Student Government of Arrupe College of Loyola University Chicago

Bylaws and Constitution
Student Government of Arrupe College of Loyola University Chicago

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1 Last edited 09/04/2018
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Student Government of Arrupe College of Loyola University Chicago

Article I: Name

Section 1
This organization shall be known as Student Government Association of Arrupe College, which can be referred to SGAC from here on after. This organization is subject to the requirements of this constitution and the rules and regulations derived from it.

Article II: Mission

Section 1:
We commit wholeheartedly to voice the concerns of the student body, build community, to act as an instrument for the cooperation of students, faculty, and administration, to provide an open forum for the dialogue and a voice for student opinions concerning the traditions, ideas, and affairs of the Arrupe College; and we shall do so in order to afford all undergraduate students the opportunity to participate in the management of their own affairs.
Article III: Membership

Section 1
The membership of the SGAC shall include all students who are registered at Arrupe College of Loyola University Chicago, who are currently in good standing with Arrupe College.

Section 2
Membership in the organization will not be denied to any person(s) on the basis of age, color, disability, national origin or immigration status, race, religion, sex or gender identity, sexual orientation, marital status, disability, and veteran status.

Section 3
No individual may hold more than one elected position in the SGAC by term.

Article IV: Purpose and Responsibilities

Section 1
The SGAC, as the primary representative of the students shall make every effort to meet the needs and concerns of the students and the Arrupe community.

Section 2
Members of the SGAC should have the responsibility to uphold the mission and values of SGAC, Arrupe College, and Loyola University Chicago.

Section 3
Members of the SGAC shall have the responsibility to follow all policies listed in the most updated Community Standards of Loyola University Chicago booklet.

Section 4
Elected and appointed members of SGAC should display exemplary behavior by assuming greater ethical responsibility for their discourse and actions visible on Arrupe’s campus and in public where and when they are representing Arrupe College.

Section 5
The SGAC shall as a body, and/or through its elected officers:
   a) Protect student rights and responsibilities.
   b) Make every effort to encourage students’ involvement in the development of Arrupe College’s reputation.
   c) Consult with and report to college administration on matters of concern to the students.
   d) Be aware of Arrupe College actions concerning the students.
   e) Inform the Arrupe community of SGAC actions.
   f) Generate activities of interest and benefit to the Arrupe college student body.
   g) Create a representative governing body whose functions are to promote interest, harmony, and communication among the students, faculty, staff, and administration of Arrupe College.
   h) Uphold the community standards, rules, and policies of Arrupe College and Loyola University Chicago.
   i) Use professional communication, language, and standards while with staff, faculty, and other affiliated members of Arrupe College.

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Article V: Executive Board

Section 1
The Executive Board shall consist of the offices of:
   a) President
   b) Vice President
   c) Secretary
   d) Treasurer/Parliamentarian
   *Advisor and/or Assistant Dean of Student Success will act as an ex officio representatives

Section 2
Executive Authority: All executive authority shall be vested in the Executive Board. The Executive Board shall have the duty and power to carry out actions and implement changes upon approval of members of the Senate.

Section 3
All members of the Executive Committee shall submit weekly reports to the President of the SGAC regarding the execution of their responsibilities and any other updates relevant to the SGAC.

Section 3
The Executive Board will meet weekly in order to conduct its business and to plan the agenda of each meeting with the Senators present. A minimum of three voting members and the President is required for all voting purposes.

Section 4
Each elected position will possess one vote, with exception of the President, who will only vote when there is a tie.

Section 5
In the case of the absence of the President, the following line of chain shall determine who shall chair the SGAC Executive Board and meetings: Vice President, Secretary, and Treasurer/Parliamentarian. If the preceding officers are all absent, the meeting will be canceled 10 minutes after the scheduled starting time.

Section 6
If a member of the Executive Board who is alleged to not be performing the duties of their office, he/she will have a meeting with the advisor and/or the Assistant Dean of Student Success.

Section 7
Any officer, of the SGAC Executive Board who misses 3 consecutive Executive Board or general meetings, without prior notice and just cause during the academic year, will forfeit their position on the board and will submit written notification to the advisor and Associate Dean of Student Success.

Section 8
All officers of the Executive Board are voting members of the Board, with the President voting only in the event of a tie.

Section 9

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Students must have at least a 2.5 academic grade point average to be eligible to serve as an Executive Officer.

**Section 10**
All members are expected to arrive at all meetings and events on-time. Being more than 10 minutes late will be considered an absence.

**Section 11: The President Responsibilities**

a) The president shall preside over all meetings and the Executive Board. The President shall vote only in the event of a tie vote.

b) Attend all SGAC and general meetings.

c) Be a liaison between the Executive Board and Arrupe College students and staff and faculty in conjunction with the SGAC advisor and/or Associate Dean of Student Success.

d) Ensure all duties and obligations are completed by other members of SGAC

e) Serves as the non-voting member of the Executive Board, unless there is a tie, he/she shall break the tie.

f) Responsible for maintaining the general wellbeing of the SGAC and school community.

g) Present a written agenda comprised of written reports for the secretary, advisor, and/or Assistant Dean of Student Success 48 hours prior to the meeting.

**Section 12: Vice-President Responsibilities**

a) In the absence of the President, the Vice President shall carry out the duties of the President and assume all powers and responsibility of the President, together with their normal duties, except as otherwise provided.

b) Serve as a liaison between the Student Government of Loyola Chicago (SGLC) and SGAC. The Vice President will be the main communication between the SGLC and SGAC.

c) Assist the president of SGAC with all duties and responsibilities.

d) Submit a written report of SGLC meetings to the President, advisor, and Associate Dean of Student Success.

e) Attend SGLC meetings as deemed appropriate by SGLC.

**Section 13: The Secretary Responsibilities**

a) The Secretary shall keep accurate minutes of all meetings of the Executive Board and general meetings.

b) The Secretary shall conduct all correspondence on the behalf of SGAC.

c) The Secretary must submit a copy of all minutes of the Executive Board and general meetings to the Executive Board, Senate, SGAC advisor, and Associate Dean of Student Success prior to the next meeting.

d) The Secretary shall inform all members of meetings and events.

e) Responsible for reserving rooms and space for all scheduled SGAC events.

**Section 14: The Treasurer and Parliamentarian Responsibilities**

a) The Treasurer will collect and review all student group and student membership requests for funds.

b) The Treasurer will bring all reviewed student group request forms to the SGAC Executive Board and open meetings.

c) The Parliamentarian shall maintain order using parliamentary procedures.
Should familiarize themselves with Robert’s Rules of Order to be sure that they are followed.

Assist the advisor and Assistant Dean of Student Success with the interpretation of the SGAC constitution and bylaws.

**Article VI: Senate**

**Section 1**
Serve as the liaison between SGAC and fellow students in their pre-major. These students will represent the student voice in SGAC meetings.

**Section 2**
Perform duties as needed to maintain an active and effective SGAC including, but not limited to, coordination of elections, working on separate standing committees, and the election of a Speaker of the Senate.

a) Senate will coordinate elections during the fall, which will be held the second week of November.

b) When serving on committees, all Senators will submit reports to the Speaker of the Senate, who will then compile the reports and submit it to the President.

**Section 3**

a) During the fall and spring semester of Arrupe College there shall be a first year and second year Senate member for each pre-major, totaling 6.

**Section 4**

Each Senator shall be appointed by the Speaker of the Senate to serve on a single standing committee.

**Section 5**
Any officer, of the SGAC Senator who misses 3 consecutive meetings, without prior notice and just cause, will forfeit their position on the board and will submit written notification to the advisor and/or Assistant Dean of Student Success.

**Section 6**
If a member of the Senate who is alleged to not be performing the duties of their office, will have a meeting with the advisor and/or the Associate Dean for Student Success.

**Section 7**

Students must have at least a 2.5 academic grade point average to be eligible to serve as a Senator.

**Section 8**
All members are expected to arrive at all meetings and events on-time. Being more than 10 minutes late will be considered an absence.

**Section 9**
The Senate will meet weekly with the Executive Board in order to conduct its business and to plan the agenda of each meeting. A minimum of three voting members and the President is required for all voting purposes.

**Section 10**
All officers of the Senators are voting members of SGAC.
Section 11
Speaker of the Senate
a) The Speaker of the Senate shall be the chairperson of the Senate, internally nominated and elected from the membership of the Senate. The Speaker shall be responsible for setting the agenda at all Senate meetings, as well as officiating the meeting in accordance with the rules of parliamentary authority.
b) Speaker of the Senate will submit a written report to the President 48 hours prior to the general meetings.
c) Along with the Secretary, the Speaker of the Senate will tally all election results.
d) Appoint Senators to Standing Committee positions.
e) Shall attend all Executive Board meetings and submit report of Senate and Standing Committee business.

Section 12
Senators
A. Each Senator is responsible for representing the members of their pre-major
B. Senators will hold an event such as a forum, town hall or gathering, to keep up to date on their members.

Article VII: Standing Committees

Section 1
Standing Committees shall be additional branches of the SGAC, limited to their specific topics and their specific members. The committees shall be:
a) Academics
   i. This committee shall be concerned with academic issues at Arrupe College, including, but not limited to: classes, curriculum, library services, advising, Core requirements, and program requirements.
b) Social Justice and Advocacy
   i. This committee shall be concerned with issues of social justice, environmental sustainability, undocumented students, and issues of Catholic and Jesuit identity at Arrupe College
c) Safety and Wellness
   i. This committee shall be concerned with issues including, but not limited to student health and issues of safety on campus and in the neighborhood.
d) Public Relations and Marketing
   i. This committee shall be tasked with providing updates and announcements to the Arrupe Community on matters of the SGAC. through social media, flyers and other forms of advertising.

Section 2
All committees shall elect from its own membership a chairperson to organize and facilitate its meetings and business. The chairperson shall be elected during the first committee meeting of the new Senate term.

Section 3
Committees shall be appointed on an “as needed” basis by the SGAC President and SGAC Advisor and/or Assistant Dean of Student Success.

**Section 4**
Subcommittees will stem from standing committees, for example all drives such as food, toys, or clothing shall be housed under Public Relations and Marketing.

**Section 5**
Each Senator shall be appointed by the Speaker of the Senate to serve on a single standing committee.

**Section 6**
Standing committees shall meet on a regular basis throughout the academic year and shall provide a written report at each regular session of the Senate, which will be submitted by the Chairperson of the Committee to the Speaker of the Senate.

**Article VIII: Advisor(s)**

**Article 1**
Advisor(s) liaisons are not members of SGAC, and therefore shall not be allowed to vote within the SGAC.

**Article 2**
The Advisor(s) should be a member of the Arrupe College administration, staff, or faculty.

**Article IX: Elections**

**Section 1**
All students who wish to run for an elected SGAC position must fill out a SGAC application to verify intention of running and requirements of membership. The SGAC Advisor and/or the Assistant Dean for Student Success will provide the SGAC President with confirmation that requirements have been met.

**Section 2**
Election rules will be given to each student once the application has been received.

**Section 3**
Senator elections will take place during the second week of October of the academic year, with Senators being selected for a November to July term.

**Section 4**
All elected members of the SGAC are representatives of Arrupe College and therefore must sign a Social Media contract, adhering to the values of Arrupe College and care for self, care for others, and care for community.

**Section 5**
It is the responsibility of sitting members to schedule at least one, one-on-one transitional meeting with the newly elected members. During which all copies of needed documents will be provided.
Section 6
Qualifications for Candidacy shall be a student of Arrupe College, in good standing with the Office of Student Success both academically and behaviorally, possess a 2.5 GPA or higher, and receive 50 signatures petitioning for placement on the ballot.

Section 7
The Election Board shall be comprised of the Speaker of the Senate, Secretary, and an Advisor and/or the Assistant Dean for Student Success.

Article X: Vacancies

Section 1
A vacancy in the position of President shall be filled by the Vice President.

Section 2
Vacancies of the positions of Vice President, Secretary, Treasurer/Parliamentarian, or Senator shall be filled by a special election.

Section 3
Special elections shall be coordinated through the Senate and organized by the Speaker of the Senate.

Article XI: Meetings

Section 1
Robert’s Rules of Order should be followed during all meetings.

Section 2
SGAC will hold weekly meetings during the fall and spring semesters unless the meeting day is a time when the Arrupe College is closed. Meeting times will be determined by the membership each semester and will be posted on the bulletin board.

Section 3
Executive board, senators, and committee chairs may have three (3) absences throughout their term. After a member has had more than three (3) absences, that member will meet with the SGAC Advisor and/or Associate Dean for Student Success.

Section 4
All members are expected to arrive at all meetings and events on-time. Being more than 10 minutes late will be considered an absence.

Section 5
SGAC Advisor will be required to be at all Executive and general meetings. No official business of SGAC may be passed without an Advisor present.
Section 6
SGAC regular meetings are open to any student. A student who is attending a meeting that is not an elected member cannot speak without being recognized by the President. If a student or group wants to be on the agenda, they must submit this request in writing to the SGAC President stating the specific agenda item to be discussed. This request must be received at least 48 hours before the next scheduled meeting. When speaking to SGAC, the speaker must keep their proposal and/or message/announcement limited to 2-3 minutes.

Section 7
If a student or representative is violating, disrupting or being disrespectful at the meeting, the President, Advisor, and/or the Associate Dean for Student Success may require the student to leave that meeting. The individual may not return until they have meet with the President, Advisor, and/or the Associate Dean for Student Success to discuss the incident.

Section 8
Meetings shall follow the following agenda:

I. Call to Order

II. Role Call:

III. Approval or correction of minutes from previous meeting

IV. Executive Board
   1. President:
   2. Vice President:
   3. Secretary:
   4. Treasurer/Parliamentarian:
   5. Advisor:

V. College Senate
   1. Speaker of the Senate:
   2. Business Administration:
      a) Academics:
   3. Social and Behavioral Sciences:
      a) Public Relations:
   4. Arts and Humanities:
      a) Social Justice:
      b) Safety and Wellness:

VI. Student Organizations
   1. Leadership member
      a) Reports:
      b) Request:

VII. Special Orders:

VIII. Unfinished Business:

IX. New Business:
   A. President will ask for new business
      1. Announcements
   B. Secretary will announce next meeting time and date

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Section 9

a) Order, Decorum, and Quorums

i. Call to Order: The President calls the meeting to order and all members must be seated in their seats with name cards in front of them.

ii. Roll Call: The Secretary will take attendance either in the form of a sign-in sheet or through verbal confirmation.

iii. Approval of Minutes: Secretary will ask for corrections to the minutes from previous meeting which members received via email. If there are no corrections, members will vote (by raising hands in agreement) to approve the previous meeting minutes.

iv. Executive Board: Executive Officers will report in the following order: President, Vice President, Secretary, Treasurer/Parliamentarian. If they have no reports, officers will reply with “No new business.”

v. College Senate: Will be given by the Speaker of the House. Each senator will give a report of the major they represent and the committee(s) they chair.

vi. Student Organizations seat: A member from any student run organization has the opportunity to attend any SGAC meeting. With a two days notice, the member can attend the meeting and give reports or request support.

vii. Special Orders: This will be a time set aside for important business previously designated for consideration at this meeting. The President will discuss the important business or designate/delegate this to who is overseeing this order of business.

viii. Unfinished Business: President will ask if there is any unfinished business. One must raise their hand and be called upon by the President. Then, they must stand and state their unfinished business.

ix. New Business, one must raise their hand and be called upon by the President. Then, they must stand and state their new business.

x. Announcements: The Secretary will announce the next meeting date and time will be given, along with any other important announcements.

xi. Adjournment: The President will adjourn the order.

xii. All members will show respect and professionalism for one another when speaking, discussing, debating, or questioning. This includes respect and professionalism on social media.

xiii. All members of the SGAC shall exhibit respect and professionalism for all visiting speakers and audience members at the general meetings.

xiv. All visiting speakers and audience members shall respect the function of the SGAC and exhibit respect and professionalism when present.

xv. The Secretary must take minutes during the meeting, if the secretary is absent, the Treasurer/Parliamentarian must take minutes. In the absence of the Secretary and Treasurer/Parliamentarian, the President will appoint someone to take minutes.

xvi. A quorum must be present for the meeting to begin.
b) Quorum
   i. Quorum should be constituted by a simple majority of the total number of elected members.
   ii. If the quorum is not present, the President shall declare the session in recess until a quorum is present.

Article XII: Student Groups

Section 1
Students wanting to establish a time specific group at Arrupe College should submit a recognition packet to Advisor of SGAC and/or Assistant Dean of Student Success with the Name of the Club/Organization, Purpose, Objectives, Membership Eligibility and Requirements, and Advisor.

Section 2
The letter of intent will be reviewed by the SGAC advisor and/or Assistant Dean of Student Success, and upon approval will go to the SGAC members for final approval.

Section 3
With assistance with the SGAC advisor and/or Assistant Dean of Student Success SGAC reserves the right for sanctions including probation of student groups and suspension of student groups if they are not representing the mission or adhering to the values of Arrupe College.

Section 4
Students may be eligible to receive funding for their student groups and must apply for funding through SGAC. Priority for funding is given to organizations and programming that enhance student life and support the goals and values of Arrupe College.

Article XIII: Ethics Code

Section 1
All members of the SGAC shall uphold the Ethics Code, which includes Respect for One’s Self, Respect for Others, and Respect for Community.
   a) Respect for One’s Self
      i. The embodiment of *cura personalis* which includes care of the whole person and suggests individualized attention to the needs of others and one’s self; distinct respect for unique circumstances and concerns; and appropriate appreciation for singular gifts and insights
   b) Respect for Others
      i. Others shall be defined as: All elected and appointed officials of the SGAC and SGLC, all members within the SGAC and SGLC, all faculty, staff, administrators, and students of Arrupe College and Loyola University Chicago, and other individuals who are not defined in the aforementioned.
   c) Respect for the Community

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2 A 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. For example, there must be at least half of the elected members present for a meeting to be valid.

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i. Community shall be defined as: All members of both Arrupe College and Loyola University Chicago faculty, staff, administration, and student body including the surrounding campus environment, the neighborhoods surrounding the Arrupe College Campus, and properties affiliated with Arrupe College and Loyola University Chicago. The execution of goals within the defined community shall be carried out within a campus environment where people feel safe, sustained, engaged, challenged, and appreciated. Additionally members should uphold the Community Standards of Arrupe College of Loyola University Chicago. Which can be found at [http://www.luc.edu/media/lucedu/osccr/pdfs/20152016%20LUC%20COMMUNITY%20STANDARDS.pdf](http://www.luc.edu/media/lucedu/osccr/pdfs/20152016%20LUC%20COMMUNITY%20STANDARDS.pdf)

**Section 2**
Accountability: All members of the SGAC are personally responsible for their individual actions and shall abide by the standards of ethical behavior. All members of the SGAC shall hold each other accountable to the standards of ethical behavior.

**Section 3**
The SGAC should enforce ethical behavior in their private and public lives and spheres and display respect with each other and for those not affiliated with SGAC, both in person and on social media.

**Article XIV: Amendments**

**Section 1**
Any amendment or revision of these Bylaws must be approved by a majority vote of the SGAC Executive Council, the SGAC Advisor, and the Associate Dean of Student Success.
References


