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**Embry-Riddle Aeronautical University**  
**Worldwide Campus**  
**Student Government Association**

This SGA Constitution was last **amended and ratified** effectively:

August 29, 2025

# The Constitution of the Embry-Riddle Aeronautical University

Worldwide Student Government Association

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# The Constitution of the Embry-Riddle Aeronautical University Worldwide Student Government Association

## Preamble

From around the world, WE, the students of Embry-Riddle Aeronautical University Worldwide, a multi-campus and modality system, in order to provide a voice for the student opinions concerning the affairs of the University, come together to hereby establish this Constitution for the Worldwide Student Government Association. Through this constitution, the SGA will uphold the rights and privileges of student self-governance in deference to the mission, values and purpose upon which this university was founded.

## Delegation of Authority

Embry-Riddle Aeronautical University hereby grants the Worldwide Student Government Association the right to exist and act on behalf of the student body in its goals to facilitate and promote student life and services.

## Article I - Declaration

### Section I - Name

The name of this organization shall be the Embry-Riddle Aeronautical University Worldwide Student Government Association, hereafter referred to as SGA.

### Section II - Mission

The SGA shall strive to achieve the goals as outlined in the Preamble; to enhance student life at Embry-Riddle Aeronautical University through the provision of services, events, and representation while providing a means for students to address issues with the administration.

### Section III - Membership

All students currently enrolled at Embry-Riddle Aeronautical University, worldwide, who have paid the SGA fee shall be considered a member of the SGA.

### Section IV - SGA Executive Officials

The following shall be considered SGA Executives:

- a. President
- b. Vice-President
- c. Treasurer
- d. Secretary (appointed)
- e. Marketing Coordinator (appointed)

## Article II - Branches of the Student Government Association

### Section I - The Executive Board

The Executive Board is recognized by the SGA Official Officers and elected through the student body. It shall be composed of the provisions outlined in the worldwide SGA Vacancy Guidelines document. Questions on the SGA Executive Board refer to the 'SGA Vacancy Guidelines' document.

## **Section II – Student Ambassadors Division (SAD)**

The SAD will consist of the following positions:

- a. Ambassador Chairperson
- b. Ambassador Vice Chairperson
- c. Regional SGA Student Ambassadors
- d. SGA Student Ambassadors
- e. Clubs/Orgs Ambassadors

The Student Ambassadors Division is recognized by the SGA Executive Board and are elected and/or appointed in accordance with the SGA Constitution and bylaws. Questions on the Student Ambassadors Division and role description refer to the '[SGA Student Ambassadors Division Duties and Responsibilities](#)' document.

## **Section III - Military and Veteran Affairs Division (MVAD)**

The MVAD will consist of the following positions:

- a. MVAD Chairperson
- b. MVAD Vice Chairperson
- c. Veteran Liaison
- d. PACOM Representative
- e. EUROCOM Representative
- f. CONUS Representative

The Military and Veteran Affairs Division is recognized by the SGA Executive Board and are elected and/or appointed in accordance with the SGA Constitution and bylaws. Questions on the Military and Veterans Affairs Division and role description refer to the '[Military and Veterans Affairs Division Duties and Responsibilities](#)' document.

## **Section IV - Student Council Division (SCD)**

The SCD will consist of the following positions:

- a. COA SC Chairperson
- b. COAS SC Chairperson
- c. COB SC Chairperson
- d. SOE SC Chairperson

The Student Council Division is recognized by the SGA Executive Board and are elected and/or appointed in accordance with the SGA Constitution and bylaws. Questions on the Student Council Division and role description refer to the '[Student Council Division Duties and Responsibilities](#)' document.

## **Section V - Establishing a Division**

- a. A Division of the SGA shall strive to achieve the goals as outlined in the Preamble and mission of the Constitution; to enhance student life at Embry-Riddle Aeronautical University through the provision of services, events, and representation.
- b. The SGA Executive Board is solely responsible for the creation of a Division of the SGA. The Executive Board is expected to collaborate with the faculty of the College (the Dean of Students, Director and Assistant Director of Student Experience) to set precedence for the new division and gain the approval of the Chancellor before integrating the Division as part of the SGA hierarchy.

## **Section VI - Removal of a Division**

- a. Any SGA Executive Board member may initiate the removal process.
- b. The SGA Executive must submit a removal request form to the Executive Board and the Executive Chair of the Division.
- c. The Division will cease to exist after a 3/4 majority vote passes favorably for the removal of the Division. The vote must include the full Executive Cabinet and the Executive Chair of the Division to be considered valid.
- d. Upon removal the Treasury will remove the division from any projected financial budgeting.
- e. If the division is unresponsive or fails to fulfill the requirements outlined in Article II Section II-IV then the SGA Executive Cabinet has the right to immediately terminate and remove the division from future budgets and initiatives.

## Article III – Clubs and Organizations (C/O)

### **Section I - Financials**

- a. Any financial inquiries please refer to the [SGA Financial Policies Document](#).

## Article IV- Powers and Responsibilities of the Executive Board

### **Section I – SGA President**

- a. Powers of the President:
  1. **Executive Authority:** Leads the student government and oversees the execution of its policies and initiatives.
  2. **Representation:** Acts as the official representative of the student body to the administration, faculty, and sometimes external organizations.
  3. **Appointment Power:** May appoint members to divisions or leadership roles within the student government.
  4. **Veto Power:** The president can veto legislation passed by the student senate or council.
  5. **Budget Oversight:** Has influence over the allocation of student government funds, often in collaboration with the Treasurer.
- b. Responsibilities of the President:
  1. **Leadership & Vision**
    - a. Set goals and priorities for the Student Government Association
    - b. Inspire and guide the Executive Board and Divisions
  2. **Meeting Facilitation**
    - a. Preside over official Student Government meetings

- b. Ensure meetings are productive and follow Robert's Rules of Order procedures

### 3. **Communication**

- a. Maintain open lines of communication between students and administration
- b. Present on behalf of the Student Government and advocate for student interests

### 4. **Event Oversight**

- a. Support or initiate student events, programs, and campaigns
- b. Collaborate with clubs and organizations to enhance student engagement

### 5. **Conflict Resolution**

- a. Mediate disputes with the Student Government or among student organizations
- b. Promote a positive and inclusive campus environment

### 6. **Policy Development**

- a. Propose and implement policies that benefit the student body

### 7. **Average a minimum of (10) office hours per week**

## **Section II - Vice President**

#### a. Powers of the Vice President:

1. **Executive Support:** Assists the President in executing student government initiatives and policies
2. **Succession Authority:** Steps in as acting President if the President is absent or unable to fulfill their duties.
3. **Division Oversight:** Often Chairs or supervises key divisions within the SGA, ensuring they function effectively.
4. **Voting Power:** May have a tie-breaking vote in meetings, when applicable according to the Robert Rules of Order.
5. **Delegation Authority:** Can assign tasks to other members or divisions as needed.

#### b. Responsibilities of the Vice President:

##### 1. **Operational Leadership**

- a. Coordinate internal operations of the student government
- b. Ensure divisions are meeting goals and deadlines

##### 2. **Meeting Management**

- a. Help plan and organize student government meetings

- b. May preside over meetings in the President's absence

### 3. **Event Coordination**

- a. Lead or support planning of student events and initiatives
- b. Collaborate with student organizations and worldwide campus departments

### 4. **Communication & Collaboration**

- a. Serve as a liaison between Divisions and the Executive Board
- b. Foster teamwork and resolve internal conflicts

### 5. **Strategic Planning**

- a. Assist in setting long-term goals and evaluating progress
- b. Provide input on policy development and student advocacy efforts

### 6. **Mentorship**

- a. Support newer members of the student government
- b. Help build leadership capacity within the organization

### 7. **Average a minimum of (10) office hours per week**

## **Section III - Treasurer**

#### a. Powers of the Treasurer:

1. **Financial Authority:** Manages and oversees the student government's budget and financial transactions
2. **Approval Power:** Can approve or deny funding requests based on budget guidelines and availability
3. **Record-Keeping Power:** Maintain official financial records and reports
4. **Budget Proposal:** Has the authority to draft and propose the annual budget
5. **Audit Oversight:** May initiate or participate in internal audits to ensure financial transparency

#### b. Responsibilities of the Treasurer:

##### 1. **Budget Management**

- a. Develop and maintain the student government's budget
- b. Track income and expenditures throughout the year

##### 2. **Financial Reporting**

- a. Provide regular financial updates to the SGA Executive Board and Divisions

- b. Prepare quarterly or annual reports

### 3. **Funding Requests**

- a. Review and process funding applications from student organizations
- b. Ensure requests align with financial policies and available funds

### 4. **Record Keeping**

- a. Maintain accurate and updated financial records
- b. Organize receipts, invoices, and documentation for all transactions

### 5. **Policy Compliance**

- a. Ensure all financial activities comply with university policies and procedures
- b. Work with the Dean of Students Office or Accounts Payable Office as needed

### 6. **Training & Support**

- a. Educate student organizations on budgeting and funding procedures
- b. Assist clubs in managing their allocated funds responsibly

### 7. **Average a minimum of (10) office hours per week**

## **Section IV - Secretary (appointed)**

#### a. Powers of the Secretary:

1. **Administrative Authority:** Manages official records, documentation, and communication for the student government
2. **Meeting Oversight:** Has the authority to prepare agendas and record official minutes of meetings
3. **Informational Management:** Controls access to student government documents and archives
4. **Communication Power:** Can issue official communications on behalf of the student government

#### b. Responsibilities of the Secretary:

##### 1. **Meeting Documentation**

- a. Take accurate and detailed minutes during all student government meetings
- b. Distribute minutes to members and ensure they are archived properly

##### 2. **Agenda Preparation**

- a. Collaborate with the Executive Cabinet to prepare meeting agendas

- b. Share agenda with members in advance of meetings

### 3. **Record Keeping**

- a. Maintain organized records of all student government activities, decisions, and correspondence
- b. Keep track of attendance and participation of meetings and events

### 4. **Communication**

- a. Send out official notices, reminders, and announcements to the worldwide students and administration
- b. Manage SGA email accounts and collaborate with the Marketing Director on social media

### 5. **Support Roles**

- a. Assist other officers with administration tasks
- b. Help coordinate logistics for events, elections, and initiatives

### 6. **Constitutional Compliance**

- a. Ensure that all documentation and procedures align with the student government's constitution and bylaws
- b. Assist clubs in managing their allocated funds responsibly

### 7. **Average a minimum of (10) office hours per week**

## **Section V - Marketing Director (appointed)**

#### a. Powers of the Marketing Director:

1. **Creative Direction:** Leads the development of marketing strategies and campaigns for student government initiatives
2. **Brand Oversight:** Controls the visual and messaging standards of student government communications
3. **Platform Management:** Has authority over official student government social media accounts, websites, and promotional materials
4. **Content Approval:** Can approve or reject marketing content before it's published or distributed
5. **Collaboration Power:** Works with other officers and student organizations to promote events and initiatives

#### b. Responsibilities of the Marketing Director:

##### 1. **Marketing Strategy**

- a. Develop and execute marketing plans for student government events, elections, and campaigns
- b. Identify the best channels (social media, posters, email, etc.) to reach the worldwide students

## **2. Content Creation**

- a. Design graphics, flyers, videos, and other promotional materials
- b. Write engaging copy for announcements, social media posts, and newsletters

## **3. Social Media Management**

- a. Maintain and grow the student government's presence on social media platforms (i.e. Instagram, eUnion, etc.).
- b. Monitor engagement and respond to student feedback

## **4. Event Promotion**

- a. Coordinate promotional efforts for student events, including timelines, materials, and outreach
- b. Collaborate with event planners to ensure consistent branding and messaging

## **5. Brand Management**

- a. Ensure all marketing materials align with the student government's identity and values
- b. Maintain consistent tone, style, and visual aesthetic

## **6. Analytics & Feedback**

- a. Track the effectiveness of marketing campaigns using analytical tools
- b. Gather student feedback to improve future outreach efforts

## **7. Average a minimum of (10) office hours per week**

### **Article V- Oath of Office**

#### **Section I - Declaration**

I (state full name) do solemnly swear to accept and carry out the duties and responsibilities of (title of office) of Embry-Riddle Aeronautical University-Worldwide Student Government Association and to uphold its Constitution to the best of my abilities.

### **Article VI- Resignation, Removal and Impeachment**

#### **Section I - Resignation**

Officials of the SGA reserve unto themselves the right to cease their duties by letter of resignation delivered to the Dean of Students at any time during their term of office.

## **Section II - Impeachment and Removals**

Any official of the SGA who fails in their duties and responsibilities or abuses their power of office may be impeached. Impeachment does not remove an official from the office but rather is a statement of charges that the official is being held responsible for their unlawful actions. Any official of the SGA may be impeached from their position if found guilty. If found guilty it will be up to the determination of the SGA administrative advisory council and the remaining SGA officials to determine if the official removal of the guilty party is deemed necessary.

## **Section III - Types of Impeachments**

- a. **Petition by the Student Body:** Any SGA Member (as defined in Article I Section III) may submit a written charge of impeachment to the Dean of Students against any SGA Official. The written charge must include specific constitutional or procedural evidence supporting the allegation and must be accompanied, at the time of submission, by a petition containing the signatures of at least fifty (50) SGA Members. All signatures must be collected within thirty (30) calendar days prior to submission and must be verifiable as those of current Embry-Riddle Aeronautical University Worldwide students through official university records.
- b. **Quorum:** The Dean of Students will convene a hearing with a quorum of five (5) individuals. The quorum must include members who are not involved in the original petition for impeachment and must include at least three (3) students, one faculty, and a member of senior leadership, defined as an individual holding an executive administrative position at the university, such as Chancellor, Vice Chancellor, Dean, or equivalent role with oversight responsibilities. (“senior leadership” can be defined here or on our definitions page and referenced)
  - i. Student members of the quorum shall be current Embry-Riddle Aeronautical University Worldwide students in good academic standing (with a minimum cumulative GPA of 2.5) and without any active disciplinary sanctions or probationary status, as verified through official university records. The Dean of Students shall select these members from a pool of eligible students nominated by the SGA or university administration, prioritizing those with no prior affiliation or relationship to the parties involved in the impeachment charge.
  - ii. To ensure an unbiased investigation process, all quorum members must disclose any potential conflicts of interest (including personal, professional, or prior relationships with the accused or petitioners) in writing to the Dean of Students prior to the hearing. Any member with a disclosed conflict shall recuse themselves, and the Dean of Students shall appoint a replacement meeting the same qualifications. The quorum shall conduct its review in accordance with principles of impartiality, basing decisions solely on the presented evidence, and the Dean of Students shall oversee the process to confirm adherence to these standards. The

Dean of Students will conduct a hearing within two weeks at which the person being charged may submit any evidence to their defense.

- c. Impeachment by the Dean of Students; The Dean of Students is able to impeach and remove a member of the SGA should they meet any of the criteria detailed in Article V Section II of this constitution.
- d. The Dean of Students will carry power of impeachment, and the Dean of Students' decision is final.

#### **Section IV – Methods of Removal and/or Impeachment**

- a. Any official of the SGA accumulating at least three (3) unexcused absences from regular meetings over the course of four (4) months shall automatically be removed from that position.
  - i. This will only be done if the Dean of Students office and the current SGA Executive Board deem that terminating that official is the correct course of action.
  - ii. An officer shall be considered exempt from this mandate if there are extenuating circumstances contributing to their absences. Such circumstances include but are not limited to medical and familial emergencies, for example.
  - iii. This exemption is contingent upon the SGA Executive Board and relevant Dean of Students Office staff remaining aware of the on-going situation.
  - iv. The official must be able to provide evidence of the validity and urgency of the circumstances warranting attendance exemption to the Executive Board and staff, should the official be asked to provide them.
- b. Placement on academic or disciplinary probation, as defined in the current University Catalog or Student Handbook, will result in immediate removal from an office and loss of membership for members.
- c. Failure to maintain qualifications outlined in Article VII Section III - Qualifications d. to be elected).
- d. Failure of an official to maintain a 2.5 cumulative grade point average (CGPA) will result in potential probation for their respective official position in the SGA. The Dean of Students will monitor holders of any official SGA position to ensure the GPA requirements are met.
- e. Breaking the Honor Code or Student Code of Conduct is grounds for removal from any elected or appointed position.
- f. Appeals for impeachment and removal will be submitted to the SGA Advisors for consideration.

## Article VII - Election Process

### Section I - Elections Committee Chairperson

The Dean of Students at Embry-Riddle Aeronautical University Worldwide will fulfill the role of Election Committee (EC).

### Section II – Election Cycle & Term Limits

- a. An election cycle is defined as lasting from the first day of May of the calendar year in which the official is elected to the last day of May of the following year. If an official is appointed at any other time in the traditional election cycle, their term will officially conclude on the last day of May as though they had been elected traditionally.
- b. A student may not be on the Executive Board for more than a total of two election cycles. These terms can be served consecutively or non-consecutively.
- c. A student can serve more than two election cycles, pending the approval from the Dean of Students Office. Following this approval, a student may begin campaigning for an additional term.

### Section III - Qualifications

- a. A student is qualified to serve in an Executive Board position if they have completed four (4) academic terms of no less than six (6) credit hours each if an Undergraduate student or two (2) credit hours each if a Graduate student.
- b. A student may not be on either an academic or judiciary probation, as defined in the current Student handbook and Student Code of Conduct at any point during their tenure as an elected or appointed official.
- c. A student must have and maintain a cumulative grade point average (CGPA) of at least 2.5.
- d. A student must attest, in writing, their intent to remain a registered student for the duration of their intended election cycle according to the requirements set forth in university policy.
- e. A student must meet all other requirements as outlined in the Vacancy Guidelines (Article IV, Sections I-V) for the position they seek to fill.

## Article VIII - Creation of New Positions on the SGA Executive Board

- A. As the needs of the Worldwide student body grow, so too will the Worldwide SGA, as it strives to further increase its capacity and efficacy for the benefit of its constituents. The purpose of this section is to outline the steps involved in creating new positions for the expansion and improvement of the Worldwide SGA Executive Board.
- B. Proposal for a New Executive Board Position:
  - a. A proposal for a new position on the SGA Executive Board may be made by either a current member of the SGA Executive Board, a Student Experience staff member, or the WW Dean of Students.

- b. The proposal, either written, verbal, or both, shall be presented to all current members of the SGA Executive Board.
  - c. The proposal shall outline one or both of the following:
    - i. The need present in the WW student body that will be met by the proposed position.
    - ii. The deficiency in the current SGA's efficacy and/or capacity that will be amended by the proposed position.
  - d. Once a proposal has been made, it shall be brought before the current SGA Executive Board for discussion during its next general meeting.
  - e. After discussion, the SGA Executive Board shall vote on whether to develop and possibly implement the proposed position.
  - f. All current members of the SGA Executive Board must be present during the meeting where the vote in favor of the new position takes place.
  - g. A unanimous vote is required for the proposed position to be developed further.
- C. Development and Approval of a New Executive Board Position
- a. If the SGA Executive Board unanimously votes in favor of developing a new position, the whole executive board will work with one or more representatives of the Student Experience team to create a position description.
  - b. This description shall outline the powers, responsibilities, and time commitment of the position, as can be found for the current positions in Article IV of this Constitution. This description shall also clarify whether the position shall be filled by election or appointment.
  - c. Once the duties and responsibilities have been outlined, the position shall be written into the Constitution in the same way that any other amendment would be proposed, following the steps outlined in Article X.
  - d. If the amendment passes, the position shall go to the Student Engagement Coordinator, Assistant Director for Student Experience, and the Dean of Students for review and approval.
  - e. Following the approval of the above staff in the WW Dean of Students Office, the SGA President shall, in their next meeting with the WW Chancellor, bring the position proposal before the WW Chancellor for final approval. If the chancellor approves, the position shall be considered created.
- D. Filling the New Executive Board Position
- a. If the new position is specified to be filled by election, students shall be allowed to campaign to be elected by the student body into the position, with the approval of the WW Dean of Students. This is contingent on candidates having reasonable preparation and campaigning time before the annual SGA Election takes place.

- b. In all other cases, the new position shall be subject to the vacancy guidelines outlined in the SGA Vacancy Guidelines document.

## Article IX - Fee

A proposal for adjusting the SGA fee may be presented to the Dean of Students by any SGA Executive Board Member at any time.

### Section I - Fee Adjustment

- a. A proposal for adjusting the SGA Fee may be presented by any SGA member.
- b. The Student Treasurer shall review the SGA Allocation of Funds to determine the need and/or feasibility of an adjustment to the SGA Fee.
- c. The Student Treasury will conduct this review as necessary and shall submit its recommendation to the Dean of Students office in a timely manner.

### Section II - Approval

- a. Upon a 3/4 vote of the student body and Executive Chair approving the adjustment, the recommendation shall be forwarded to the Dean of Students office.
- b. The SGA President shall consider the recommendation and either approve and pass the recommendation to the Board of Trustees for final approval or veto the recommendation.

## Article X - Records

- a. The Elections Committee shall keep a file containing committee procedures and election results and submit an evaluation report to the SGA President for future committees' reference.
- b. An official record of the election results will remain a part of the records in the SGA office for a minimum of two years.
- c. Election ballots will be archived as a part of the retention documents for future SGA official use.
- d. For financial records and policies please refer to the [Financial Policies Document](#)

## Article XI - Amendments to the Constitution

### Section I - Purpose

Amendments to this Constitution will be necessary to build, ratify, and maintain consistent and impartial service to the students of Embry-Riddle Aeronautical University Worldwide.

### Section II - Process

- a. Amendments to this Constitution may be initiated by any student and presented to the SGA Executive Board.

- b. All five members of the SGA Executive Board must be present at the time of the vote for the vote to take place.
- c. Four out of the five members of the SGA Executive Board must vote in favor of the proposed amendment(s) for it to be considered approved.
- d. The approved amendment(s) will be advertised to the students for a period of one (1) week.
- e. The amendment shall be adopted if, within two weeks of the vote, no petition for veto has been filed with the President.

## Article XII - Appeals

### Section I - Action

Appeals made on any decision based on the SGA Constitution will follow the provisions outlined in the [SGA Appeals Document](#) Article I. Ignorance of the University's Student Code of Conduct, the SGA Constitution, and any supporting SGA documentation will not be a valid plea; with no premise of excusal from repercussion by the university and (or) the Student Government.

## Article XIII - Periodic Review

### Section I - Purpose

To ensure the Constitution remains relevant, effective, and reflective of the evolving needs of the student body and the university environment.

### Section II - Scope

- a. The Dean of Students, in consultation with the SGA Executive Board and any relevant advisory bodies, may initiate a review of this Constitution at any time. All incoming SGA Executive Board members must read and review the constitution in its entirety within their first 30 days.
- b. If no amendments or ratifications have been made during the preceding two general election cycles, the incoming Executive Board following the third general election shall initiate a formal review of the constitution as their first order of business of their term.
- c. The review shall assess:
  - i. Effectiveness of existing governance structures
  - ii. Alignment with university policies and student needs
  - iii. Redundancies, ambiguities, or outdated provisions
- d. Upon completion of the formal review the SGA Executive Board shall document the review's completion in the Constitution's ratification section, to include a date and statement confirming that a review was conducted, regardless of whether amendments or ratifications were made as result of the review.

- e. If findings are made and the proposed amendments are deemed necessary, the revisions must be in accordance with Article X. Ratifications shall be made in accordance with Article XIII.
- f. All changes must be documented and made available to the student body.

#### Article XIV - Ratification

##### **Section I - Purpose**

Ratification will require a 3/4 vote of the SGA Executive Cabinet, after which the amendment(s) will be sent to the Student Engagement Coordinator, Assistant Director of Student Experience, and Dean of Students for approval. After each of the aforementioned staff approves the amendments made, the amendments shall be considered part of this Constitution immediately.

##### **Section II - Ratification Date**

This constitution was last ratified on June 11, 2025, 1:10PM.

## Appendix A: Key Definitions and Acronyms

### Key Words and Definitions

SGA	Student Government Association; the official body representing students across Embry-Riddle Aeronautical University Worldwide.
Executive Board	The elected officials of the SGA are responsible for leadership and administrative duties.
Division	A designated group within the SGA (e.g., Student Ambassador Division) focused on specific aspects of student life.
Ambassador	A student representative acting as a liaison between a specific group (club/organization/division) and the SGA.
Executive Cabinet	The collective of all executive officers within the SGA.
Executive Chairperson	The head of a division within the SGA is responsible for oversight and reporting.
Dean of Students	The university official overseeing student affairs, including SGA activities.
Ratification	The formal process of approving amendments to the Constitution.
Impeachment	A formal process to accuse an official of misconduct, possibly leading to removal from office.
Petition	A formal written request with signatures used to initiate action such as impeachment or amendment veto.
CGPA	Cumulative Grade Point Average; a requirement for holding office.
Quorum	The minimum number of people required to make the proceedings of a meeting valid.
E-Union	A digital platform referenced for keeping updated ledgers.
Vacancy Guidelines	Policies and procedures for filling empty SGA positions.

### **Acronyms**

SGA	Student Government Association
ERAU	Embry-Riddle Aeronautical University
WW	Worldwide
SAD	Student Ambassador Division
MVAD	Military and Veteran Affairs Division
SCD	Student Council Division
PACCOM	Pacific Satellite Location and Representatives
EUROCOM	European Satellite Location and Representatives
CONOUS	Continental United States Satellite Location and Representatives
C/O	Club or Organization
CGPA	Cumulative Grade Point Average
EC	Elections Committee
SBA	Student Board of Ambassadors

## Appendix B: Financial Policies & Budgeting Guidelines

### **Purpose:**

To ensure fiscal responsibility, transparency, and ethical use of student funds across the SGA and all affiliated C/Os.

### **Contents:**

#### **1. Annual C/O Budget Process**

- Budgets must be proposed to the Treasurer by September 15th.
- Must include line-item details for events, admin, travel, marketing, and reserves.
- Budgets will be approved with 2/3 votes by the C/O Executive Board.

#### **2. Spending Guidelines**

- All expenditures must:
- Be pre-approved by the SGA Treasurer.
- Align with the group's stated mission.
- Comply with university financial rules.
- No personal reimbursement will occur without prior written approval.

#### **3. Audits & Reports**

- Internal audits every quarter.
- The Treasurer must submit quarterly financial statements to the Dean of Students.

#### **4. C/O Fund Access**

- A C/O must maintain an up-to-date ledger in eUnion.
- Ledgers will be reviewed monthly by the Treasurer.

#### **5. Fee Adjustment Review**

- Per Article VIII of the Constitution, any fee change proposal must undergo full financial feasibility review by the Student Treasury.

### **Supporting Documents:**

[C/Os Funding Policy](#)

[C/O Tiered Budget Allocation](#)

## Appendix D: Code of Conduct & Ethics

**Purpose:** To uphold the integrity and professionalism of all SGA members, reinforcing student leadership values.

### Code of Ethics

1. **Accountability** – SGA members will be responsible for their actions and decisions.
2. **Transparency** – Members shall communicate decisions, financials, and plans openly.
3. **Respect** – All individuals will treat and be treated with dignity and fairness.
4. **Impartiality** – Decision-making must not be influenced by bias, favoritism, or personal gain.
5. **Compliance** – Members shall abide by the ERAU Student Code of Conduct, Honor Code, and University policies.

### Enforcement

1. Ethics violations reviewed by Dean of Students and the SGA Executive cabinet.
2. Disciplinary measures include censure, suspension, or removal per Article VI.

## Appendix F: Meeting Procedures & Templates

**Purpose:** To ensure consistency, efficiency, and accessibility of all SGA meeting processes and documentation.

### **Procedures:**

- Quorum: 2/3 of Executive Board must be present.
- Use of Robert's Rules of Order for structure.
- Regular meeting schedules must be published each term.

### **Templates**

#### **1. Agenda Template**

- Call to Order
- Approval of Previous Minutes
- Officer Reports
- Old Business
- New Business
- Open Floor
- Adjournment

#### **2. Meeting Minutes Template**

- Date, Time, Location
- Attendance
- Summary of Discussions
- Motions Passed
- Action Items

#### **3. Voting Records**

- Digital form stored in eUnion
- Must indicate each member's vote (Yes/No/Abstain)

## Appendix G: Digital Governance Policy

**Purpose:** To define secure, transparent, and consistent digital governance practices for a globally distributed student body.

**Applies to:**

1. Online elections
2. Record retention
3. Communications
4. Cybersecurity

**Elections:**

1. Must be hosted on a university-approved platform.
2. Two-factor authentication required to vote.
3. Voting anonymity and integrity must be validated by the Election Committee.

**Recordkeeping:**

1. All documents, minutes, and financial reports stored in a secure university-approved cloud system (e.g., OneDrive).
2. Election ballots are retained for 2 years.
3. Access is strictly limited Dean of Students.

**Communications:**

1. All official SGA communication must use ERAU email or eUnion tools.
2. Emergency meetings require 24-hour digital notice.

**Cybersecurity:**

1. Executive members must complete annual data protection training.
2. No SGA official data shall be stored on personal devices. SGA data must be stored and accessed through approved cloud-based systems (e.g., OneDrive).

## Appendix H: Additional Reference Documents

Purpose: To house and have additional key documents in a single location that is easily accessible.

Document Title	Purpose	Referenced In
<a href="#"><u>SGA Ambassador Duties and Responsibilities</u></a>	Outlines the roles and duties of members in the Student Ambassador Division.	Article II, Section II
<a href="#"><u>Military and Veterans Affairs Division Duties and Responsibilities</u></a>	Describes the duties and responsibilities for all MVAD positions and the vision for the MVAD.	Article II, Section III
Student Council Division Duties and Responsibilities	Outlines the role and expectations for the Student Council Division and its leading members.	Article II, Section IV
<a href="#"><u>Student Ambassador Handbook</u></a>	Explains expectations for student ambassadors.	Article III, Section I
<a href="#"><u>SBA (Student Board of Ambassadors) Duties and Responsibilities</u></a>	Governs the SBA election and oversees the operation all Student Ambassadors of ERAU WW.	Article VII, Section II
Club and Organization Application	Outlines the application process for a club and org to become eligible for SGA funding.	
Faculty Advisor Guidelines	Outlines the recommended best practices for advising and mentoring a club or organization at ERAU WW.	