

# WAGNER COLLEGE

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## STUDENT GOVERNMENT ASSOCIATION

# Student Government Association Constitution

*We, the students of Wagner College on Staten Island, New York, in order to form a more representative, unified and responsible Student Government, to provide close cooperation, communication, and commitment between ourselves and the Board of Trustees, Administration, Faculty and Alumni, and to encourage participation in campus governance and the college community, establish the constitution.*

## **Article I: Introduction**

*Section 1* – The name of this institution shall be the Wagner College Student Government Association, hereafter referred to as SGA.

*Section 2* – The SGA shall represent the student body, which consists of all full-time and part-time undergraduate students who are registered at Wagner College, and shall exercise its authority through the constitution as hereinafter provided.

d. *Section 3* - The governing structure of the SGA shall consist of two distinct areas: Executive and Legislative. No person serving in one of these areas shall exercise any power properly belonging to the other, except as hereinafter expressly directed or permitted.

*Section 4* - The SGA shall be the highest ranked organization of the student community, overseeing all other student organizations on campus.

*Section 5*- The SGA shall provide oversight to the Wagner College Campus Activities Board (WagCab) and all student organizations.

## **Article II: Meetings**

*Section 1* – Regular meetings shall consist of a joint session between the Executive Board and the Senate, and adhere to the guidelines outlined by Robert’s Rule of Order. Meetings should be scheduled prior to the start of each semester. Meetings should occur weekly until an agreed upon different cadence by the Executive Board.

*Section 2* – Club Congress should be hosted a minimum of once a month, organized by the Vice President of Student Organizations and the SGA President. Scheduled meetings should be administered to the Club Representatives and any other relevant members prior to the start of each semester. Club Representatives can only represent a maximum of two different clubs. The Vice President of Student Organizations may call additional meetings as needed (including virtual voting options).

*Section 3* – The Executive Board shall meet once per week at the discretion of all qualified members and the SGA Advisor(s).

## **Article III: The Executive**

*Section 1* - Membership of the Executive Board shall consist of the SGA President, Vice President, Vice President of Finance, Vice President of Student Organizations, and Chief of Staff.

1. The SGA President, SGA Vice President, Vice President of Finance, and Vice President of Student Organizations shall be elected in accordance with the rules and bylaws outlined in Article VII and set out by the SGA committee on elections.
2. The Chief of Staff shall be appointed to the Executive Board
3. The Elections chair person shall be appointed to the Executive Board.
4. The Advisor to the SGA may attend Executive Board meetings for purposes of observing SGA operations.
5. The Executive Board may motion to go into Executive Session. In this confidential setting, the executive board may meet in private. A unanimous vote is required.

*Section 2* – The qualifications of all Executive Board members shall be:

1. To be a full-time undergraduate student.
2. To have a minimum cumulative grade point average of 2.7.
3. To be present for all SGA meetings and all meetings of the Executive Board. Those who cannot be present and make the commitment should not run for the Executive Board. Different circumstances are allowed to be approved or denied at the discretion of the Executive Board and Advisors.
4. To perform all duties and responsibilities as outlined in Article III, Section 4, Subsections 1 through 6.
5. To be in good standing with Wagner College and its relevant departments. Should a board member be found guilty of misconduct detrimental to the SGA name, they must vacate the office effective immediately.

*Section 3* - The SGA Executive Board shall have such authority and power as is necessary to provide leadership and to execute the policies and programs of the Senate and established campus-wide events, but shall remain subject to the final authority of the Senate, and, except by Presidential Power of Veto, in no way usurps the legislative function of the Senate.

*Section 4* – The Executive Officers’ Duties and Responsibilities

1. The duties and responsibilities of the SGA President shall be:
  - a. To call all regular sessions of the SGA as required in Article II, Section 2.

- b. To call all Special Sessions (meetings with any number of representing bodies to discuss urgent matters or matters not formally addressed in this constitution) as seen fit.
  - c. To co-lead all Club Congress meetings with the Vice President of Student Organizations.
  - d. To sign or veto legislation. Legislation that is vetoed may be passed over by a two-thirds majority vote in the General Assembly.
  - e. To represent the SGA in an official ceremonial function whenever the need shall arise.
  - f. To be responsible for all actions within the SGA while overseeing the full implementation of the SGA Constitution, bylaws, and legislation.
  - g. To create AdHoc committees by Executive Order as seen fit, subject to the approval of the Senate.
  - h. To serve as an Ex-Officio (non-voting) Member of all Senate Committees.
  - i. To serve the interest of the Student Body of Wagner College above all else.
  - j. Serve as an ex-officio member of the Wagner College Alumni Board of Directors, or said designee.
2. The duties and responsibilities of the SGA Vice President shall be:
  - a. To preside at meetings of the SGA and the Executive Board in the absence of the SGA President.
  - b. To act as the President of the SGA Senate as per Article IV, Section 12.
  - c. To represent the SGA in an official ceremonial function whenever the need shall arise if the President is absent.
  - d. To oversee office transition for resigning members of the Senate and Executive Board as per the impeachment process.
    - i. To bring Senators who have not fulfilled their duties to the attention of the Executive Board for removal from the Senate to the Elections Chairperson.
  - e. To coordinate all actions of the Senate.
  - f. To serve the interest of the Study Body of Wagner College above all else.
3. The duties and responsibilities of the Vice President of Finance shall be:

- a. To serve as the Chairperson of the Student Finance Committee (SFC).
  - b. To oversee the SFC Budget Allocation Process.
  - c. To make recommendations on all financial matters to SGA and the Executive Board.
  - d. To report to the SGA Senate twice a semester on the overall status of the SGA Budget.
  - e. To have signing power on all monetary requests for SGA accounts in consultation with the Advisor(s).
  - f. To maintain files on all financial affairs of SGA, including a detailed outline including dates and timelines for the budget process for each fiscal year.
  - g. To oversee the suspension of a club's budget with a majority vote of the Senate.
  - h. To work with the Wagner College Business Office to ensure accurate and quality tracking of student organization accounts.
  - i. To serve as the de facto liaison to all parties requesting funding from the SGA.
  - j. To have a working knowledge of the guidelines for expenditures set forth in the SFC Handbook.
4. The duties and responsibilities of the Vice President of Student Organizations shall be:
- a. Coordinate all Club Congresses.
  - b. Oversee approval process for all new student organizations in conjunction with SEA.
  - c. Serve as primary student support for student organizations in conjunction with SEA.
  - d. Communicate with all SGA Club Representatives.
  - e. Works with the Director of SEA regarding Club Information and Club Representatives.
  - f. To preside at meetings of the General Assembly and the Executive Board in the absence of the SGA President, Vice President, and Vice President for Finance.
  - g. To distribute the minutes of the general SGA meetings no later than the next SGA meeting submitted by the Chief of Staff or said designee.
  - h. To supervise all aspects of the Student Government Association social media presence.

- i. To serve the interest of the Student Body of Wagner College above all else.

*Section 5 - Ex-officio members:* The President of the Student Government has the authority to appoint two (2) ex-officio members: the Chief of Staff and Election Chairperson..

1. The duties and responsibilities of the Chief of Staff shall be:

- a. To ensure that the agenda set by the President, prior to the meeting, is carried out.
- b. Coordinate all responsibilities related to SGA meetings and events.
- c. To keep accurate permanent records (minutes and attendance) of all general SGA meetings and all Executive Board meetings for the use of the SGA.
- d. To oversee and coordinate the SGA Executive Branch.
- e. Coordinate meetings with leadership and serve as primary liaison for administration
- f. To facilitate coordination and communication between the SGA President and to keep a record of all correspondences generated through SGA.
- g. To work with the Vice President of Student Organizations on facilitating the SGA Community Service requirements.
- h. The Chief of Staff will act as the liaison/and serve on the Campus Safety Committee.
- i. To ensure that tasks and projects assigned to the Executive Staff are completed efficiently and in a manner that best represents the SGA.
- j. To work with the SGA President to conduct Executive Staff performance evaluations.
- k. To complete other duties as assigned by the President.
- l. To serve the interest of the Student Body of Wagner College above all else.

2. The duties and responsibilities of the Election Chairperson shall be:

- a. Oversee the Fall and Spring election cycles with the Advisor(s) for the Student Government Association and the Wagner College Events Board (WagCab).
- b. To coordinate the nomination process for executive board and senate positions.
- c. To oversee impeachment inquiries.
- d. To run all special elections and special appointments in conjunction with the executive board.

- e. To work collaboratively with the Executive Board on all communications related to elections.

If appointed, the Elections Chairperson is not eligible to run for any other position during their appointed slate'

*Section 6-* Wagner College Campus Activities Board Liaison: A representative from the Wagner College Campus Activities Board will be required to give an update at the start of each semester, including an action plan of events and offerings, to the executive board. Their presence may be requested by the Executive Board throughout the semester.

#### **Article IV: The Legislative**

*Section 1* – All legislative powers, except as otherwise specifically provided, shall be vested in the General Assembly of the SGA. The General Assembly shall be the one official group that shall identify student opinion and formulate student policies.

*Section 2* – The General Assembly consists of three houses: the Executive Board, elected directly by the general population of the college and appointed by their peers; the Senate, made up of elected representatives within the Senate, and the Club Congress, made up of SGA recognized clubs or organizations representatives.

*Section 3* – The membership of the Senate shall consist of 14 elected Senate seats.

1. Topic Senators (the Executive Board reserves the right to assign specific tasks and assignments relevant to the topics; all senators are able to create proposals outside of their specific topics)
  - a. Public Relations Senator: in charge of making flyers and other publications for SGA related events, assists the Vice President of Student Organizations in all necessary duties.
  - b. Finance Senator: aids the VP of Finance in organizing and maintaining records, acts as a resource to clubs and individuals with questions and concerns, actively works to understand the financial status of Wagner (i.e. meetings with the Finance office).
  - c. Academic Affairs Senator: advocates for academic issues, works to help educate the student body on registration, classes, and other relevant information, actively meets with the departments pertaining to this topic.

- d. Commuter Relations Senator: efforts are focused on increasing commuter inclusivity on campus, and organizing programs for commuters.
- e. Dining Services Senator: acts as the foundation of communicating with dining services, filters complaints, and works with the head of Dining Services to foster proposals and transparency between the student body.
- f. Inclusion, Diversity, Equity, & Access (IDEA) Senator: promote values of diversity and inclusion on campus. This senator is expected to have a relationship with different campus leaders and affinity groups on campus to address their needs and experiences. The Senator is responsible for addressing and advocating for the principles of IDEA in all facets. It promotes values of equity on campus, especially within the bounds of ability.
- g. Health and Wellness Senator: advocates for the continuous needs of all student health needs on campus, including physical, emotional, social, and mental health activities, actions, and services. This role also serves as the student liaison to Title IX programming and outreach.
- h. Residential Education Senator: actively meets with the Office of Residential Education, advocates for issues related to Residential Education and is another liaison between Residential Education and the student body.
- i. Campus Services Senator: advocates for student facing campus services as it relates to campus operations (e.g. facilities) and campus safety (e.g. security, front desks, shuttle services).
- j. Sustainability Senator: advocates for sustainability on campus and is in charge of a Sustainability Committee (consisting of those in or outside of the Senate) meant to enact projects, proposals, and policies to enrich Wagner's Sustainability. The Sustainability Senator will also be in charge of overseeing and managing the Seahawks Closet.
- k. International Student Senator: advocate for the needs of the international student population on campus. The role supports offices, student organizations, and individual students on campus while addressing the experiences of students of different backgrounds. This senator should bring up any issues that international students may face on campus having to do with their experiences as international



students to the senate and executive board and how we may work to mend these issues.

2. Grade Based Senators: Senators are based on *completed, earned units* only. All year-based Senators are elected at the start of the Fall semester.
  - a. New Student Senator: advocates for the needs of all new students at Wagner and supports their experience and transition to the college (a student must be new to Wagner College to hold the role). They will work with the Peer Mentors.
  - b. Senior Senator: advocates for the needs of all Senior students at Wagner.
  - c. Graduate Senator: advocates for the needs of all graduate students at Wagner (candidate must be enrolled in a graduate program).

*Section 4* – Membership of the Club Congress shall consist of one representative from every fully-recognized Member Organization of SGA. All Member Organizations must be approved by a two-thirds majority vote of the entire Senate. Member Organizations shall be defined by and shall fulfill the following guidelines:

1. Students attending Wagner College are free to form groups based upon common beliefs and interests to express their views through these organizations as permitted by their constitution and the guidelines set in the Student Bill of Rights.
2. Organizations desiring to use College facilities and receive funding for their activities and meetings must be recognized by the SGA.
3. To be recognized by the Student Government Association, the Executive Board and Club Congress must vote to approve said student organizations with a  $\frac{2}{3}$  majority vote. In the event a club does not meet that threshold, the club will not be approved. An organization may request an appeal of the decision by arguing to the SGA Advisor(s) and Appointed SGA Executive Board member that the process had a procedural error OR there is new or significantly new information that was not available. If the appeal is granted, a re-vote should happen of Club Congress and the Executive Board.
4. The General Assembly has the power to grant or suspend recognition to student organizations if it is found they are not following their mission statement outlined in their approved constitution. Members of Club Congress, Senate, or the Executive Board are allowed to raise concerns regarding other organizations. This can then be addressed

further in closed-meetings between the Executive Board and SGA Advisors. To become recognized, each proposed Student Organization must file the following information with whatever means the SGA uses:

- a. The name of the organization.
  - b. The names of all members, titles of officers, and faculty/staff advisor.
  - c. A completed page on the designated platform.
5. A club must have 10 members to petition to be SGA recognized, as well as a constitution. The 10 member minimum may be waived if approved by Student Engagement and Activities.

*Section 5* – The qualifications for Student Senators shall be:

1. A full-time undergraduate student and has a minimum cumulative grade point average of 2.7.
2. To not hold a position in any other bodies of the SGA General Assembly unless otherwise permitted.
3. To attend all Senate meetings. Senators are allowed to miss no more than two meetings per semester. Any absences after two will be reviewed by the Executive Board and Advisors. The Executive Board reserves the right to ask senators who do not meet the qualifications to step away from SGA. The Executive Board also reserves the right to make special accommodations for individual senators depending on individual circumstances (RA, family death, etc.)
4. Must fulfill two office hours per week.

*Section 6* – The qualifications for SGA Club Representatives shall be:

1. To be a full-time undergraduate student.
2. To be present for all Club Congress Meetings with only two absences per club per year.
3. To maintain a minimum 2.5 GPA.
4. Must be present for Club Congress meetings Must appoint a proxy if they cannot be present for a Club Congress meeting.
5. To not represent more than two organizations within a single Club Congress meeting.

*Section 7* - In all cases of vacancies in the Student Senate, except where otherwise noted in the Constitution, a new member shall be appointed by the current Senators through an open

application process run by the Election Chairperson. The Election Chairperson will put together a search committee consisting of 1 person from each body who are approved by a majority vote from the Executive Board. They will present between 1 and 3 candidates forward for review within 14 business days of the vacancy to the Executive Board. The President, under consultation with the Executive Board, will send forth one nominee to the Senate for approval by a majority vote. The caucus shall convene to vote on the candidate. The candidate may be interviewed at a time and place of their choosing by the Senate.

*Section 8* - The Student Senators will develop, with the Executive Board and the SGA Advisor, and sign a contract outlining their expectations and duties at the beginning of their term. Failure to comply with the duties outlined in the contract will result in immediate removal, unless extreme circumstances mandate otherwise.

*Section 9* - An impeachment of a Student Senator or Club President may be initiated under the same rules as the impeachment of Executive Officers, with the provisos given, under Article VI. The Election Chairperson will chair the committee unless determined by the individual or the Senate that they are unable to do so.

*Section 10* - The Student Senate shall represent the student body by exercising the power:

1. To identify student attitudes and formulate student positions.
2. To promote the welfare of the student body.
3. To act as a liaison between the student body, the College Administration and SGA Advisors, facilitating a smoother flow of information between said groups.
4. To establish special committees as are needed to perform its necessary and proper functions.
5. To elect such internal officers it deems necessary and which are not provided for in this constitution.
6. To establish such bylaws and procedures as are necessary for the proper functioning of the Student Senate by two-thirds (2/3) vote of those present and voting.
7. To take all action, which shall be necessary and proper for exercising the foregoing powers, and all other powers vested by this Constitution in the SGA Student Senate.
8. To label derelict Member Organizations inactive when deemed necessary and proper by a simple majority vote.

9. To impeach Executive Officers and its own members as outlined in the Impeachment procedures in Article VII of this Constitution.
10. To override the President's veto by two-thirds (2/3) vote of the Senate present and voting at any meeting of the Senate, but no longer than two Senate meetings after the veto.
11. To serve the interest of the Student Body of Wagner College above all else.

*Section 11* - SGA Club Representatives shall represent the student body by exercising the power:

1. To represent the wishes and opinions of the member organizations that they have been selected to represent.
2. To promote the welfare of the member organizations that they represent.
3. To be the primary body to participate in the apportionment of new seats to the Club Congress as to better represent the views and interests of the student body.
4. To elect such internal officers it deems necessary and which are not provided for in this Constitution.
5. To report to their member organizations on the decisions, announcements, and events that SGA have announced.
6. To vote on any issue that may arise, with each representative of the Council having one vote.
7. To override a Senate table by two-thirds (2/3) majority vote.
8. To take all action, which shall be necessary and proper for exercising the foregoing powers, and all other powers vested by this Constitution in the SGA General Assembly.
9. To act as a jury in the case of Impeachment of SGA officers as outlined in the impeachment process (Article VII).
10. To override the President's veto by two-thirds (2/3) vote.
11. To serve the interest of the Student Body of Wagner College above all else.

*Section 12* - All meetings of the Student Senate shall be open to the public unless the Student Senate enters into closed sessions by two-thirds (2/3) consent and votes by two-thirds (2/3) majority to clear the galleries. The public must be made aware of meetings that are voted to be closed sessions.

## **Article V: Financial Guidelines**

*Section 1* - Any club, organization, or student group interested in receiving funding from the SGA should follow the guidelines and procedures set forth in the Student Finance Committee Handbook. They must also be registered with SGA prior to receiving funds.

## **Article VI: Recognition of Student Organizations**

*Section 1* - SGA must approve each new student organization (academic and social), club, forum, religious or political group, etc. This approval may only occur after the potential new group has submitted its constitution, a list of 10 members (with respective Student ID#s), and the name of their advisor to the SGA President and Vice President of Student Organizations. This is done through email and a physical copy. Following their approval, they must then upload all listed information to Presence.

*Section 2* - Upon approval by the SGA Senate and Executive Board, the new group will be placed on the Club Congress meeting agenda to introduce their group's premise and goals to the General Assembly.

*Section 3* – Clubs must abide by the following policies to remain active and recognized each semester:

1. Register their club on the SEA app, and provide all members names and student ID numbers to Presence. The Vice President of Communications will be in charge of confirming the clubs' status.
2. Each semester, groups are responsible for completing their roster updates. Failure to do so will result in revoking of privileges.
3. All clubs reserve the right to appeal to the Executive Board and SGA Advisors on their grouping status. All clubs must be notified of their club status by the beginning of the semester.
4. Attend all Club Congress Meetings and Town Hall Meetings, with only two absences per semester.

*Section 4* - Clubs who fail to meet the SGA Requirements within a semester will be put on a probationary status. Under this status, a club will still be able to request spaces on campus; however, the club will lose any funding previously allocated for the upcoming semester. If the club is on probation after the spring semester, the club will not be able to apply for a budget through the SAFAC. If the club is on probation after the fall semester and if the SGA allocates

additional funds during the second semester for good standing or new clubs, the club will not be allowed to apply for additional funding. The club will still be expected to register, attend Club Congress meetings, and fulfill their specified community service requirements. By completing the necessary SGA Requirements in the probationary semester, the club will be removed from probationary status and be back in good standing for the upcoming semester. Failure to complete the necessary SGA Requirements during the probationary semester will lead to the club losing its campus recognition and having to re-petition in the upcoming semester to receive SGA Recognition Status again.

*Section 5-* Please refer to the Student Finance Committee Handbook for all queries regarding club funding.

## **Article VII: Elections**

*Section 1* - SGA Executive Board Elections shall be held prior to the end of the Spring semester. The Election Chairperson will determine the date and present the dates to the Senate for approval. The President and Vice President candidates will run on a ticket and be elected together. In the event a President or Vice President runs without an eligible running mate, the candidate is ineligible for consideration and will be removed from the ballot. All elections and appointments shall be held in a manner to be decided by the bylaws that shall be set by the SGA Election Commission in coordination with the outgoing SGA President.

*Section 2* - Senate Elections may take place no later than two weeks after the Executive Board Elections. The Election Chairperson will put forth dates for approval by the Executive Board.

*Section 3* - Special Elections shall be held no later than 30 days after notice of vacancy.

*Section 4* - All positions will have a "No Confidence" Section.

## **Article VIII: Impeachment**

*Section 1* - All elected and appointed student members of SGA shall be liable to removal from office through the impeachment process. However, the Executive Board and SGA Administrators reserve the right to remove Senators from positions if they have denied their duties or do not fulfill their qualifications. The SGA Advisors may bring forth impeachment articles to the President in the event a member is no longer eligible due to a change in status. The SGA Advisors should present an opportunity to resign first.

*Section 2* - Any member of the student body eligible to vote in an SGA election shall be empowered to levy charges of impeachment.

*Section 3* - Impeachment charges shall consist only of dereliction of duty, gross inefficiency, or malfeasance. The member should have the process reviewed and given the opportunity to resign, if they wish, prior to an impeachment proceeding.

*Section 4* - The accused shall be granted all rights of due process including, but not limited to, a fair and speedy trial, the right to a Wagner support person, a prepared defense, and the confrontation and presentation of witnesses. The impeachment trial should be run in conjunction with the administrative conduct review board processes of the College and overseen by the Dean of Campus Life office.

*Section 5* - To impeach any elected or appointed Officer, Senator, or Senate-approved position, 10% of the appropriate constituency or a simple majority of the senate must bring a petition to the Senate stating the charges and calling for impeachment. The petition is then given to the SGA President to initiate action. In situations when the SGA President is the accused, the petition shall be presented to the SGA Advisor.

*Section 6* - The President or SGA Advisor will inform the accused of the petition and the charges to be brought. Within three Senate meetings after the presentation of the petition of the Committee, the trial shall be put on the General Assembly agenda.

*Section 7* - A prosecutor shall be appointed by the SGA President with the advice and consent of the Senate in the interest of the SGA. This prosecutor may not be the accused. The Prosecutor elected may step down if they cannot conscientiously fulfill this duty, and in such case, the President, with the advice and consent of the Senate, shall appoint another prosecutor. The SGA President will act as presiding officer unless accused. In such a case, the Vice-President will preside over the meeting. In any case where the President is the accused, and there is a need to appoint a prosecutor, the Vice-President will make an appointment with the advice and consent of the Senate.

*Section 8* - Conviction requires a two-thirds majority vote of the Club Congress and Senate (excluding Executive Board) present and voting. Conviction carries with it the automatic penalty of removal from the office and the rights and privileges thereof.

*Section 9* - Upon removal from office, the senator position must be filled through an application process open to the general public. The Executive Board votes and approves the applicants into

office. In the case that the member impeached from office is in the Executive Board, members of the Executive Board are given the chance to fulfill that position in order of rank (the order of rank is as follows: President, VP, VP of Finance, and Vice President of Student Organizations).

### **Article IX: Amendments**

*Section 1* - Amendments to the Constitution shall require a favorable vote of at least two-thirds (2/3) of the members of the SGA General Assembly voting in a Constitutional Referendum.

*Section 2* - Upon ratification of a Constitutional Amendments, the Amendment shall be incorporated into the SGA Constitution forthright.

*Section 3* - Students have the right to understand proposed legislation including but not limited to this Constitution or any new constitution. If there is any confusion, a motion to table a vote on the proposed legislation can be made until the next General SGA Meeting.

### **Article X: Student Bill of Rights**

Preamble: We, the students of Wagner College, pen this document in order to guarantee the rights of the student body at this institution. The following articles fall within the parameters outlined in the Wagner College Student Handbook, as well as set forth expectations of the Wagner Community. The following shall not be denied to any student of Wagner College.

Therefore, the Student Bill of Rights is as follows: Articles

1. Every student has the right to freely propose and pursue ideas, including but not limited to peaceful assembly, petitions, and protests of grievances, in accordance with College policies and statements.
2. The student body shall have the right to participate in an open forum at least once a semester in which any and all issues can be brought to the administration's attention.
3. Every student shall be treated in a respectful manner in any and all communications with college faculty and staff.
4. Students have the right to expect unambiguous and parsimonious processes in regards to all offices of Wagner College.
5. Requests, questions, and trepidations of students shall be addressed within a timely fashion by the concerned and appropriate college faculty and staff.



6. Each student at Wagner College has the right to receive thorough and accurate advising in matters of their educational options.
7. Wagner College shall strive to provide a safe campus and community for all students, especially in regards to housing and campus security.
8. The student body has the right to expect healthy options in the matter of food and nutrition.
9. Students shall not be subject to disciplinary processes in regards to off-campus events that are not sponsored by the College unless their actions relate to the security of the campus community or deface the name of the Institution.
10. Wagner College shall make every effort to provide students with direct access to adequate and up-to-date resource materials for their educational needs, including but not limited to books, periodicals, and technology.
11. All students are granted the right to participate in any club or organization, as well as campus activities, without regard towards ethnicity, creed, ability, age, and/or sexual orientation.
12. Students have the right to organize and serve on the Student Government Association, which will work closely with Wagner College in an effort to assure the included rights will not be overlooked. It must be noted that future situations cannot possibly be foreseen and the above listing of rights is not comprehensive. In addition, it is here chronicled that students must do their part to guarantee their rights are granted during interactions with any and all members of the Wagner College community. Amendments and alterations may be considered and will take effect if approved by a two-thirds majority of the Body of the Student Government Association.

## **Article XI: Organizational Control**

*Section 1-* The Student Government Association has administrative, programmatic, and judicial oversight of the Wagner College Campus Activities Board. The organizations report directly to the Student Government Association as key assets to the student experience. No other organization has such authority or prestige. The Student Government Association provides all funding and support.

**Article XII: Ratification**

*Section 1* – Ratification of this Constitution shall be proposed by the SGA Executive board with a 2/3rds agreement. And with the approval of the advisors. The ratified Constitution shall also require the approval of the SGA President and the Wagner College Administration.

*Section 2* - Upon the ratification of this Constitution, all other previous Wagner College Student Government Constitutions shall be null and void

## STUDENT FINANCE COMMITTEE HANDBOOK

### *Description*

The Student Finance Committee, known as SFC, funds different types of activities, programs, and events, that have one common goal: the funds are used for the benefit of the student body. The committee seeks to distribute funds with access, equity, and student-centeredness as paramount responsibilities.

### *History*

The Student Finance Committee (SFC), formerly the Student Activity Fee Allocation Committee (SAFAC), was formed in the Summer of 2015. In the past, the Finance Committee led by SGA VP of Finance had the discretion of allocating funds to the various clubs and organizations. While this system allowed the SGA more insight into how student groups planned to spend their funds, it limited the input from the student body and at times appeared to unfairly benefit groups with connections to the committee. The SFC will comprise a diverse array of student leaders and staff and institute a framework that helps to evenly distribute funds based on a variety of factors.

### *Funding Guidelines*

SFC has a limited amount of funds budgeted each semester. The budget is assigned by the College and the final amount allocated each academic year is subject to change. SFC is responsible for making decisions based on the assessment of the budget and the proposals submitted by clubs and organizations. Please note there is no guarantee of funding and the following will be considered by SFC when determining funding for a proposed event:

- Status and projections of the SFC Budget
- Overall nature of the event, including the anticipated attendance.
- Cost effectiveness of the proposed event.
- Collaboration opportunities with other student organizations and departments.
- Review of comparable events.
- Analysis of the items for the event- food, space location, materials, etc.
- Educational and/or social value of the program.

Events approved by the Student Finance Committee may have a requested marketing requirement. SFC may request they are advertised on any event they seek any level of approval. Furthermore, SFC reserves the right to postpone said event until adequate marketing is distributed and displayed if the integrity of the event and event funds are in question. Additionally marketing failures may qualify as violation of the SFC policies and guidelines.

### *Funding Process Initial Requirements*

The following outlines student organizations that are eligible to receive funds from SFC:

- Student organizations that are in good standing with the Student Government Association and Wagner College as determined by the SGA Advising Team.
- Student organizations must have an active advisor sign off on all funding requests.
- All executive board members and advisors must have completed any training requirements by noted deadlines to be eligible for fundings.
- Clubs must have an active, updated Involve page that meets all requirements.
- Clubs must be approved by the Student Government Association.
- Clubs must attend all SGA Club Representative meetings in exception of one meeting.

## *Funding Request Guidelines*

All events looking for approval must meet the following criteria, regardless of event:

1. Be all inclusive and benefit the entire student body.
2. Relate directly to the principles of the student organization as indicated in their constitution while maintaining a level of inclusivity for all students.
3. Must be presented prior to reimbursement.

The following funding tiers can be use:

- Tier #1 (Green): 100% of Funding Covered
  - The organization event does not exceed \$250.00.
  - The organization event does not require any additional funding or payment.
  - The organization event is intended for the entire community.
  - The organization event is *not* a specific item covered in Tier #2.
  - The organization event is an SGA requested collaboration (this may exceed \$250.00 per approval).
- Tier #2 (White): Between 70%-99% of Funding Covered
  - The organization event does not exceed \$500.00.
  - The organization event requires some type of funding or payment OR the organization requires dues.
- Tier #3 (Gold): 1%-69% of Funding Covered
  - The organization event does not exceed \$500.00.
  - The organization event requires some type of funding or payment OR the organization requires dues.
  - The organization is a Greek event that is for all of campus.
- Not Approved Events: 0% of Funding Covered
  - The organization is not a SGA-recognized organization.
  - The funds are used for exclusive events and meetings.
  - The event or requested funding does not provide the committee with reasonable oversight.
  - The request is for personal use, including but not limited to, apparel, regalia, etc.
  - The request is for banquets, off campus rental locations.

- Funds are used on items or events that do not promote inclusivity, support the value of the college, or are otherwise deemed not appropriate for funding eligibility.
- Money that will be spent on events that do not align with the values of the college.
- Funds that will pay Wagner faculty, staff, or family members are strictly prohibited.
- No funds can be directed toward philanthropy events, donations, stipends, local travel, or events that charge admissions (excluding conferences).
- Unable to Make a Determination
  - SFC may categorize a budget decision under “Unable to Make a Determination.” This means the committee is uncomfortable with making a decision without supplementary information.
- Other Funding Requests
  - Conferences
    - SFC will assist in the facilitation of members attending conferences.
    - SFC will designate \$100.00 per person for up to 4 people to attend.
      - Documentation for what the money will be spent on is required, including a basic itinerary.
      - Post conference, the attendees will be required to submit a reflection to the Club Congress.
  - Speakers and Performers
    - All event submissions featuring guest speakers or performers must include a contract with contact information. Pricing and payment information will be verified.
      - Only the Director of the Student Engagement and Activities may sign off on contracts
      - Guest speakers and performers must be paid through formal processes.
        - Money-sharing application platforms (e.g. Venmo, PayPal) are not eligible for any reimbursement or payment.

- Wagner Students may be paid as performers a maximum of \$100 per event. These will be viewed on a case by case basis with a proven track record of performer relevance and aptitude.
- Entertainment Contracts
  - All entertainment contracts must be reviewed and approved by the Director of Student Engagement and Activities, or said designee.
  - SFC may fund the rights up to \$250 per show, up to 4 shows a year for clubs and organizations who charge admission for theater/music performances.
  - All funded shows and events must be performed to a campus audience.
  - SGA and SFC must be thanked as a contributor in any audience materials.

*Additional Items for Review*

- No more than 40% of a club's total budget for the academic semester can be food related. All food must follow any College regulations or expectations, including those regarding COVID-19.
- No items will be reimbursed or approved without a receipt or other supporting documentation.
- Money-sharing application platforms (e.g. venmo) are not eligible for any reimbursement or payment.
- Performance right contracts may not exceed 15% of the SFC allocation.

### *Funding Request Process*

The following steps must be taken to apply for funding from the SFC:

- Fill out the SFC funding application on Presence by the established date.
- Submit any aforementioned paperwork, itineraries, etc.
  - It is strongly recommended that the budget is itemized.
  - Organizations will have an option to upload a presentation onto the Presence form outlining what money will be spent on.
- The advisor must also agree to the application on presence.

The following steps must be taken to receive funding from the SFC:

### *Procedure for Purchasing Requests:*

In order to be properly provided with the purchases you have been approved for, you must adhere to the following steps.

1. Fill out the SFC purchasing application on Involve at least 2 weeks in advance of the event date. Failure to submit purchasing forms in a timely fashion could result in the inability for the purchase orders to be placed and delivered in a timely manner for the event.
  - a. Include any aforementioned paperwork, itineraries, web links, itemized budget breakdown, etc.
2. Check emails and connect with the Office Manager of the Dean's Office for updates regarding the status of purchase requests



*Procedure for Reimbursement Requests:*

In order to be properly reimbursed for the purchases you have been approved for, you must adhere to the following steps.

1. Submit a SGA Reimbursement Form no later than 72 hours after the event. Failure to turn in reimbursements in a timely fashion could result in the inability for the purchaser to be reimbursed.
2. Ensure the SGA Reimbursement Form includes all relevant and applicable proof of purchase documentation.
  - a. Receipts must be itemized and include relevant information for verification purposes (e.g. name of retailer, date and time of purchase, payment method, etc.)
  - b. Receipts must only include the items relevant to the reimbursement.
  - c. The name of the individual on the reimbursement request must match with the name listed on the documentation of payment provided.

*Procedure for Guest Speaker and Performer Check Requests:*

In order to be properly funded for the speakers and performers you have been approved for, you must adhere to the following steps.

1. Submit a contract and/or invoice to be reviewed and approved by the Director of Student Engagement and Activities by at least one week in advance of the event date.
2. Guest speakers and performers must be paid through formal processes. Money-sharing application platforms (e.g. Venmo, PayPal) are not eligible for any reimbursement or payment.

## *Violations and Appeals*

Violations: Violations of SFC policies or guidelines can result in the following, as determined by the SFC board:

- Funding may not be approved, or only partially approved for future events.
- Funding will not be approved if a member of the club does not show for a budget hearing.
- Events being canceled or postponed.
- Loss of future funding privileges for a determined period.
- Restricted funding privileges or a probationary period Sanctions regarding no SAF funding will count towards fall and spring semesters when classes are in session. Sanctions may carry into proceeding semesters.

Appeals: Any decision made by student organizations may be appealed. The appeal officer is announced at the start of each cycle but is subject to immediate change. To appeal a funding decision, student organizations must submit a formal, written appeal. This process is highlighted below:

- All formal appeals must be submitted in writing to the VP of Finance within 7 business days of the decision.
- The appeal should include a copy of the original proposal and the funding decision email.
- A rationale explaining the request of funding. SFC then provides evidence in support of their original funding decision.
- Appeals will only be viewed in cases where the organization request was within the boundaries of the policies and procedures, did not exceed the funding limit percentages, and believes their lack of funding was an oversight of the committee.

### *Who Serves on the SFC*

The following on campus positions are to serve on the Student Finance Committee:

- The Director of Student Engagement and Activities or appointed proxy.
- The Office Manager of the Dean's Office.
- The Student Government Association Vice President for Finance
- The Student Government Association President or appointed proxy.
- The Student Government Association Finance Senator
- 1 Campus Life Staff Member Selected by the SGA Advising Team
- 2 Ex-Officio Student Members appointed by the President of the Student Government Association.

Appeal Officer: Assistant Dean of Campus Life and Advisor of SGA

## *Fundraising*

Clubs or organizations that have **expressed philanthropic** activities are permitted to fundraise. All fundraising requests must be approved by the Director of Student Engagement and Activities. If approved, fundraising opportunities will be presented.

**No student club or organization may use private banking services whatsoever** unless given the expressed permission from Wagner College.

**No student club or organization is permitted to set up a personal Venmo or account** in the name of a club or organization whatsoever. If this is executed, the club status will be revoked for 365 days and no space reservations may occur.

**If a student organization requests to have payment for attendance at events**, approved Wagner College services (e.g. Presence, Event Tickets, advancement websites) are to be used.

Students must complete all appropriate paperwork, including the names of all contributors and submit within 72 hours of the event to the Director of Student Engagement and Activities.