enrolled in at least 12 academic credits, have completed at least fifty-five (55) academic credits while maintaining good academic and

student conduct standing at St. John's University. Candidates shall have served at least one year of experience in one of the following ways:

- i. One term as an elected officer, senator, representative or a Chairperson or Assistant Chairperson of a committee of SGI.
 - ii. One term as Chairperson of the Inter-Greek Council.
 - iii. One term as President, Vice President, Secretary, or Treasurer of an organization that has maintained an active status under SGI during their year on its Executive Board.
- e. SENIOR SENATOR: Eligibility shall be limited to students of St. John's University who are enrolled in at least 12 academic credits and have completed sufficient academic credits in accordance with class recognition, while maintaining good academic and student conduct standing at St. John's University, and shall have served at least one year of experience in one of the following ways:
- i. One term as an elected officer, senator, representative or a Chairperson or Assistant Chairperson of a committee of SGI.
 - ii. One term as Chairperson of the Inter-Greek Council.
 - iii. One term as President, Vice President, Secretary, or Treasurer of an organization that has maintained an active status under SGI during their year on its Executive Board.
- f. JUNIOR SENATOR: Eligibility shall be limited to students of St. John's University who are enrolled in at least 12 academic credits and have completed sufficient academic credits in accordance with class recognition, while maintaining good academic and student conduct standing at St. John's University.
- g. SOPHOMORE SENATOR: Eligibility shall be limited to students of St. John's University who are enrolled in at least 12 academic credits and have completed sufficient academic credits in accordance with class recognition, while maintaining good academic and student conduct standing at St. John's University.
- h. SENIOR REPRESENTATIVES: Eligibility shall be limited to students of St. John's University who are enrolled in at least 12 academic credits and have completed sufficient academic credits in accordance with class recognition, while maintaining good academic standing at St. John's University.
- i. JUNIOR REPRESENTATIVES: Eligibility shall be limited to students of St. John's University who are enrolled in at least 12 academic credits and have completed sufficient academic credits in accordance with class recognition, while maintaining good academic standing at St. John's University.
- j. SOPHOMORE REPRESENTATIVES: Eligibility shall be limited to students of St. John's University who are enrolled in at least 12 academic credits and have completed sufficient academic credits in accordance with class recognition, while maintaining good academic standing at St. John's University.

- k. **FRESHMEN REPRESENTATIVES:** Eligibility shall be limited to students of St. John's University who are enrolled in at least 12 academic credits and have completed sufficient academic credits in accordance with class recognition, while maintaining good academic standing at St. John's University. If no GPA is available, that student is still eligible to hold the position.
4. **Experience.** If a candidate does not have sufficient years of experience to run in the Executive Board elections, that candidate may petition the SGI Elections Chair, in consultation with the SGI Advisor, for the opportunity to run in an election.
5. **Candidacy.** Eligible individuals must comply with the Election Committee policies outlined in the Elections by-laws in order to become a candidate for the Fall or Spring Elections.
4. **Term.** All members of the Assembly elected pursuant to Article VI, Section 2a shall serve for a term of one year, commencing on the day following the St. John's University Spring Commencement Ceremony and continuing until the next Spring Commencement Ceremony, unless otherwise sooner terminated pursuant to this constitution. All Representatives elected pursuant to Article III, Section 2b shall serve for a term commencing on the date of election and shall continue until Commencement unless sooner terminated pursuant to these By-Laws.
6. **Vacancies.** A vacancy by reason of death, resignation, disqualification, or any other cause, occurring after the Fall election pursuant to Article VI, Section 2b, shall be promptly filled by the President of SGI, subject to approval by a vote of a majority of the Assembly and shall hold office until the subsequent election. All other vacancies shall be filled pursuant to the Fall Election in Article VI, Section 2b, above. If a vacancy is created by reason of death, resignation, disqualification, or removal for any other cause of the member holding the office of President, the member holding the office of Vice President shall take over the office of President, followed by the Secretary. In the case that the positions of President, Vice President, and Secretary are all vacant, the office of President shall be filled by a nomination and majority vote of a quorum of the SGI voting members. The Senior Senator will chair any nomination meetings.
7. **Verification.** The eligibility of all candidates and the results of all elections shall be verified by the Vice President of Student Affairs or designee, the SGI Advisor, and/or the SGI Elections Chair.

Article VIII: Oath of Office

Oath. All Executive Board members and representatives, before taking office must take the following oath of office:

I (state your name) solemnly swear to uphold the standards and ideals of Student Government, Inc., to serve and represent the needs and concerns of my fellow students to the best of my ability, and to uphold the integrity and honor that my position of (state

your position) entails. I will do so with the utmost honesty, fairness, enthusiasm, and respect for my fellow members and the mission of St. John's University.

Article IX: Impeachment and Forfeiture

1. Removal of Elected Member. An elected Assembly member may be removed if that member does not fulfill the basic requirements, obligations, and/or functions of their position. Removal proceedings shall be convened with a quorum.
 - a. Any executive board member may propose to remove an Assembly member. The proposal must be presented to that Assembly member at least forty-eight (48) hours before any action is taken.
 - i. The Assembly member targeted for impeachment shall first be offered the opportunity to resign from his/her position.
 - ii. If the Assembly member targeted for impeachment chooses not to resign, he or she is given the option for a closed meeting with the Executive Board or at the next Assembly meeting to review the matter. The President shall preside over all removal proceedings except his/her own, which the Senior Senator shall preside over.
 - iii. If the Assembly member targeted for impeachment is absent without excuse or leaves said proceedings without the approval of the voting members, he/she shall automatically forfeit his/her position.
 - b. The Assembly member that is the subject of the impeachment proceedings shall be removed from office upon an affirmative two-thirds vote of the voting members after removal proceedings have been completed.
 - c. Persons removed from office may appeal that decision to the SGI Advisor, whose decision on the appeal shall be final.
2. Removal of Committee Member. Any Chair or Assistant Chair of a committee may be removed if such member does not fulfill the basic requirements, obligations, and/or functions of their position.
 - a. The Vice President or Treasurer must approve the removal of the Chair or Assistant Chair of their respective committees.
 - b. If any Chair or Assistant Chair is removed, the Vice President or Treasurer must present a written notice stating the reasons for termination.
 - c. Persons removed from a chair position may appeal that decision to the SGI Advisor, whose decision on the appeal shall be final.
3. Automatic Forfeiture. Any elected member, including executive officers, senators, and representatives, shall automatically forfeit his/her position if he/she shall:
 - a. Fail to maintain good academic standing during his/her term; or
 - b. be absent from three (3) scheduled Assembly meetings during his/her term or any two (2) consecutive Assembly meetings, unless otherwise excused by a majority vote of the Executive Board.
4. Period of Forfeiture. Any member removed from office shall automatically forfeit all positions and/or privileges related to his/her position and shall not be eligible to serve as

an Assembly member for a period of one (1) year after the completion date of his/her original term.

Article X: Meetings & Procedure

1. Meetings of the Executive Board.
 - a. Executive Board meetings will be held at the discretion of the President.
 - b. Notice of an upcoming absence should be submitted to the President at least 24 hours before the scheduled meeting. Any member who fails to submit such a notice may be expected to meet with the President before the next Assembly meeting.
 - c. The President shall be responsible for creating an agenda for these meetings.

2. Meetings with the SGI Advisor.
 - a. The Advisor meetings shall be held at the discretion of the President and/or SGI Advisor.
 - b. Notice of an upcoming absence should be submitted to the President and/or SGI Advisor at least 24 hours before the next scheduled meeting. Any member who fails to submit such a notice may be expected to meet with the President before the next Advisor meeting.
 - c. The President shall be responsible for creating an agenda for these meetings.

3. Meetings of the SGI Assembly.
 - a. Regular meetings may be held approximately two times per month between September and May and as otherwise determined by the President on dates determined by resolution of the Executive Board. The meetings will be typically held on a bi-weekly basis unless otherwise stated.
 - b. Notice of the time, place and purpose of all meetings of the members shall be served either personally or by mail, directed to each member at the e-mail address as it appears for such purposes on the books or records of SGI.
 - c. Notice of an upcoming absence must be submitted to the Secretary at least 24 hours before the scheduled meeting. Any member who fails to do so will receive an absence. A member may only be excused of an absence if it is explained why, in writing, at least 24 hours before the scheduled Board meeting and approved by the Executive Board.
 - d. Any committee reports or representative reports must be submitted in a timely manner, as determined by the Secretary.
 - e. The approval of the budget and the installation of the newly elected officers shall take place at the regularly scheduled Board meeting.

4. Special Meetings.
 - a. Additional meetings may be called by the President with twenty-four (24) hours written notice to the Executive Board.
 - b. Notice of the time, place and purpose of special meetings of the Board shall be served not less than twenty-four (24) hours before the time referred to in such notice.

5. Meeting Protocol. The parliamentary authority of SGI shall be the latest version of Robert's Rules of Order. Procedures outlined in SGI Documents shall supersede the Parliamentary Authority, if there is a conflict between the two.
6. Quorum.
 - a. At any regularly scheduled meeting of the Assembly, unless otherwise required by law, or in the Certificate of Incorporation of the Corporation, the presence of fifty (50) percent of the voting members plus one individual shall constitute a quorum for the transaction of business at any regular SGI Assembly meeting.
 - b. At any other SGI meeting, unless otherwise required by law or in the Certificate of Incorporation of the Corporation, an act of the majority of the members present at any meeting which there is quorum shall be the act of the membership.
 - c. The President shall not be entitled to vote on any action. In the event of a tie on any vote by the Assembly, the officer holding the office of President shall then be permitted to vote for the purpose of breaking such tie.
7. Paperless Meetings.
 - a. All SGI Assembly Meetings will be 100% paperless, and no paper flyers, handouts, or advertisements may be distributed during these meetings.
 - b. Any person who wishes to share a flyer, handout, or advertisement may forward such documents to the Secretary of SGI prior to the meeting and the Secretary shall be distributed electronically.
 - c. Attendees may use paper products such as notebooks or loose-leaf paper for personal use.
 - d. Exceptions may be made at the discretion of the President of SGI.

Article XI: Amendments

1. Amendments. Action by the vote of a majority of SGI members at a meeting held upon notice of the proposed action shall be required for the following:
 - a. Amendments of the Certificate of Corporation.
 - b. Dissolution of the Corporation.
 - c. Amendment of SGI governing documents.
2. Approval. An Amendment to the Student Government Incorporated, St. John's University, Queens Campus Constitution shall become effective upon 2/3 approval the SGI voting members.

Article XII: Ratification

Ratification. This Constitution shall become effective upon 2/3 approval of the SGI voting members.

Article XIII: Advisor

1. Appointment. The Student Government Advisor shall be appointed by the Vice President of Student Affairs or designee. The advisor shall be a full-time employee of St. John's University.
2. Duties. The Student Government Advisor shall:
 - a. meet with the Executive Board on a regular basis as determined by the SGI President and/or the Advisor;
 - b. Support SGI in its endeavors by facilitating contact with administration, offering advice, and working with the Executive Board to identify and achieve its goals;
 - c. Serve as liaison between SGI and the University community;
 - d. Work with the Treasurer to provide oversight on all financial expenditures of SGI funds and ensure that they are in compliance with established spending regulations;
 - e. Advise the Budget Committee and ensure that proper practices are followed regarding the allocation of funds. Attend Assembly meetings and serve as a non-voting member of the Assembly.

Article XIV: Non-Discrimination

Non-Discrimination. Neither SGI, nor any of its recognized or funded organizations or programs, shall discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations. The SGI office will strive to create an inclusive and diverse community for all students to thrive in.

Article XV: Indemnification

Indemnification. SGI shall indemnify each Executive officer at any time, for judgments, fines, settlements and expenses actually and necessarily incurred, in connection with the defense of any action, suit or proceeding or threatened action, suit or proceeding, to which he/she is made a party by reason of being, or having been, an officer or a member of SGI in relation to matters in which any officer or member shall have acted in good faith or a purpose he/she believed to be in the best interest of SGI and unless otherwise prohibited by law. The foregoing indemnification shall not exclude any officer or member from any other rights of indemnification, or otherwise, to which such officer or member may be entitled as a matter of law.

Article XVI: Dissolution

Dissolution. Upon dissolution of SGI, after payment of its debts and provision for the payment of any other just claims and demands against it, all remaining assets and property of SGI, or the proceeds thereof, shall be transferred to St. John's University.

Article XVII: Supremacy

Supremacy. This Constitution shall be considered the highest authority within SGI. Any policies or by-laws adopted by SGI must not contradict with any provisions within this document or established SJU policies.