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|  | **The Constitution**Southern New Hampshire University Student Government Association2500 North River Road, Manchester, NH 03106-1045P: 603.645.9694 | sga@snhu.edu  |

1. Name:
	1. The name of this organization shall be the Southern New Hampshire University Student Government Association, hereinafter referred to as the Student Government, Southern New Hampshire University (SNHU) Student Government Association (SGA)
2. Purpose:
	1. Mission: The Southern New Hampshire University Student Government Association represents the best interests of the student community through shared governance, sound fiscal policy, beneficial services, and leadership.
	2. Vision: Student Government will be the prominent student organization known for excellence in leadership, service, and community engagement.
3. Values:
	1. Collaboration
	2. Inclusivity
	3. Integrity
	4. Pride
	5. Respect
	6. Happiness
	7. Hard work
	8. Dedication
	9. Trust
4. Membership
	1. Senate:
		1. Authority: The legislative authority of the Student Government shall be vested in the Senate, including the following:
			1. Ratify actions of the Student Government Budget and Finance Committee.
			2. Recognize student organizations that meet the requirements stated in the SNHU Student Handbook, have been approved by the Office of Student Involvement, and comply with the Student Government Budget and Finance Policies and Procedures.
		2. Composition: The Senate will be composed of 25 members, 20 of whom will be elected in the spring. The remaining five spots will be reserved for fall elections, with first-year students having preference. If less than 20 candidates seek election in the spring, the remaining positions will be filled in the fall.
		3. Term: All members are elected or appointed until the following full Senate election process held each year in April.
		4. All members of the SGA cannot hold two (2) positions within the organization at the same time (i.e. a member cannot hold an executive board position and a senator position at the same time.)
			1. This does not apply in the case of an executive board vacancy, in which case the duties of the vacant position will fall upon the president until the position is filled.
				1. If the vacancy occurs in the president position, the new president (old Vice President) will assume the duties of the Vice President as well as the president position, until the position is filled.
		5. Duties:
			1. Sitting on one Tier 2 Special Topic, which is an ad hoc meeting initiated by Senators with university faculty and staff members in order to encourage collaboration within the Southern New Hampshire University community.
			2. Becoming an active member of the SNHU community, in an effort to connect to the student body by effectively representing their best interests.
			3. Sitting on one Tier 1 Committee, which meets regularly, and is highly active within the organization. These committees include Community Development, Budget and Finance, Campus Spirit (Penmen Pride), and Suggestions.
			4. Attending organization–sponsored and supported events as requested.
			5. Attending regularly scheduled Senate meetings, dressed in appropriate business attire, participate in debate and discussion and vote on key issues within the organization.
			6. Holding one office hour per week in the Student Government office.
	2. Executive Board:
		1. Authority: The presiding authority of Student Government shall be vested in the Executive Board, including the following:
			1. Facilitation of all Student Government committees, meetings and boards.
			2. Presiding over all Student Government Senate meetings.
		2. Composition: The Executive Board of the Student Government shall be comprised of a President, Vice President (VP), Chief Financial Officer (CFO), Chief Information Officer (CIO) and Executive Officer (EO).
		3. Term: All Executive Board members are elected or appointed until the following full Senate election process held each year in April.
		4. The Executive Board does not hold voting authority, unless specific situations which are outlined in this document or if voting authority has been released to the Executive Board by the Senate.
		5. The Executive Board has the authority to make motions and seconds, but does not have the power to vote as stated above.
		6. Duties:
			1. President:
				1. Acting as the liaison between the organization and the administration. They are responsible for meeting regularly with both the Dean of Students, in addition to the Provost and President as needed.
				2. Having a general understanding of all major changes affecting the student body, and upholding the shared governance model.
				3. Acting as the Student Representative to both the University Board of Trustees (pending approval of the board) and the University Alumni Board. They should keep open communication between the student body, organization and administration by attending all board events as required.
				4. If the University Board of Trustees does not approve the President as the Student Representative, then the President shall appoint another member to serve as the representative. The member must have completed a full term within the organization and be approved by both the Executive Board and by two-thirds (2/3) vote of Senate.
				5. Planning all aspects of both the fall Senate retreat and the winter regroup (after the semester break).
				6. Having a general understanding of all actions and projects within the organization, including being aware of any major initiatives, policies and external communications (with clubs, organizations, etc.).
				7. Setting the tone and major goals for the year, aiding in members’ position development and goals within their areas of focus.
				8. Collaborating with the CIO in order to set agendas for both the Executive Board meetings and the Senate meetings. This specifically includes inviting and scheduling guest speakers for Senate meetings.
				9. Educating members on policies and ensuring an understanding of the organization’s Code of Conduct and peer-expectations.
				10. Handling any violations of policy or inappropriate conduct by a member, which may result in a member’s removal from office.
				11. Determining the outcome of the vote by making an executive decision in the case of a tie during a vote by the Senate.
				12. Coordinating the Executive Officer selection process.

The recommendations must be selected from a current Senator and must meet all Executive Board candidate requirements. Those wanting to be considered for the position must submit a Letter of Interest.

If no current Senator is eligible, the President may recommend an individual from outside the organization who meets all Executive Board candidate requirements.

The President should recommend up to two candidates, and initiate an internal election.

A candidate will be considered the winning individual if they receive a majority of the votes.

As a member of the Executive Board, the Executive Officer holds no voting authority within the organization.

The Executive Officer’s Senate seat will be filled in the fall election.

* + - 1. Vice President:
				1. Either sitting on or appointing another member to sit on a number of university programming boards, including the Enough is Enough committee and the Campus Programmers Board.
				2. Chairing the Community Development Committee, which oversees 4 major functioning areas:

Recruitment & elections

Co-sponsorships

Major events

Forms of publicity including the website and social media pages.

* + - * 1. Assigning the members of the Community Development Committee to a coordinator position to oversee one of the 4 major functioning areas of the committee.
				2. Supervising the work of the members of the Community Development Committee.
			1. Chief Financial Officer:
				1. Effectively communicating with clubs and organizations that are funded by the Student Government Association.
				2. Giving recommendations and educating clubs and organizations on budget management systems as needed.
				3. Chairing the Budget and Finance Committee, which hears requests from clubs and organizations for funding for capital purchases, conferences and trips, and additional allocations.
				4. Training all members of the organization on Budget and Finance Policies.
				5. Reviewing and revising regularly said policies and business structure.
				6. Conducting an annual audit of club and organization accounts to ensure fiscal responsibility.
				7. Overseeing many of the business operations of the organization, in collaboration with the Student Government Association Business Analyst who is employed by the Office of Student Involvement, to ensure that it operates within the legal bounds of a non-profit organization.
				8. Upholding, reviewing and revising the Budget & Finance Policies on an annual basis.
				9. Endorsing all checks provided by the Business Analyst on a daily basis.
				10. Appointing the Assistant Chief Financial Officer and assigning remaining coordinator roles within the Budget and Finance Committee.
			2. Chief Information Officer:
				1. Assigning Senate members to appropriate Tier 2 Special Topics.
				2. Communicating effectively with the Tier 2 Special Topic contacts to maintain accurate expectations, meeting schedules and attendance records.
				3. Chairing the Suggestions Committee.
				4. Collecting, processing, cataloging and responding to all suggestions via the website, social media, suggestion boxes, and database.
				5. Assigning Senate members to appropriate Tier 1 Committees.
				6. Working with the President and other Executive Board members to set Senate meeting agendas.
				7. Keeping minutes of all Senate and Executive Board meetings, having them notarized and filing them in the Student Government office.
				8. Keeping accurate attendance, member contact information and any other relevant information pertaining to membership.
				9. Establishing and tracking attendance for Senator office hours.
				10. Checking the sga@snhu.edu email account regularly, checking the office voicemail regularly, and checking the Club Suite mailbox regularly.
			3. Executive Officer:
				1. Sitting on the New Club Recognition Committee within the Office of Student Involvement.
				2. Chairing the Campus Spirit (Penmen Pride) Committee, which oversees all aspects of the Penmen Pride Program including intake of all event requests, data collection of events, data processing and record keeping, communication with participants, volunteer management, and prize distribution.
				3. Assigning the members of the Campus Spirit (Penmen Pride) Committee to a coordinator position to oversee one of the major functioning areas of the committee.
				4. Acting as the Parliamentarian for all Senate meetings, following Robert’s Rules of Order, Newly Revised.
	1. Student Government Advisor: The Student Government shall have an Advisor, who will be a full-time staff member, designated by the Director of the Office of Student Involvement at Southern New Hampshire University. The duties of the advisor include, but are not limited to: assisting with the transition between senators and executive officers; understanding and teaching expectations of roles, policies and protocols for the Student Government and Office of Student Involvement; attend all official meetings of the Executive Board and Senate; assist in the planning and implementation of Student Government sponsored activities and programs; assist in the coordination of training and retreats held a minimum of two times per year; and remain accessible for guidance to the Student Government Association members.
	2. Student Government Executive Director: The Student Government shall have an Executive Director, who shall be either the Director or designee from the Office of Student Involvement at Southern New Hampshire University. The Executive Director shall be responsible for the management of the Student Government staff and serve as counsel to the organization as well as Chief Executive Officer to the Organization.
	3. Student Government Business Analyst: The Student Government shall keep on staff a full-time Business Analyst who has a background in finance or accounting to maintain the financial holdings and accounts of the organization. The Business Analyst shall also be responsible for attending the Student Government Budget and Finance Committee meetings.
1. Membership Requirements
	1. All candidates for the Senate and Executive Board shall meet the following qualifications:
		1. Be a full-time SNHU student who has paid the Student Activities Fee and attends the University College/Manchester Campus.
		2. May not have any major sanctions in their academic or student disciplinary files at the discretion of the Advisor.
		3. Present a completed application for election to the organization.
		4. If elected, members must agree and sign the Code of Conduct and Expectation Policies.
	2. Candidates for the Student Government Senate shall also meet the following qualifications:
		1. Have at least a 2.5 overall cumulative grade point average for undergraduate students or a 3.0 overall cumulative grade point average for graduate students.
		2. Present a petition with at least 50 signatures by members of the student body.
	3. Candidates for the Executive Board shall also meet the following qualifications:
		1. Have at least a 3.0 overall cumulative grade point average (GPA).
		2. Present a petition with at least 100 signatures by members of the student body
		3. Have been in the Senator position and have completed at least one term prior to the beginning of the new Executive Board term.
		4. Candidates for President or Chief Financial Officer may not hold Executive Board positions on any other club or organization.
		5. Have completed 30 credits (undergraduate students) or 6 credit hours (graduate students) at the end of the semester they are participating in the election.
2. Elections Structure
	1. Elections Coordinator:
		1. The Vice President or designee is responsible for all aspects of the elections process, including applications, candidate meetings, ballots, elections events and the finalization of elections results with support from the Community Development Committee.
		2. If the Vice President or designee on the Community Development Committee is running for a Senate or Executive Board position, an individual not running for these positions must be in charge of the ballot and elections results.
	2. Senate & Executive Board Elections:
		1. Each Executive Board position where there are three or more candidates running must first participate in a Primary Election scheduled at the beginning of the spring semester (if necessary).
		2. The top two candidates from each position will participate in a Final Election.
		3. Ballots will be open for 48 hours.
		4. Candidate open forum will take place for Executive Board candidates at least two weeks prior to elections.
	3. Ballot Procedures:
		1. Names on the ballot will be listed in the order that their completed application was received.
		2. All full-time students who pay a Student Activities Fee will be allowed to vote for Senate and Executive Board positions.
	4. Voting procedures are as follows:
		1. All voting will take place online.
		2. Students will log into their SNHU email account to receive the link to their ballot.
		3. Students will only be allowed to vote once.
	5. Finalization of results:
		1. A candidate will be considered the winning individual if they receive a majority of the votes.
		2. In the event of a tie for any position, a runoff election will take place no later than 72 hours after the end of balloting.
		3. Any candidate who disputes the ballot counting process can request verification from the Advisor.
		4. Three copies of the results shall be printed, signed by the Elections Coordinator and Advisor, and notarized by the Business Analyst:
			1. The first copy is to be posted on the bulletin board outside the Student Government office.
			2. The second copy is to be filed with the Student Government Business Analyst and is to remain on file for a period of two years.
			3. The third copy is to remain on file in the Student Government Office.
			4. Results will be sent to the student body via their SNHU emails.
		5. A new Senator orientation will take place following elections in order to welcome and orient any new members.
	6. Write-in candidates:
		1. A candidate must be written-in on 25 separate ballots in order to be eligible for election.
		2. All write-in candidates must meet candidate qualifications.
		3. All write-in candidates must fill out the standard online application 24 hours after the results have been posted.
	7. In the event that no candidate campaigns or runs for any Executive Board position within the SGA, that position will be vacant until an internal election is held within the Senate.
	8. Advertising & Campaigning Guidelines
		1. Candidates are permitted to spend the following amounts of their own money on promotional materials and specialty advertising for their own campaign:
			1. $50 of their own money for Senate candidates.
			2. $150 of their own money for Executive Board candidates.
			3. Each candidate is required to provide the Elections Coordinator (upon request) a disclosure report breaking down the money spent on promotional materials and specialty advertising.
		2. Candidates should abide by the Southern New Hampshire University Advertising and Solicitation Policy Guidelines.
		3. Posters and advertisements must first receive approval from the Elections Coordinator, or designee, and then receive approval to post from the Office of Student Involvement.
		4. Candidates will not be allowed to ticket during their campaign process. Therefore, all advertising will only be allowed to promote one candidate.
		5. Campaigning will be seen as the promotion of a specific candidate.
		6. Negative campaigning (derogatory comments, rude behavior, etc.) will not be tolerated and will be sent through the disciplinary process.
		7. If a candidate is suspected of violating one or more Advertising & Campaigning Guidelines, any allegations will be brought directly to the SGA Advisor for review.
			1. If the SGA Advisor deems necessary, the advisor will forward the report of the alleged violation to the SNHU community standards department. Otherwise an internal investigation will be conducted as follows:
				1. A written statement is to be completed and signed from the individual(s) who witnessed the alleged violation and must be submitted to the Community Development Committee for review. This statement will remain confidential between all involved parties.
				2. The alleged violator must either submit a written response and/or come to a Student Government Community Development Committee meeting to testify.
				3. The committee will make an unbiased decision based on the evidence supplied.
				4. If the committee finds the alleged violator responsible, adequate sanctions will be levied. It is the decision of the Elections Coordinator, Committee Chair and the Advisor to decide what sanctions will be given based on the severity of the offense. In the case of a disqualification, the Elections Coordinator will present a case to the Senate and allow them to vote on the situation.
				5. In the event that any party feels they cannot make an unbiased decision, it will be the Advisor’s duty to replace that member on the committee.

A written reprimand will be placed in the candidate’s elections file; the Senate will be notified of the offense. This reprimand will also be public knowledge.

The candidate will meet with the Elections Coordinator, Committee Chair and the Advisor to discuss the situation at hand. At the meeting, the candidate will have the opportunity to make a public statement of apology.

Depending on the severity of the alleged infraction, the Candidate may be disqualified from the Executive Board and/or Senate Elections.

1. Vacancies
	1. A vacancy is defined as an unoccupied position
	2. In the event that the President is no longer able to uphold the terms of office, the Vice President will fill their position therefore creating a vacancy in the Vice President's position.
	3. In the event that the Vice President is no longer able to uphold the terms of office, the Vice President’s position will be filled by a Student Government member, via an internal election of Senate members.
	4. In the event that the Chief Information Officer is no longer able to uphold the terms of office, the position will be filled by a Student Government member, via an internal election of Senate members.
	5. In the event that the Chief Financial Officer is no longer able to uphold the terms of office, the Assistant CFO will become the CFO and their Senate seat will be filled accordingly. In the event that the Assistant CFO is unavailable or does not meet the qualifications required for an Executive Board position, an eligible Student Government member who has held one full term on Senate will be elected via an internal election by the Senate.
	6. The seats of Senate members who fill Executive Board positions must also be filled via an application process. Candidates must present themselves at a Senate meeting and be approved by a two-thirds (2/3) vote.
	7. If an executive board vacancy exists, and no current senate members meet the stated qualifications, the Senate can pass by a two-thirds (2/3) vote to suspend the requirements for that vacancy to allow any current senator, in good standing, to run for that vacancy. The senators must present themselves at a Senate meeting and be approved by a two-thirds (2/3) vote.
2. Expectations and Disciplinary Action:
	1. Code of Conduct: All members of Student Government are responsible for conducting themselves in the manner outlined in the Student Government Code of Conduct (See Appendix A). Violations of the Code of Conduct could result in disciplinary action, including impeachment.
	2. Attendance Policy & Disciplinary Process:
		1. All absences (Senate/Executive Board, committees and Student Government functions) must be reported to the Chief Information Officer at least 48 hours prior to the meeting that will be missed.
		2. After one (1) unexcused absence, a written warning will be given for the possible dismissal from service. The Student Government member must sign and date the warning so they are aware of the conditions. All written warnings must be saved for two (2) years for future appeals reference.
		3. If a Student Government member acquires four (4) unexcused absences, it is grounds for removal and the member is to be notified by the Student Government Advisor. All absences falling within the realm of extenuating circumstances will be considered unexcused or excused at the discretion of the Executive Board.
	3. Appeals Process for Attendance-Related Removal: Each Senator is entitled to a meeting with the Policy and Procedures Committee to make an appeal. A hearing will be held for the accused member in front of the committee. Following the hearing, the committee will vote by a two-thirds (2/3) vote. If a tie is to occur, the Student Government Advisor will make the final decision, which will be one of the following:
		1. Senator will be put on probation for the rest of the current semester: If one (1) unexcused absence or two (2) excused absences is acquired at any point during that probation period, the Senator will immediately be dismissed from Student Government. No opportunity for an appeal will be given.
		2. Senator will be dismissed from Student Government: No opportunity for an appeal will be given.
	4. Removal from Office: Any Student Government Senator may be removed from service for the following reasons:
		1. Absences:
			1. Unexcused absences exceeding four (4).
			2. Note: arrival and/or early departure more than 15 minutes of the scheduled beginning or end time will count as half (1/2) an unexcused absence.
		2. Negligence or incompetence as defined by not meeting the requirements of the Senate Requirements Agreement.
		3. Repeated behavior in conflict with the Student Government Member Code of Conduct.
	5. Impeachment Process:
		1. If at any time during their term of service, either a Senator or Executive Board member is viewed as incapable of completing their duties and expectations, as the Constitution and Code of Conduct define, that individual may be impeached, resulting in a removal from office.
		2. To initiate the impeachment of a Senator or Executive Board member, a member of the Student Government (the petitioner) must submit a written request and have a formal meeting with the Student Government Advisor. The request must include a detailed document outlining specific violations of the Student Government Constitution and/or Code of Conduct.
		3. After reviewing the written request with the Student Government Advisor, the petitioner must gather signatures from at least two-thirds (2/3) of the current Student Government (including Senators and Executive Board members) on a petition in support of an impeachment hearing. The petitioner must provide the detailed document reviewed in the meeting with the Advisor to all members being asked to sign the petition.
		4. Once an approved written request with at least two-thirds (2/3) of the current Student Government is completed and returned to the Advisor, the Advisor shall call a special meeting of the entire Student Government to hold an impeachment vote.
			1. Any impeachment vote will be held on a week opposite the normal Student Government Senate meetings.
			2. The Advisor shall notify the member subject to the impeachment proceeding that the process has begun. This notification must happen at least one week in advance of the hearing.
			3. At the impeachment vote, the member subject to the impeachment proceeding shall have the opportunity to speak on their own behalf.
			4. At the impeachment vote, the petitioner shall also have the opportunity to speak on behalf of the petitioning group.
			5. Once both parties have made their arguments, deliberation will take place.
				1. The member subject to the impeachment proceeding may not be present during deliberation.
			6. Once deliberation is over, an anonymous ballot vote shall be made.
			7. All members are able to vote, including Executive Board members.
			8. A minimum of two-thirds (2/3) vote is required for impeachment.
			9. The member subject to the impeachment proceeding may not vote.
			10. The decision of the vote is final; appeals may not be made.
		5. Any individual who is impeached will be ineligible for membership in Student Government for one full calendar year from the date of impeachment. In order to run in future elections, the individual will need to provide a detailed case to the Policy and Procedures Committee, outlining steps that will be taken to improve conduct and performance.
	6. Vacancies: In the case of vacancies in Student Government, refer to the Student Government Election Policies to fill the vacancies.
3. Meetings:
	1. Senate Meetings: The Student Government Senate shall meet every other week. A period of no more than three (3) weeks may lapse between meetings of the Senate, unless prohibited by the University Calendar.
	2. Executive Board Meetings: The Student Government Executive Board shall meet weekly before every Senate and committee meeting. A period of no more than one (1) month may lapse between meetings of the Executive Board.
	3. Special Meetings: The President, Advisor, Executive Director may call a special meeting at any time. Notice via email must be given to the Senate or Executive Board 48 hours prior to the meeting.
	4. Quorum: Quorum shall be defined within the standing of Robert’s Rules of Order Newly Revised.
	5. Proxy Voting is prohibited.
	6. Absentee voting is permitted only in emergency situations under the discretion of the Executive Board.
4. Committees:
	1. Membership: Committee assignments will be based on the discretion of the Chief Information Officer.
	2. University Committees: The Student Government shall take an active role in participating in the committees allowed by the University and shall designate Student Government Senators to those positions as deemed necessary by the Executive Board.
	3. Composition of Committee Membership: Senators must serve on one Tier 1 Committee, as well as one Tier 2 Special Topic. There must be a total of 25 seats in each Tier (all committee seats combined).
	4. Tier 1 Committees:
		1. Budget and Finance Committee: The Budget and Finance Committee is composed of seven (7) Senators, as well as the Chief Financial Officer as the chair. The Committee shall review and disburse allotted Student Activity Fees in collaboration with the Chief Financial Officer. Please refer to the Budget and Finance Committee Policies and Procedures (Appendix B) for further definition.
		2. Community Development Committee: The Community Development Committee is composed of seven (7) Senators, as well as the Vice President as the chair. The committee is responsible for all community outreach for the Student Government Association to the SNHU Community. Its main purpose is to promote the mission of the organization through creating awareness of what it stands for, as well as hosting Student Government social media pages, the website, and other forms of publicity for the organization. The committee is also responsible for overseeing the creation, organization and facilitation of member recruitment and elections. Additionally, it is responsible for overseeing co-sponsorships in an effort to promote Student Government at campus events.
		3. Campus Spirit (Penmen Pride) Committee: The Campus Spirit Committee is composed of seven (7) Senators, as well as the Executive Officer as the chair. The committee is responsible for running the Penmen Pride program, including choosing which events will be accepted into the program and for what point value. The committee will oversee that points are calculated and prizes are awarded to those students who have received the most points, determined by the policies established through the committee.
		4. Suggestions Committee: The Suggestions Committee is composed of four (4) Senators, as well as the Chief Information Officer as the chair. The purpose of the committee is to allow the student body of SNHU to have prominent voices in what changes occur to modify campus. The Suggestions Committee will utilize a database to collect and catalog student suggestions to disperse to Senators.
	5. Tier 2 Special Topics:
		1. Policy & Procedures Committee: This committee will review governing documents, such as the Student Government Constitution and Code of Conduct on an ongoing basis, with a minimum of one meeting per semester. The group will recommend amendments to these documents, which will then require ratification from the Senate. It will consist of four (4) Student Government Senators, the Chief Information Officer (non-voting) and the President (non-voting) as co-chairs.
		2. The purpose of the special topics positions differs from the traditional committee or liaison position. The goal of the senator assigned to each topic is to collaborate with different offices within the topic in order to keep open communication between the student body, organization and administration. This includes helping to solve problems, seeking feedback on requested topics from the offices, and assisting in promoting and educating students on the services and programs that the office offers. This will occur through participation in department meetings, committee meetings or one-on-one meetings as deemed appropriate by the senator and specific staff member. The result of the special topics positions is to gain an understanding of, and increase student engagement through, university policies, procedures, services and programs.
		3. All Other Special Topics: Please refer to Committee Descriptions (Appendix D).
5. Student Activity Fee:
	1. For all information regarding the Student Activity Fee please see the Budget and Finance Policies (Appendix B).
6. Financial Responsibility:
	1. The Student Government’s past financial records will be open to any student or professional staff member of Southern New Hampshire University requesting examination. This assessment must be carried out in the presence of the President, Chief Financial Officer, Executive Director and the Student Government Business Analyst. Additional rules and regulations are subject to the Budget and Finance Committee Policies and Procedures.
		1. The requestor must submit a formal written request to the Executive Director.
		2. The SGA respondents must schedule a meeting within two weeks of the initial request.
7. Conflict of Interest:
	1. Any possible conflict of interest on the part of any member of the Southern New Hampshire University Student Government Association, officer or employee of the Student Government Association, shall be disclosed in writing to the organization and made a matter of record through an annual procedure when the interest involves a specific issue before the Student Government. The minutes of the meeting shall reflect that a disclosure was made, the abstention from voting, and the actual vote itself.  Every new member of the Student Government will be advised of this policy upon entering the duties of their office, and shall sign a statement acknowledging, understanding and agreeing to this policy.
8. Amendments:
	1. The Constitution will be reviewed on an ongoing basis by the Policy and Procedures Committee. Changes to the Student Government Constitution must be presented and distributed electronically one week prior to the vote at a regular meeting of the Student Government and must be approved by a two -thirds (2/3) vote of the Senate and Executive Board. Changes to the Constitution will be applied the following academic year.
9. Unspecified Issues
	1. In the unlikely event an issue arises which is not directly addressed within this Constitution, the Executive Board shall, in consultation with the Student Government Association Advisor, determine the appropriate course of action to address the issue.
10. Dissolution:
	1. The Student Government Association exists by the request of Southern New Hampshire University. The institution has the right to dissolve the Southern New Hampshire University Student Government Association with just cause.
	2. Upon the dissolution of the corporation, assets shall be distributed for one (1) or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Service Code, or corresponding section of any future federal code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

Approved by Student Government Senate: Tuesday, February 3, 2015, Overseen by President John K. Wescott

Amended by Student Government Senate: Tuesday, April 5, 2016, Overseen by President Caroline Fleming

Amended by Student Government Senate: Tuesday, April 18, 2017, Overseen by: President Jessica Gallant

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|  | **Appendix A: Code of Conduct**Southern New Hampshire University Student Government Association2500 North River Road, Manchester, NH 03106-1045P: 603.645.9694 | sga@snhu.edu  |

Eligibility:

1. Enroll at Southern New Hampshire University with a minimum of twelve (12) credits per semester and six (6) for graduate students.
2. Maintain a cumulative grade point average (GPA) of at least 2.5 (Senators) or 3.0 (Executive Board members).
3. Graduate students be enrolled at SNHU with a minimum of six (6) credits per semester, must maintain at least a 3.0 cumulative grade point average (GPA), and pay the Student Activity Fee.
4. Understand and abide by University rules and regulations.
5. Maintain a thorough knowledge and understanding of Student Government policies and procedures, as well as other laws and regulations involved in the job responsibilities.
6. Represent the views, opinions and requests of the SNHU student body.

Requirements and Responsibilities:

1. Attend one (1) office hour per week in the Student Government office
2. Attend all regularly scheduled Student Government-related meetings (Senate, Executive Board and/or committees, where applicable)
3. Attend regular meetings based on assigned Tier 2 Special Topic
4. Volunteer at Student Government events (tabling, scanning, co-sponsored events)
5. Provide notification of any meeting conflicts to the Student Government Chief Information Officer at least 48 hours in advance of the meeting time.
6. Keep confidences, explicit and implicit, except when confidence may endanger the wellbeing of an individual or other individuals. These confidences include is includes member information and academic standing.
7. Discuss interpersonal conflicts and issues directly with other individuals involved, where possible.
8. Inform the Advisor or Executive Director of any interpersonal conflicts that cannot be resolved through direct interaction.
9. Practice mutual respect for all other members of the Student Government Association.
10. Represent Student Government and Southern New Hampshire University in a positive manner, both during and outside formal Student Government duties (personal interactions, social media, etc.).
11. Conduct oneself in accordance with the University Handbook.

Violations:

1. Any violation of this Code of Conduct is subject to disciplinary action, as outlined in Section 8 of the Student Government Association Constitution.

Acknowledgement:

As a member of the SNHU Student Government Association, I realize that the organization has certain requirements of me that I must fulfill in order to remain in my position for the academic year. I accept the terms of this code of conduct and understand that my failure to adhere to these terms may be grounds for termination from my position.

Member Name Member Signature Date

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|  | **Appendix B: Budget & Finance Policies and Procedures**2500 North River Road, Manchester, NH 03106-1045P: 603.645.9694 | sga@snhu.edu  |

1. Fiscal Year
	1. The SGA fiscal year runs from July 1 to June 30.
2. Student Activities Fees
	1. Southern New Hampshire University (SNHU) collects, on behalf of the SNHU Student Government Association (SGA), from the undergraduate and graduate day student population a Student Activities Fee. The fees collected are used to support student clubs, organizations, publications, the yearbook, social life, campus improvements and other activities recognized by the SNHU Student Government Association.
	2. The Executive Director is ultimately responsible for the oversight and management of the Student Activities Fee as an agent of Southern New Hampshire University.
		1. The fees are currently collected in the following instances:
		2. Full-time undergraduate fees are assessed $165 per semester. Of that, $140 is used for allocation purposes, and $25 is set aside for the Student Center Operations account.
		3. Full-time graduate students are assessed a one-time fee of $300 their first term in attendance.
		4. Continuing Education students interested in participating in these activities can elect to pay a $70 per term fee during the fall and spring semesters (this is equal to $140 per semester.)
	3. The fees may be requested through the following process:
		1. Funds are drawn on the following cycle:
		2. Undergraduate Student Activity Fee – at the beginning of October, December, February, April and May (for any remaining funds);
		3. Graduate Student Activity Fee – at the beginning of October;
		4. Student Center Operations Fee – at the beginning of October and February.
	4. Additional increases may be requested by both SGA and the Student Activities Fee Oversight Committee (See Appendix C). If voted upon by the entity opposite the requestor, an official recommendation will be made to the SNHU Dean of Students who will then follow University procedures to submit for further review.
3. Structure
	1. The Budget & Finance Committee (B&FC) is a standing committee of the Student Government Association designated to manage the fiscal oversight of organizations.
	2. It shall consist of seven SGA Senators appointed to the position by the SGA Chief Information Officer.
	3. The following positions are members of the committee:
		1. SGA Chief Financial Officer (Chair of the committee; non-voting). If the Chief Financial Officer cannot perform their duties or attend a select meeting, the Chief Financial Officer’s Assistant will assume Responsibilities.
		2. Seven SGA Senators. A senator in this group will be appointed to take accurate minutes.
	4. In order to vote on any B&FC business, a quorum of two-thirds (2/3) is required.
	5. The B&FC shall meet bi-weekly. The Chief Financial Officer has the right to call special meetings.
	6. Proxy Voting is prohibited.
	7. Absentee voting is permitted only in emergency situations under the discretion of the Chief Financial Officer.
4. Application of Policies
	1. The following policies and procedures apply to all SGA entities including:
		1. Student Government Association
		2. Funded clubs
		3. Last Chapter Pub
		4. Copies Plus
		5. Student Center Operations
5. Appropriation Process and Remaining Funds
	1. Clubs will receive their yearly allocation on July 1.
	2. The beginning of the year budget allocation is based on the previous beginning yearly allocation plus any additional allocations.
	3. Each club will be additionally allocated $160 for Copies Plus purchases and $90 for office supplies on an annual basis.
	4. Any funds remaining in the SGA budget after June 30 will automatically be placed in the SGA Reserve account. The Student Activities Fee Oversight Committee will oversee this account.
6. Disbursement Procedures
	1. For any expense of budget funds, the requestor must submit an SGA Budget Disbursement Form with supporting documentation (receipts, contracts, invoices, etc.) in order for the SGA Business Analyst to process payments.
	2. Checks will be signed by an Office of Student Involvement staff member as well as the SGA Chief Financial Officer.
		1. In the absence of the SGA Chief Financial Officer, an appropriate Office of Student Involvement staff member will sign and counter sign all budget disbursements and checks.
	3. Any cash advance that is disbursed by the SGA Business Analyst must be returned with an Expense Report, as well as all receipts and unused funds within five to seven days of the conclusion of the event/program. If failure do so, the club may be at jeopardy of an account freeze.
7. Auditing
	1. SGA has the right to review monetary efficiency and fiscal responsibility of an organization in fulfilling its function.
	2. An organization’s failure to comply with the monitoring process may result in possible loss of funds.
	3. The following positions have the right to initiate an audit:
		1. President
		2. Chief Financial Officer
		3. Student Government Association Advisor
		4. The Business Analyst
		5. The Executive Director.
8. Additional Allocations
	1. The B&FC will allocate fifteen thousand dollars ($15,000) for additional allocations to clubs.
	2. The B&FC distributes funds to clubs and organizations throughout the year as long as funding is available.
	3. Additional allocations will be based on the following guidelines:

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| Beginning Yearly Allocation (July 1 – June 30) | Budget Percent Increase |
| $0-$1,501 | 75% |
|  $1,502-$2,501 | 50% |
|  $2,502-$5,001 | 25% |
|  $5,002-$10,001 | 15% |
|  $10,002 + | 10% |

* 1. The process is as follows:
		1. Clubs and organizations must submit an Additional Allocation Request Form to the SGA Chief Financial Officer.
		2. The SGA Chief Financial Officer will notify the club of the B&FC meeting to attend and present their request.
		3. The club must meet with the Business Analyst prior to the meeting to review their budget.
		4. Presentations will be judged based on fit with club mission and supporting documentation.
		5. Any allocations approved by the B&FC will be brought to the SGA Senate for ratification. The SGA Chief Financial Officer will notify the club via email within three (3) days of the final decision.
	2. Upon approval by the SGA Senate, funds are immediately available for use.
	3. Should a club be denied funding, the club is still eligible to re-request funds by following the steps above.
1. Newly Approved Organizations
	1. Once an organization is ratified by the SGA Senate, the B&FC will allocate a $1,500 budget.
	2. Each organization will be additionally allocated $160 for Copies Plus purchases and $90 for office supplies on an annual basis.
2. Capital Expenses
	1. B&FC will allocate $20,000 for capital expense allocations for clubs during the year.
	2. Capital requests are required for the following purchases:
		1. Any single-item capital purchase, above $250, and has a life of more than one year, will be considered fixed assets and any capital purchases below $250 will not be considered fixed assets.
		2. Uniforms that have to last more than one year.
	3. Auxiliary services (Last Chapter Pub, Copies Plus, Concierge Desk, Club Suite, Student Center Tech Crew, and Design Team) will utilize a separate Student Center Operations fund for capital expenses.
	4. The process is as follows:
		1. Clubs and organizations must submit a Capital Request Form to the SGA Chief Financial Officer.
		2. The SGA Chief Financial Officer will notify the club of the B&FC meeting to attend and present their request.
		3. Presentations will be judged based on fit with club mission and supporting documentation.
		4. Any requests approved by the B&FC will be brought to the SGA Senate for ratification. The SGA Chief Financial Officer will notify the club via email within three (3) days of the final decision.
	5. Upon approval by the SGA Senate, funds are immediately available for use.
	6. Should a club be denied funding, the club is still eligible to re-request funds by following the steps above.
3. Credit Cards
	1. Some staff in the Office of Student Involvement hold SGA credit cards to make purchases for organizations.
	2. Points are accumulated on these cards and will be used to offset conference or capital expenses where possible (with the exception of SGA’s conferences).
		1. Any arrangements for use of points will be determined by the Office of Student Involvement.
4. Conferences
	1. B&FC will allocate $100,000 for conference allocations during the year.
	2. Rules Governing Clubs and Organizations:
		1. Must align with the mission of the student organization.
		2. The conference must have definable learning outcomes for participants.
		3. Each club may request a maximum of $15,000 each academic year to cover up to two (2) conferences.
		4. All conferences must be in the continental United States or Canada.
		5. Cost per person of delegations 8 or under (including advisor) must not exceed $1,500.
		6. Cost per person of delegations of 9 or more (including advisor) must not exceed $800.
		7. Conference attendees will be allotted the following amounts for each meal including meals during travel: breakfast - $10; lunch - $15; dinner - $25. This excludes meals provided, or included in the conference registration fee.
		8. Clubs and organizations are ineligible to utilize the annual budget allocation for conferences.
	3. The process is as follows:
		1. All conferences must be approved by the Office of Student Involvement before being presented to the B&FC.
		2. Clubs and organizations must submit a Conference Request Form to the SGA Chief Financial Officer.
		3. The SGA Chief Financial Officer will notify the club of the B&FC meeting to attend and present their request.
		4. Presentations will be judged based on fit with club mission and supporting documentation.
		5. Any allocations approved by the B&FC will be brought to the SGA Senate for ratification. The SGA Chief Financial Officer will notify the club via email within three (3) days of the final decision.
	4. Upon approval by the SGA Senate, funds are immediately available for use.
	5. Should a club be denied funding, the club is still eligible to re-request funds by following the steps above.
	6. Conference money is limited and will be distributed on a first come, first served basis.
	7. SGA must request conference funding as part of their annual allocation justification through the SGA Student Activity Fee Oversight Committee.
	8. Clubs may be asked to submit a one-page summary, to the Chief Financial Officer, of what they gained from the conference.
5. Off-Campus Trips
	1. Off-campus trips must be open to the entire student body.
	2. All trips must be approved by the Office of Student Involvement prior to any arrangements or reservations being made.
6. Transportation Fund
	1. The B&FC shall appropriate $20,000 for the use of student group transportation.
	2. The SGA vehicles or rental vehicles may be made available to clubs and organizations for approved activities. The vehicles may be requested through the Office of Student Involvement.
	3. Clubs and organizations must pay for rental buses within their annual allocation.
7. Ticket Sales
	1. All clubs must use SNHUTickets.com for all ticket sales.
	2. Any fees associated with the sale of tickets will be automatically deducted from ticket income.
	3. Within two months of the conclusion of sales, the ticket income will be returned to the club budget.
8. Advertising
	1. All events and programs funded by clubs and organizations must be advertised to the campus community.
	2. All events and programs must be published on the Master Calendar at least five days before the event/program.
	3. All flyers, posters, ads, commercials, and all other forms of advertisements must say “Funded by your Student Activities Fee” on the publication.
9. Clothing
	1. Organizations can spend no more than $30.00 for each individual article of clothing.
	2. Organizations may purchase clothing to promote a specific campaign, organization or event.
	3. No personalization such as name, electoral board position, or number can be funded by the annual allocation.
	4. For uniform purchases, please refer to Capital Expenses.
	5. Two quotes and design proof should be provided to the Office of Student Involvement for approval prior to purchase.
10. Prizes, Gifts and Honorariums
	1. No more than $15 per person can be used for end-of-year gifts.
	2. An honorarium may be issued to an individual as a thank you for a service rendered to a club or organization. The cost of the honorarium may not exceed $50.00.
	3. All gift cards and cash prizes must be recorded through a Prize Sheet and returned to the SGA Business Analyst.
11. Donations
	1. Any club or organization that will be receiving donations must complete an SGA Record of Donation Form.
	2. A group cannot use the Student Activities Fee to support any non-SNHU organization through direct cash donations or gifts.
	3. The SGA Business Analyst will receive, record, and issue gift letters/receipts for all donations.
12. Fundraising
	1. All clubs and organizations shall be allowed to raise funds.
	2. Clubs and organizations may request the option to conduct a fundraiser by completing the Fundraising Registration Form and submitting it to the Office of Student Involvement.
	3. Student Activities Fee funds cannot be used to raise funds.
13. Liability Account
	1. Liability is considered funds collected from an organization that are independent from the SGA Student Activities Fees (i.e. dues, fundraising, donations, merchandise sales, etc.).
	2. Liability account funds are held by the SGA.
	3. These funds may be accessed through the Disbursement Procedures.
	4. Liability account funds may be used for:
		1. The purchase of clothing, personalized clothing, food, gifts, honorariums, and prizes that exceed the stated limits on items outlined within the B&FC Policies.
		2. The payment of organizational registrations, dues and fees.
		3. The donation of money to other registered charitable organizations.
		4. Off-campus trips that are not open to the entire student body (trips must still be approved through the Office of Student Involvement).
	5. Funds may not be used for alcohol (the operations of the Last Chapter Pub excluded).
	6. Liability account funds rollover from fiscal year to fiscal year.
14. Restrictions on Use of Funds
	1. Student Activities Fee funds cannot be used to purchase the following items:
		1. Alcohol (with the exception of the Last Chapter Pub operations).
		2. Drugs or illegal substances.
		3. Illicit goods and services.
15. Movement of Funds
	1. The Chief Financial Officer has the right to request the movement of funds from various accounts if it is deemed necessary.
	2. The decision must be approved by a majority vote from the Chief Financial Officer, Executive Director, Business Analyst, and the SGA Advisor.
	3. Upon approval, the SGA Business Analyst will move the funds to and from the approved accounts.
16. Student Center Operations
	1. The Executive Director of the Student Government Association will be ultimately responsible for management of the Student Center Operations account,
	2. The Student Center Operations Account will be responsible for the management of the Student Center auxiliary spaces/programs:
		1. Club Suite
		2. Concierge Desk
		3. Copies Plus (self-sufficient except for capital purchases)
		4. Design Team
		5. Last Chapter Pub
		6. Student Center Tech Crew
	3. The Student Center Operations annual budget will be presented by an Office of Student Involvement representative as part of the annual budget cycle to the Student Activities Fee Group. This fund will be used for new purchases, maintenance of the facility and equipment, training and development for students and staff, compensation for services rendered, and special programming in the facility either requested by the Student Government Executive Board, or the Executive Director of the Student Government Association.
	4. Emergency Capital Requests
		1. Any request that is deemed an emergency by the Chief Financial Officer, or the Executive Director of the Student Government Association can forgo the regular process, and instead be voted on and approved by the financial management team (See Section 23, “Movement of Funds”).

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|  | **Appendix C: Student Activities Fee Oversight Committee Policies & Procedures**Southern New Hampshire University Student Government Association2500 North River Road, Manchester, NH 03106-1045P: 603.645.9694 | sga@snhu.edu  |

1. Purpose
	1. The Student Activities Fee Oversight Committee
		1. A Student Activity Fee Oversight Committee is established to advise the SGA Executive Board and Administration of the institution on the amount and expenditure of Student Activity Fees. The committee will study the amount and expenditure of the fee, and meet with appropriate administrators of the institution and recommend the amount and expenditure of a compulsory fee to be charged for the next academic year. This committee will also provide oversight and recommendations for the investments of the SGA, capital expenditures, and regularly review the policies and procedures that govern the fee distribution process.
2. Membership & Voting
	1. The committee will have the following members:
		1. Executive Director of SGA, Chair (non-voting member)
		2. SGA Business Analyst (non-voting member)
		3. SGA Chief Information Officer (non-voting member)
		4. SGA Chief Financial Officer (non-voting member)
		5. 5 Student Members
		6. 3 Faculty/Staff Members
			1. There should be at least one faculty member with a background in investments and/or accounting on the committee.
	2. In order to vote on any business, a minimum of five (5) members is required.
	3. The Executive Director will have the right to call special meetings.
	4. Terms of Service:
		1. Student members will serve a 2 year term.
		2. Faculty & staff members will serve a 2 or 3 year term.
	5. Selection of Members
		1. Future years will utilize an application process.
		2. The members are decided by the Executive Director of SGA.
		3. Senators are not eligible to hold a student member position.
	6. Removal of Members
		1. If a member has two unexcused absences their membership will be terminated.
		2. Any vacant roles will be filled through an application process.
3. Responsibilities
	1. Student Activities Fee
		1. The Student Activities Fee that is charged to all full-time students at SNHU needs to be reviewed annually, and any recommendations to increase, or decrease the fee should be decided by the entire student body as part of a referendum vote.
		2. In preparation to bring any recommendation to a vote the following procedures should be followed:
			1. The committee will review the Student Activities Fee history and develop recommendations for the fee amount to be charged to all full-time students.
			2. Any recommendation will be sent to the SGA Senate for approval to place this recommendation on the spring election ballot as a referendum vote. This request will only go before the student body as a referendum vote, only if the increase is over a five (5) percent.
			3. In order for the recommendation to be placed on the ballot, it must have two-thirds (2/3) approval from the SGA Senate.
			4. If this recommendation is approved by the student body, it will be submitted to the university budget process.
			5. Upon the acceptance of this fee change, student bills will be assessed the agreed upon amount in the following academic year.
	2. SGA Investments
		1. This committee will review bi-annually the investments of the SGA as part of their meeting agenda and make recommendations to the SGA Business Analyst.
4. Fee Distribution Policies & Procedures
	1. The committee will annually review the SGA expense reports for the student activity fee (provided by the SGA Business Analyst).
	2. Any funds remaining in the SGA budget after June 30 will automatically be placed in the SGA Reserve account. The SGA Business Analyst will use remaining funds to pay any outstanding bills.
	3. The Business Analyst will review the funds remaining in the SGA Reserve account and issue a report to the SGA President allocating the funds available to be allocated by the SGA Budget & Finance Committee.
5. SGA Senate Annual Allocation
	1. Annually in April, the outgoing SGA Chief Financial Officer and President will prepare and the incoming SGA Chief Financial Officer and President will present an itemized budget for approval. This budget will be for the upcoming fiscal year. The organization will provide a formal multimedia presentation, deliver appropriate supporting documentation and wear business attire.

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|  | **Appendix D: Committee Descriptions** Southern New Hampshire University Student Government Association2500 North River Road, Manchester, NH 03106-1045P: 603.645.9694 | sga@snhu.edu  |

**Composition of Committee Membership:**

Senator responsibilities are broken into two Tiers: The first Tier consists of the organization’s standing committees, while the second Tier consists of special topics. All senators must hold only one position within each Tier. Therefore, there must be a total of 25 seats in each Tier. If the number of members in one committee or special topic changes, another must also change to correspond with that change.

**Tier 1: Committees**

The purpose of the Tier 1 Committees are to engage our members in the day to day operations of the organization. These committees are the organization’s standing committees, each of which are responsible for a different aspect of the organizations functions. It is in these committees that major decisions are discussed, thought through and made. Programs, events and services are all developed and run through these committees. The ultimate goal of each of the committees is to help to further develop the organization and the services that it offers.

1. **Budget & Finance Committee – Chief Financial Officer as Chair, 7 Senators**

The purpose of this committee is to distribute the student activities fee in a fair manner to all the student government organizations. The committee hears clubs and organizations request for capital purchases, conference funding and additional allocations.

1. **Campus Spirit (Penmen Pride) – Executive Officer as Chair, 7 Senators**

The purpose of this committee is to facilitating all aspects of the Penmen Pride program. The committee will oversee the registration of events, data collection, prize distribution and publicity for the program.

1. **Community Development – Vice President as Chair, 7 Senators**

The purpose of this committee is to promote the mission of the organization through creating awareness of what the organization stands for as well as hosting a number of events through the year. This committee will oversee the organization’s social media pages and website, as well as any other forms of publicity for the organization. The committee is also responsible for the facilitation of the co-sponsorship process, recruitment and elections.

1. **Suggestions Committee – Chief Information Officer as Chair, 4 Senators**

The purpose of the committee is to facilitate all aspects of the student suggestion process. The committee is responsible for all intake, cataloging, distribution of and response to all suggestions from the student body. This committee is also responsible for ensuring that senators receive student feedback to utilize in their Tier 2 positions.

**Tier 2: Special Topics**

The purpose of the special topics positions differ from the traditional committee or liaison position. The goal of the senator assigned to each topic is to collaborate with different offices within the topic in order to keep open communication between the student body, organization and administration. This includes helping to solve problems, seeking feedback on requested topics from the offices, and assisting in promoting and educating students on the services and programs that the office offers. This will occur through participation in department meetings, committee meetings or one-on-one meetings as deemed appropriate by the senator and specific staff member. The result of the special topics positions is to gain an understanding of, and increase student engagement through, university policies, procedures, services and programs.

1. **Academic Policy & Curriculum – 3 Senators**

Senators assigned to this topic are responsible for advocating for students interest in the broad range of academic policy and curriculum. This includes regular communication with the dean of the three schools on campus, as well as attendance at both the Academic Policy and the Curriculum University Standing Committees. Senators in this role should have a deep understanding of changes to policies, procedures, courses and programs being offered within each of the three schools as well as the General Education program.

1. **Academic Support Services – 2 Senators**

Senators assigned to this topic are responsible for advocating student’s best interest in areas such as the Office of Academic Advising, Career Development Center, Center for Community Engaged Learning, Learning Center, the Library Learning Commons, and Disability Services. This will occur through regular communication and collaboration with the directors of each office as well as the Dean of Student Success in an effort to assist in the advancement and publicity of the services each office provides.

1. **Athletics & Recreation – 1 Senator**

The Senator assigned to this topic is responsible for keeping an open communication between the department of athletics and the organization. Through regular communication and one-on-one meetings, senators in this role should have a deep understanding of the standing of varsity sports teams, athletic facilities, recreation activities and club sports. In addition, the Senator in this role is encouraged to advance programs that foster school spirit and “Penmen Pride.”

1. **Student Center Operations– 2 Senators**

Senators assigned to this topic are responsible for voicing student concerns in regards to the Robert A. Freese Student Center. This includes keeping open communication with the staff within the Bookstore, the Last Chapter Pub, Commuter Student Services as well as the Director of Student Involvement. Senators in this role will also serve as representatives on the New Club Recognition Committee.

1. **Dining Services – 1 Senator**

The Senator assigned to this topic is responsible for advocating for the best interests of the students in regard to all dining issues on campus. This includes keeping regular, intentional communication with the Director of Sodexo in order to discuss the issues students are having in the Dining Center, Penmen Place, and any other locations where Sodexo is providing services across campus.

1. **Diversity – 1 Senator**

The Senator assigned to this topic is responsible for keeping regular communication with all key stakeholders who uphold and ensure equal opportunity for all students. This includes, but is not limited to, collaboration with the Office of Diversity Initiatives, International Student Services, Women’s Center, and Veteran Student Services. Senators in this role should have a deep understanding of and assist in the implementation and advancement of services available to support a diverse student population.

1. **Facilities & Equipment – 2 Senators**

Senators assigned to this topic are responsible for voicing student concerns in regards to physical features of campus. This includes ensuring student concerns and input is given in projects concerning facilities, grounds keeping, capital projects, furniture and other equipment on campus. Senators in this role will have a strong collaborative relationship with the Dean of Students (or their designee), who communicates regularly with Facilities Management.

1. **Financial Aid & Services – 1 Senator**

The Senator assigned to this topic are responsible for understanding, implementing and advancing the financial services available to students including financial aid, billing, scholarship opportunities, financial literacy information and policies and procedures. This will occur through keeping regular communication with individuals within the One Stop and Institutional Advancement and promoting programs and services regarding scholarships, financial aid, financial literacy and exit loan counseling processes.

1. **First Year Experience – 2 Senators**

Senators assigned to this topic are responsible for advocating for support and services regarding a student’s ability to successfully transition to the University. Senators in this role will have a deep understanding of the recruitment and admission process, Summer Orientation, First Days, and the SNHU Experience Courses. Senators in this role will also collaborate with the Dean of General Education in assisting to develop the annual “Common Question” for incoming first year students. This will occur through one-on-one communication or attending committee meetings, including the Orientation Steering Committee.

1. **Health & Safety – 2 Senators**

Senators assigned to this topic are responsible for understanding issues facing the student population regarding health and safety. Senators in this role will keep open communication with the Department of Public Safety, the University Conduct Board and the Wellness Center in order to have a deep understanding of current trends in student conduct, health and safety. Senators will also collaborate with offices and committees that implement and advance programs around educational messaging regarding student health, safety and violence of all kinds.

1. **Leadership & Engagement – 1 Senators**

The Senator in this role is also responsible for understanding and advancing leadership and engagement opportunities available to the general student population, including student organizations, leadership positions, special student projects and initiatives conducted by offices and groups, including the Leadership & Engagement Committee.

1. **Resident Student Services – 2 Senators**

Senators assigned to this topic are responsible for advocating for the best interests of the resident student population. This includes keeping regular, intentional communication with the Director of Residence Life, Residence Hall Advisory in order to understand the issues facing this population of students including residence halls and late night and weekend programming.

1. **Ad Hoc– 5 Senators**

Senators assigned to this topic are responsible for advocating for the best interests of the students across campus. The Senators will meet on an irregular basis to discuss new business brought up during Senate, as well as address the trends and campus issues that are not handled through the Tier 2 Special Topic process. Any ideas brought forward will be looked into by these Senators as they will be responsible for creating schematics as well as finding information and possibilities for every idea.

1. **Policy & Procedure Committee – President & Chief Information Officer as Co-Chairs, 4 Senators (1 Per Tier 1 Committee)**

The committee will review governing documents, such as the Student Government Constitution and Code of Conduct on an ongoing basis. The group will recommend amendments to those documents, which will then require ratification from the Senate.