

Student Government Association By-Laws

Last Updated Spring 2019

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I: Financial Policy

Section 1: Funding of Student Government Association

- A. The funds for the Student Government Association shall be generated by a fee required of all full-time and part-time students each semester.
- B. The Senate shall recommend to the Office of Student Affairs and the President's Cabinet any changes in the SGA fee, as voted by the Senate. The vote shall take place before school fees have been adopted for the following year.
- C. Recognized student organizations can request funds from the SGA through two different mechanisms:
 1. The completion and submission of a budget proposal
 2. The completion and submission of a SAFARI.

Section 2: Distribution of funds

- A. Before SGA funding will be awarded to a student organization, the following steps must occur:
 1. The student organization must be properly registered and in good standing with the Office of Student Affairs.

2. The student organization must have an established GL Number (budget code) through the Business Office.
 3. A budget form is completed and submitted to the SGA Senate for review.
- B. All organizations meeting the Section 2.A.i and Section 2.A.ii shall receive a Start-up budget allocation at the beginning of each academic year. The amount of the Start-up allocation shall be determined by the SGA at the first regular meeting of the fall semester. Each student organization will receive an identical Start-up amount. The Treasurer shall notify the president and advisor of any student organization who is approved funding from the SGA within two (2) business days of the approval.
 - C. Any University-recognized organization may request additional funds via a SAFARI. A SAFARI must be approved in the full amount or not at all by majority vote of the Senate. The Treasurer shall notify the organization's president and advisor with two days of SGA approval.
 - D. In the event of organized and University-approved or sponsored student travel, SGA can approve money to be allotted towards funding up to one faculty/staff member in order to ensure the safety of the students.
 - E. Faculty/Staff can request funding for events directly benefiting students via a SAFARI
 - F. The SGA Senate will allocate funds to each of the following grant opportunities at the beginning of the fall semester to be used for the academic year. The Senate will also review documentation from those awarded grants to ensure the funds were used properly.
 1. Research Grant – Students may apply for this grant to fund academic research that is part of their course of study.
 2. Emergency Grant – Students may apply for this grant in case funds are needed for an emergency (for example: travel costs for a death in the family).

Section 3: Free access to information

- A. The minutes taken at each meeting will be posted for public on the university website under Student Government Association. The minutes will be posted to the site the Thursday after each senate meeting.
- B. A Treasurer Report will be given at each meeting.
- C. The Treasurer will work with the SGA Advisor to complete paperwork required for approved expenditures.
- D. The minutes of meetings in which budget reports from recognized student organizations are given, shall include the following: dollar totals of monthly expenditures, total income, and remaining budget figures.
- E. The SGA Advisor shall keep on permanent file in the Office of Student Affairs all transaction reports of the SGA and student organization accounts as obtained from the Business Office.

Section 4: Responsibility for debts

- A. Each SGA-funded organization shall be responsible for any expenditures exceeding the approved budget.
- B. In order for the organization to receive their approved funds, proper documentation must be provided for expenditures.
- C. In the event that a recognized student organization cannot spend the budget as allocated, they may request a reallocation of the unused funds.

Section 5: Audit Committee

- A. An audit committee consisting of three members of the Senate, with preferences to business majors, and chaired by the Treasurer, shall be appointed by the President and approved by the Senate at the beginning of the school year. The audit committee shall meet when convened by the President.

II: Orders of the Day

- A. The Secretary shall be required to publish an agenda for each SGA meeting at least 24 hours prior to each meeting.
- B. The agenda shall include the following items:
 - 1. Call to Order and Prayer
 - 2. Roll Call
 - 3. Announcements
 - 4. Secretary's Report
 - 5. Treasurer's Report
 - 6. Committee Reports
 - 7. Old Business
 - 8. New Business
 - 9. Concerns/Results
 - 10. Adjournment

III: Election Procedure

Section 1: Petitions

- A. The Judiciary Committee shall monitor SGA elections. Petitions shall be made available in the Office of Student Affairs and other locations as approved by the Senate.
- B. The petitions will require the following information:
 - 1. The candidate's name
 - 2. The candidate's class
 - 3. The candidate's post office box number
 - 4. The office sought
- C. The petitions shall require a minimum number of signatures to be approved.
 - 1. A candidate for the Office of Student Government Association President must have twenty (20) signatures.
 - 2. A candidate for the Office of Student Government Association Vice-President must have twenty (20) signatures.
 - 3. A candidate for the Office of Student Government Association Secretary must have fifteen (15) signatures on his or her petition for it to be approved by the Judiciary.
 - 4. A candidate for the Office of Student Government Association Treasurer must have fifteen (15) signatures.
 - 5. A candidate for the Office of Student Government Association Senator-at-Large must have fifteen (15) signatures.
 - 6. A candidate for the Office of Student Government Association Resident or Non-resident Senator must have fifteen (15) signatures.
 - 7. Candidates for the Office of Graduate Senator will be elected using a process determined by the graduate program student organizations and approved by the SGA Senate.
 - 8. Candidates for Freshmen Senator must have ten (10) signatures

- A. The Judiciary Committee will set a deadline for completed petitions to be submitted. This deadline will be no less than ten (10) days from the date petitions are made available.
- B. Signatures must meet the following guidelines:
 - 1. Signatures may be obtained from any student at the University excluding graduating senior signatures.
 - 2. Class-specific office candidates can only have signatures from members of the same class.
- C. Petitions are to be collected and reviewed by the Judiciary Committee. Candidates may proceed with campaigning if their petition is approved. If a petition is not approved, it shall be returned to the candidate with a full explanation as to why it was rejected. The candidate may re-submit a corrected petition at any time during the petitioning period.
- D. Candidates cannot begin campaigning until notified by the Judiciary Committee. Candidates must follow all campaigning rules and procedures as approved by the Senate.

Section 2: Voting

- A. All members of the student body shall be eligible to vote.
- B. Voters shall be given:
 - 1. One (1) vote for each of the SGA Executive Cabinet positions
 - 2. One (1) vote for either the Resident or Non-resident Senator (depending on the voter's status)
 - 3. Five (5) votes for Senators-at-Large.
 - 4. Seniors who will be graduating in December of that year or May or August of the following year also shall be given one (1) vote for each class officer position.
- C. The polling place(s) shall be determined by the Judiciary Committee with the approval of the Senate.
- D. A member (or members) of the Judiciary Committee who is (are) not seeking office will be assigned to run the polling place. If no Judiciary Committee member qualifies, the President of the Student Government Association, with Senate approval, shall appoint a person (or persons) to run the polling place.
- E. A locked box, if available, shall be used to collect the votes.
- F. The poll official(s) shall be provided a list of all eligible voters by the Office of Student Affairs to ensure that all voters only vote once.
- G. There shall be no campaigning, be it active or passive (passive campaigning, in this context, means loitering around the polling place and the like), within fifty (50) feet of the polling place. If a complaint is entered, the Judiciary Committee shall investigate and give a full report, with recommendations, as soon as possible to the Senate.
- H. At the close of the polling place, the remaining ballots are to be destroyed. The ballot box is to be taken to the Office of Student Affairs by the poll official(s) and the SGA Advisor and/or faculty advisor.
- I. Votes will be counted in the Office of Student Affairs as follows:
 - 1. The Student Government Association Advisor shall be present to supervise the counting of the ballots.
 - 2. The Judiciary Committee shall count the ballots. The ballots shall be broken up into groups of fifty (50) to be counted. One person shall count the ballots (one group at a time) and two shall keep independent tallies. A recount for a group of ballots shall be done if the independent tallies do not agree or if the SGA Advisor or faculty advisor deems it necessary.

- J. Final results will be announced when the final count is completed and is verified. Numbers of votes received shall be released if requested by a candidate or concerned party.
- K. In the case of an exact tie during an election where one person is to take office (meaning all offices except Senators-at-Large and Commuter, Resident, Graduate, and Freshmen Senators), a run-off election shall be held, as soon as is practical, between the two candidates who received the most votes for the office.
- L. Recounts shall be handled in the same manner as outlined above.
- M. Ballots shall be kept on hand until the end of the academic year.
- N. Elections for Freshmen Senators shall be held at the beginning of the academic year in the same manner as outlined above.

IV: Attendance Policy

- A. Attendance at all Student Government Association Senate meetings shall be mandatory for all voting members. It is the responsibility of voting members to notify the Secretary of an absence at least 2 hours prior to the meeting time. Only excused absences will be accepted. Excused absences shall be defined as follows:
 - 1. Legitimate college sponsored activities such as field trips, athletic trips, or class.
 - 2. Illness or emergency.
 - 3. Other reasons at the discretion of the Executive Cabinet.
- B. Two unexcused absence will result in a warning. The third unexcused absences will result in dismissal from the Senate. The Secretary will track all absences, excused and unexcused, and shall inform the Senate when a warning or dismissal is required.
- C. If any Senator cannot fulfill their duties for any reason for an entire semester, then the SGA President may nominate a student of good standing from qualified candidates to hold voting power for that semester. Nominations must be approved by the Senate
- D. In the case of any single absence, excused or unexcused, there shall be no substitutions allowed for Senators.

V: Fundraising Policy

- A. All organizations at Alderson Broaddus University which are comprised primarily of students such as athletic organizations, student chartered organizations, and departmental organizations are to comply with the following guidelines regarding fund raising activities held on or off the Alderson Broaddus University campus:
 - 1. Obtain a fundraising form from the Office of Student Affairs.
 - 2. Completed forms are to be returned to the Office of Student Affairs. and the SGA Vice President will pick up the form sign in and get the remaining signatures. The SGA Vice President will notify the student organization of the results of the fundraiser request.
 - 3. This form will be returned to the Office of Student Affairs, where its contents will be processed, and kept on file for future reference. The organization will be notified by an executive officer of the SGA Senate when the fundraising activity has been approved.
- B. Organizations may submit fundraising forms no later than two (2) weeks prior to the date of the activity.

- C. If two events that are in conflict have been processed within seven (7) days of each other, then the organization that has previously done the activity will receive preference. If both or neither meet this criterion, then the first form received will receive preference.
- D. A mediation process is available for any fundraiser that is denied. The mediation process will consist of a meeting between the SGA President, SGA Vice President, SGA Advisor, an Advancement Office representative, the organization's representative, and the organization's advisor.
- E. Failing to comply with this policy will result in the organization forfeiting any proceeds from the event. The funds will then be given back to the individual that purchased the product. In cases of severe or repeated violations of this policy, the Vice President shall inform the Senate of the violation(s). That body may then vote to sanction the organization.

VI: Policies

- A. All policies adopted by the Senate will become part of the by-laws and must go through the same process as amending by-laws.