



**SENATE RESOLUTION 2122 – 024
RESOLUTION TO UPDATE THE GENERAL BYLAWS
WEDNESDAY, SEPTEMBER 22, 2021**

Whereas the Senate Steering Committee and the Branch Leaders of the Student Government Association (SGA) have worked diligently to update and revise the SGA General Bylaws to properly correspond with the SGA Constitution, and

Whereas, the General Bylaws serve to further clarify the specific processes mentioned in the SGA Constitution, let it be

Resolved, that the Student Senate approves the attached General Bylaws (Appendix A), effective immediately.

Primary Sponsor:

Reagan Markland, Class of 2023 Senator

Secondary Sponsor:

Alex Colbert, Class of 2022 Senator



Vote:

In Favor: 36

Opposed: 0

Abstained: 0

Signatures:

A handwritten signature in black ink, appearing to read "M. Cole Ch...". The signature is written in a cursive style and is positioned above a horizontal line.

Speaker of the Student Senate

Student Body President



Appendix A:

**Butler University
Student Government Association
General Bylaws**

Ratified:

Effective:

Last Amended:



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Article I. Separation of Powers

Section 1. General Policy

The three branches of the Student Government Association are designed to be separate yet equal. No branch is to interfere with another branch's proceedings other than in a manner that is directly stated in the Student Government Association Constitution or these bylaws. If a branch believes that another branch has encroached on their power, duties, or processes, they may formally request that the third branch investigate the matter. Such a request may be made by the branch leader or by an affirming simple majority of voting members within the respective branch. Each branch may adopt bylaws for the proper process of investigating another branch's actions. Depending on the severity of the act, possible punishments may include performance improvement plans, censure, or impeachment.

Section 2. Memorandums of Understanding

The branch leaders of the Student Government Association may enact memorandums of understanding between themselves as they see fit in order to facilitate the function of the organization. Memorandums of understanding may be drafted and enacted by any combination of the branch leaders of the Student Government Association, but may not affect any Branch or function thereof that is not a signatory to the document. These documents shall be inherently limited in their power and scope, and may be overridden by a simple majority vote of the Student Government Association Senate. Further, all memorandums of understanding may be subject to judicial review. A memorandum of understanding may be in effect for no more than one (1) academic year. Memorandums of understanding must be made public upon their signing and be transmitted to the Court Clerk within three (3) business days for filing in the Student Government Association archives. Memorandums of understanding must abide by the Constitution and General Bylaws of the Student Government Association.

Article II. Executive Branch

Section 1. Executive Authority

The Executive Branch reserves the right to all powers delegated in the Student Government Association Constitution and in these bylaws. Only confirmed or elected members of the Executive branch may vote during formal procedural votes.

Article III. Duties of the Executives

Section 1. General Duties

The executives –the President and Vice President– shall carry out their respective duties in accordance with Article IV of the Constitution. Additionally, they shall uphold the dignity of the Student Government Association in their conduct and behavior.

Section 2. Duties of the President

The President of the Student Government Association shall:

1. Serve as the Chief Executive Officer of the Student Government Association.
2. Serve as the primary spokesperson for the Student Body.
3. Appoint members of the Executive Branch with the advice of the Vice President and applicable Cabinet Members.
4. Assume responsibility for the proper execution of Student Government Association business.
5. Oversee the implementation and dissemination of legislation passed by the Student Senate.
6. Coordinate student representation on Butler University committees.



7. Work actively with the University Administration to ensure the well-being of the student body.
8. Possess the right to veto any legislation passed by the Student Senate.
9. Possess the authority to enter into contractual agreements with both external agencies and organizations with the approval of the Vice President of Student Affairs or designee.
10. Possess the ability to create task forces to investigate and solve campus-wide issues.
11. Possess the ability to call an emergency meeting of the senior Student Government Association officers (Branch Leaders, Vice President, and Chief of Staff, or designees) or the Executive Cabinet by email or in writing with at least 24 hours notice.
12. Use Executive Orders to aid in the mission of the Student Government Association.
13. Convene and preside over meetings of the Executive Cabinet and Executive Cabinet Advisory Board.
14. Deliver a semesterly State of the Student Government address.
15. Create and present a list of goals and objectives to the Executive Cabinet and Student Senate.
16. Report to the Student Senate on the status of legislation implementation on a semesterly basis.
17. Hold a minimum of two office hours per week.

Section 3. Duties of the Vice President

The Vice President of the Student Government Association shall:

1. Assume all the duties of the President in the President's absence or inability to perform.
2. Act as the President's deputy.
3. Oversee organizational finances and applicable Student Government Association members.
4. Ensure that all accounts are properly kept, bills promptly paid, and revenues fully received.
5. Maintain detailed records of Student Government Association expenditures.
6. Oversee the disbursement of stipends and wages.
7. Supervise the distribution of funds to recognized student organizations, as allocated by the Student Senate.
8. Coordinate the organization's capital budgeting requests.
9. Create, with advice from the President, the annual operating budget.
10. Draft and present to the Student Senate a comprehensive budget for the subsequent academic year.
11. Train Student Government Association members on relevant fiscal policies and procedures.
12. Attend meetings of the Executive Cabinet and Executive Cabinet Advisory Board.
13. Establish and maintain a working, professional relationship with the University Administration.
14. Complete other duties assigned by the President.
15. Hold a minimum of two office hours per week.

Section 4. Executive Orders

Executive Orders are subject to judicial review and can be repealed by a two-thirds vote of the Student Senate within five (5) business days of the order being made. The President must transmit the order to the other branch leaders within 24 hours of it being signed into effect. If the Student Senate is not in session, executive orders can be repealed by a two-thirds vote of the Student Senate within the first five (5) business days of the next legislative session. After one year, executive orders expire and require a simple majority vote within the Student Senate to become legislation.

Section 5. Installment of the President and Vice President

The President and Vice President will be elected annually in the spring semester by the student body. The President and Vice President will be sworn into office by the Chief Justice at the last Student Government Association Student Senate meeting or public function of the spring semester.



Article IV. Board of Directors

Section 1. Composition

The Board of Directors will consist of the Director of Diversity, Equity and Student Belonging and the Director of Public Relations. The President may appoint other Directors. The Board of Directors shall be a part of the Executive Branch and overseen by the Chief of Staff.

Section 2. Nomination Process

The nomination process of the Board of Directors shall follow the guidelines set in the Executive Branch Bylaws.

Section 3. Confirmation Process

All nominees must testify to the Senate on their qualifications and goals for the position. To be confirmed, each nominee must receive a simple majority affirmative vote of the Student Senate. The Chief of Staff is exempt from Senate confirmation.

Section 4. Vacancies

The President may appoint members of the student body to fill vacant positions within the Executive Branch. Appointments must follow Article IV Sections 2-3 of these Bylaws. See Article IV Section 3 of the Constitution.

Article V. Legislative Branch

Section 1. Legislative Authority

The Senate has all rights listed in the Student Government Association Constitution. The Senate may also subpoena records and serve as final policymaking authority through the use of Resolutions.

Section 2. Resolution Policy

Any resolution passed during a particular session will not lose its authority at the end of that session. Exceptions may be made if the primary sponsor of the resolution attaches a clause indicating that a resolution shall have an expiration date or the Senate, by a two-thirds vote, attaches a clause indicating that a resolution shall have an expiration date. If the resolution is an amendment to the Student Government Association Constitution or to the General Bylaws, it shall never have an expiration date attached. All resolutions pertaining to the confirmation of an appointment shall have an expiration date attached.

Section 3. Open Meeting Policy

All meetings of the Senate shall be open to the public with the exception of a meeting that is called into Executive Session by the Speaker of the Senate or a two-thirds vote of the Student Senate.

Section 4. Records

The Student Senate shall record minutes and video recordings of all meetings. They shall be sent to the Judicial Branch's Court Clerk weekly for their addition to the Student Government Association archives. All minutes of the Student Senate shall be available to the student body.

Section 5. Time of Sessions

The Senate shall have two legislative sessions, one in the fall and one in the spring, dates to be determined by the Speaker of the Senate. A minimum of two school weeks prior to each legislative session, the Speaker of the Senate



shall publicly announce the beginning and end dates of that legislative session in the following ways:

1. Posting on the Student Government Association website
2. Posting in the official Student Government Association communication channel
3. Any other additional means of announcement as seen fit by the Speaker of the Senate.

Section 6. Executive Approval

In accordance with Article IV, Section 9 of the Student Government Association Constitution, the President retains the ability to veto appropriate legislation within five business days of receipt of the legislation. If the President vetoes the legislation, they are to notify the branch leaders in writing. The Speaker is then required to submit the veto remarks, in writing, to the entire Senate. The agenda for the subsequent voting session will also be updated to include an announcement that the legislation has been vetoed. Any Senator will then be able to motion to override the veto and with a two-thirds vote, the veto shall be overrode and the legislation granted authority.

Article VI. The Speaker of the Senate

Section 1. Duties of the Speaker of the Senate

The Speaker of the Senate shall:

1. Preside over all legislative meetings.
2. Schedule legislative sessions and meetings.
3. Appoint and manage all Student Senate officers.
4. Facilitate and set the agenda for all Senate meetings.
5. Work with the Senate Secretary to maintain proper parliamentary procedure and documentation.
6. Serve as the overall head of the Student Government Association Legislative Branch.
7. Have final authority over all appointments to Senate committees.
8. Have final authority over all removals from Senate committee positions.
9. Have final authority over all appointments to Senate committee chair positions.
10. Have final authority over all removals from Senate committee chair positions.
11. Oversee and serve as an ex-officio member of all Senate committees.
12. Determine the outreach initiatives for Senators to complete.
13. Ensure all passed legislation is sent via official email to the President for signature or veto.
14. Vote only in the case of a tie in the Student Senate.
15. Call the Student Senate, a specific committee, or the Branch Leaders into an emergency meeting when necessary.
16. Hold a minimum of two office hours a week.
17. Fulfill other duties that the Senate may require.

Section 2. Election

The Speaker of the Senate shall be elected by a majority vote of the Student Senate in accordance with Article V Section 4 of the Student Government Association Constitution. All senators who submit a letter of intent to the current Speaker of the Senate will be automatically nominated. The Speaker shall serve a term in office of two legislative sessions. In the case that the office is vacated early, a Senator should be elected to serve the remainder of the term. The Speaker may be re-elected. In the event that the Speaker of the Senate runs for re-election or the office of Speaker is vacated, the Vice President should preside over the Speaker of the Senate election.

Article VII. Judicial Authority

Section 1. Constitutional Interpretation



The Supreme Court serves as the sole constitutional authority of the Student Government Association and is thus endowed with the power to interpret the Constitution, Bylaws, Legislation, Regulations, Rules, and Procedures.

Section 2. Oversight & Investigation

The Supreme Court, in its role as the primary oversight body of the Student Government Association, shall have the power to lead investigations into areas of interest for the betterment of the organization, and shall be endowed with powers to subpoena documents and persons in accordance with these investigations, with the understanding that such subpoenas are subject to appeal and discussion. The Judiciary shall have the power to call hearings in the course of its investigations, and all such hearings must be open to the public. The Judiciary shall be endowed with the authority to injunct resolutions, executive orders, and memorandums of understanding following passage while awaiting judicial review, with this action subject to appeal.

Section 3. Election Oversight Commission

The Judicial Branch, in accordance with its role as the administrator of elections, shall form the Election Oversight Commission, which shall be tasked with the conduction of elections, administering rulings on Election Guideline violations, and creating and maintaining such guidelines for the Student Government Association Presidential and Senatorial elections.

Article VIII. Constitutionality

Section 1. Challenges

As stated in Article V Section 2 of the Constitution, the Student Body Supreme Court shall provide students and Student Government Association members alike with the opportunity to challenge the constitutionality of any act of legislation, change in bylaw or constitution via a typed motion submitted to the Student Body Supreme Court.

1. The Student Body Supreme Court shall evaluate such requests and make known the final opinion concerning the request, in writing, two school weeks following the date of submission.
2. The Court Clerk shall be responsible for filing and ensuring proper documentation of challenges.

Article IX. Supreme Court Overview

Section 1. Justice Nomination

The President and Chief Justice shall hold interviews for vacant Justice positions. Eligible candidates will apply and be interviewed, at a minimum, by the President and the Chief Justice. The President reserves the sole right to nominate all justices to the branch. The Chief Justice may provide recommendations, but holds no authority in the nomination process. All nominations must be in accordance with Article VI Section 1 of the Constitution.

Section 2. Justice Confirmation

Once the president has nominated members of the student body to the Judicial Branch, the Senate must confirm the nominees with a simple majority vote.



Article X. The Chief Justice

Section 1. Duties of the Chief Justice

The following job responsibilities are required of the Chief Justice:

1. Chair all proceedings of the Supreme Court and vote in the event of a tie.
2. Preside over the Election Oversight Commission, or appoint another justice as the chair.
3. Preside over any Student Government Association Student Senate removal process for President, Vice President, Speaker of the Senate, and any member of the Board of Directors.
4. Present any rulings or public decisions made by the Supreme Court to the President and the Speaker of the Senate.
5. Oversee the internal operations of the Judicial Branch.
6. Vote on Judicial Branch administrative matters for the purpose of breaking a tie.
7. Lead the organization in onboarding and retreat planning.
8. Remain an unbiased member of the Student Government Association.
9. Call the Judicial Branch, Election Oversight Commission, or branch leaders into an emergency meeting when necessary.
10. Complete any other tasks to support the Judicial Branch.

Section 2. Election

In an administrative meeting of the Judicial Branch as determined yearly by the Chief Justice, the justices shall nominate and appoint a Chief Justice to serve for the summer and following academic year. The term of the Chief Justice shall end in line with the Presidency. Justices may nominate themselves to serve as Chief Justice via a letter of intent addressed to their fellow justices as to why they should serve as the next Chief Justice. Any nominee must be a sitting justice and have a minimum of a full year of experience as a justice. Votes shall be cast by anonymous paper ballot and shall be tallied and read out by the Court Clerk or presiding officer of the election. The election for Chief Justice shall take place in the month of April at some point before the final administrative meeting of the Judicial Branch.

1. If no nominee garners a majority of the vote, a run-off shall be held, based upon those who earned the most votes.
2. The sitting Chief Justice shall retain the right to run for reelection.
3. The sitting Chief Justice shall retain the right to vote in the election of the Chief Justice.

Article XI. Judicial Oversight

Section 1. Judicial Review

The Judiciary shall conduct automatic judicial review on Senate resolutions and executive orders in order to ensure proper compliance with the Constitution, General Bylaws, and the appropriate Branch Bylaws of the Student Government Association. The Judiciary shall also have the power to conduct judicial review on other documentation, such as memorandums of understanding, on a case-by-case basis. The Judiciary shall share the results of the judicial review process with the branch leaders, who then shall assume the duty of appropriately disseminating the decisions to their branches, external groups, and the student body.

The process for automatic judicial review of Senate resolutions shall be as follows:

1. The Student Government Association Student Senate shall pass a resolution, and the Speaker of the Senate will forward the passed legislation to the Executive Branch to receive the signature of the President.



2. Upon the resolution being signed into effect, or left to become effective without the signature of the President, the President shall have three (3) business days to forward the resolution to the Judicial Branch to undergo judicial review.
3. The Judiciary shall inform the Executive and Legislative Branch leaders of decisions resulting from judicial review within five (5) business days with possible explanations or suggestions attached, as well as information regarding appealing a judicial review decision.
4. The Court Clerk will file all resolutions in the Student Government Association Archives.

The process for Automatic Judicial Review of Executive Orders shall be as follows:

1. The Student Government Association President shall put forth an Executive Order, and the President shall transmit this order to the Judicial Branch and the Legislative Branch within three (3) business days of the Executive Order's creation.
2. The Judiciary shall inform the Executive and Legislative Branch leaders of decisions resulting from Judicial Review within five (5) business days with possible explanations or suggestions attached, as well as information regarding appealing a Judicial Review decision.
3. The Court Clerk will file all Executive Orders in the Student Government Association Archives.

The process for appeal of Judicial Review decisions shall be as follows:

1. The Judiciary shall make available an easily accessible method through which members of the Student Government Association and the student body may file appeals of decisions relating to judicial review.
 - a. Information as to this method must be included by the Judiciary in correspondence relating to initial decisions resulting from judicial review.
 - b. Appeals may be made for Senate resolutions and executive orders rejected through judicial review as well as those accepted by the process.
2. The Supreme Court shall review appeals in their weekly administrative meeting to determine if evidence and arguments presented in the filings is substantive enough to warrant a hearing.
 - a. If the Court determines a hearing will not be undertaken, the petitioner(s) shall be informed as such within five (5) business days.
 - b. If the Court determines a hearing will be undertaken, the petitioner(s) shall be informed as such within five (5) business days, and information regarding the hearing procedures as defined in Court policies will be diffused.

Section 2. Supreme Court Appeals

The following decisions may be appealed by the Supreme Court:

- Student Government Association Grant
- New Student Organization Endorsement
- Senate Legislation
- Executive Orders
- Constitution or bylaw changes
- Removal of a board member
- Impeachment of an executive member of the Student Government Association
- Other issues as determined by the Court



Article XII. Finances

Section 1. Standard Budget Procedure

For budgetary purposes, the Student Government Association shall observe a fiscal year beginning on June 1 of each year. The budget shall be developed annually in the spring by the Vice President for the following fiscal year and should be in compliance with the Student Government Association's governing documents. The budget is subject to judicial review.

Section 2. Budget Approval

The annual operating budget will be drafted by the Vice President in collaboration with the President. It must be reviewed and confirmed by a majority vote of the Student Senate. The Student Senate may motion to amend any part of the budget before it is approved. The budget for the following academic year must be approved by the Student Senate by the last meeting in the spring legislative session. The approved budget must be signed by the Student Body President.

Section 3. Stipends

When the overall Student Government Association budget is presented in the spring for the following year, the Vice President shall include proposed stipends for any positions deemed necessary.

- The Student Senate is required to approve the proposed stipend amount in conjunction with the overall budget.
- Once approved, stipends are unable to be changed during that academic year.
- Recipients have the right to refuse stipends.

Section 4. Line-Item Changes

The line-item transfer policy shall be as follows:

1. The respective branch leader has the ability to reallocate finances between line items within their own branch.
2. All line item changes between branches must be approved by the Vice President and then presented to the Senate for a majority vote.

Section 5. Statements

All members of the legislature shall have the authority to require a financial statement for any funds disbursed from the Student Government Association accounts as well as all account balances. All statements are confidential to the member who requested the account statement.

Section 6. Financial Reserves

The Student Government Association may not use more than \$50,000 out of the financial reserves in one Student Government Association fiscal year. Money within financial reserves may be used in the case of an emergency, constituted by a majority vote of Cabinet, Senate. . Financial reserves can also be used for capital improvements, long-term (more than one-year) investments, or student initiatives approved by a majority vote of the Student Senate and by the President . In the case that more than \$50,000 is needed, the Senate must approve the expenditure(s) with a two-thirds majority vote and receive executive approval.



Section 7. Student Activity Fee

If an initiative is deemed in need of funds, the President can enter into a memorandum of understanding to allocate a portion of the operating expense to an initiative.

Article XIII. Student Government Association Membership Policy

Section 1. Leave of Absence

All members of the Student Government Association are able to have a leave of absence. The total time that a Student Government Association member may use for their leave during their term in office is 30 days annually. This may mean that multiple leaves of absence can add up to no more than a total of 30 days. If extenuating circumstances exist, the member may appeal to the Judicial Branch for additional time. In the event that a member of the Student Government Association takes a leave of absence, the member must notify their branch leader, or designee, of the leave in writing. The respective branch leader must formally notify the other branch leaders of the leave if the member receives a stipend. All branch leaders must make the leaves of members receiving a stipend public to the rest of their branch. All stipends must be paused and docked for the entirety of the leave.

Section 2. Multiple Positions

All branch leaders of the Student Government Association may only hold one position. Please reference Appendix A for complete guidelines regarding multiple Student Government Association positions.

Section 3. Public Relations

No general Student Government Association member may speak or post publicly on behalf of the Student Government Association. Members may state their position within the organization but must make it clear that they are only representing their personal views, or the views of a student organization that is not the Student Government Association, and not those of their board, branch, or the Student Government Association as a whole. Exceptions may be made for branch leaders, who may speak publicly on behalf of their branch, and the President, who may portray the view of the Student Government Association. All formal public relations requests must be submitted to the Director of Public Relations for approval.

Section 3. Student Government Association Code of Conduct

1. All Student Government Association members shall respect the opinions of fellow Student Senators, Executives, Directors, board members, Supreme Court Justices, and guests.
2. All Student Government Association members shall promote an atmosphere of professionalism and courtesy in all meetings in which they are participating.
3. All Student Government Association members must have and maintain a minimum of a 2.5 GPA throughout their time in office. The academic requirement may not be increased in individual branch bylaws.
4. All Student Government Association members shall follow the policies set forth by the Constitution, these bylaws, and University policies and procedures.

Section 4. Violations of the Student Government Association Code of Conduct

Should this Code be violated, action must be taken within one month of the alleged incident. Procedures for determining sanctions for the misconduct, which will be considered personnel matters, shall be the following:

1. A typed complaint may be submitted to the Chief Justice requesting action against the alleged misconduct. A typed complaint may include a suggested course of action.



- a. The Supreme Court shall convene on the matter to decide the appropriate course of action.
 - b. The Supreme Court shall have the following courses of action to choose from:
 - i. No action.
 - ii. Submitting an order, including a course of action, that will be carried out upon passage by a majority vote of the Supreme Court Justices.
 - c. Should the member found responsible wish to appeal, the Student Senate shall consider the appeal within one school week of receiving the Supreme Court Justice's report and/or a typed appeal.
 - d. Should the member wish to appeal the decision of the Student Senate, they may do so before the Executives and Board of Directors.
 - e. If the Chief Justice is being accused of misconduct, then the typed complaint should be submitted to the President & ruled on by the Executives and the Board of Directors, and appealed to the Senate Steering Committee if necessary.
2. If applicable, sanctions may be pursued through University channels in addition to or in place of these procedures.

Section 5. Release of Complaint and Action

The Chief Justice shall be the sole representative of the Student Government Association informing all parties and the branch leaders of the complaint and any subsequent action taken by the Supreme Court. If the Chief Justice is a party in the complaint, a chosen justice in the Judicial Branch shall replace the Chief Justice in the process.

Section 6. University Status

As stated in Article III, Section 4 of the Student Government Association Constitution, members of the organization are required to maintain good academic and conduct standing as determined by the University. Members of the Student Government Association are required to report any changes to their university status to the Judiciary or designee, with failure to do so considered an impeachable offense. Members of the Student Government Association are not required to provide details about the cause of their change in status, but are not forbidden from doing so. The Judiciary shall have the responsibility for checking the status of organization members to ensure constitutional compliance.

Article XIV. Student Government Association Impeachment and Censure

Section 1. Universal Impeachable Offenses

Impeachable offenses shall include, but are not limited to:

1. Proof of unethical actions resulting in that individual's election or appointment to office.
2. Proof of unethical actions resulting in another person's or people's election or appointment to office.
3. Failure to perform the duties listed in these bylaws or the Student Government Association Constitution.
4. Proof of unethical use of Student Government Association finances.
5. Proof that a member is no longer a resident of the district from which the member was elected, as defined in Article III, Section 1 of the Constitution.
6. Failure to meet the attendance standards or other set expectations by the respective board leader.
7. Not signing an offered Performance Improvement Plan (PIP)
8. Not making progress on a Performance Improvement Plan (PIP)
9. Other issues as specified in individual branch bylaws



10. Other actions not listed deemed severe enough to warrant impeachment

Section 2. Executive Impeachment Process

All members of the Executive Branch are subject to impeachment and removal from office. All complaints should be made via the specified Judicial Branch complaint form. The impeachment process must follow Article IV Section 4 of the Student Government Association Constitution. A vote of impeachment in the Senate must be done by a roll-call vote.

Section 3. Legislative Impeachment Process

All members of the Legislative Branch are subject to impeachment and removal from office. All complaints should be made via the specified Judicial Branch complaint form. The impeachment process must follow Article V Section 8 of the Student Government Association Constitution. Under no circumstances may a member of the Senate vote in their own impeachment proceeding. A vote of impeachment in the Senate must be done by a roll-call vote.

Section 4. Judicial Impeachment Process

All members of the Judicial Branch are subject to impeachment and removal from office. All complaints should be made via the specified Executive Branch complaint form. The impeachment process must follow Article VI Section 4 of the Student Government Association Constitution. At no point during a judicial impeachment proceeding shall the President remove a voting member of the Executive Branch from office. A vote of impeachment in the Senate must be done by a roll-call vote.

Section 5. Universal Censure Process

All branches reserve the right to censure members of their respective branch and may adopt further bylaws as to their own censure process. However, the legislative branch reserves the right to pass resolutions of censure for members of all branches. Resolutions of censure require an affirming two-thirds majority vote in the Senate and are not subject to executive approval. A vote of censure must be done by a roll-call vote. All resolutions of censure shall be subject to judicial review.

Article XV. Bylaws

Section 1. General Bylaw Ratification

The Student Government Association General Bylaws shall be ratified by an affirmative simple majority vote of the Student Senate and signed into effect by the President for the date approved for implementation. Upon ratification, the Student Government Association General Bylaws shall be sent to all branch leaders for disbursement.

Section 2. General Bylaw Amendments

Once ratified, the Student Government Association General Bylaws may be amended by an affirmative two-thirds vote of the Student Senate and the signature of the President. All three branch leaders must be notified of any proposed amendments at least one week prior to them being discussed on the Senate floor. Upon amendment, the Student Government Association General Bylaws shall be sent to all branch leaders for disbursement.

Section 3. Branch Rules and Procedures



As stated in Article XXX of the Student Government Association Constitution, each individual branch reserves the right to adopt rules and procedures for the governance and facilitation of internal affairs. These rules and procedures must follow the guidelines set forth in the Student Government Association Constitution and General Bylaws. Branch rules and procedures may not assume powers which are not granted to a branch under the Student Government Association Constitution or General Bylaws, both of which shall take precedence over any individual branch's rules and procedures.

Section 4. Branch Rules and Procedures Amendments

Each individual branch rules and procedure amendment processes shall be determined by the respective branches. Any amendment to individual branch rules and procedure must be communicated to the other branch leaders within one business day of inception. Individual branch bylaws are subject to judicial review

Section 5. Posting

These bylaws, the Student Government Association Constitution, and individual branch rules and procedures must be maintained in the Student Government Association archives and posted publicly on the Student Government Association website.

Section 6. Friendly Amendments

Any friendly amendment to these bylaws (e.g. renumbering, grammatical changes, or something that does not change the spirit of the policy) may be submitted to the Speaker of the Senate via the respective form and can be made without a vote. Friendly amendments are subject to judicial review.



Appendix A: Membership Tier Chart

SGA TIER CHART FOR INVOLVEMENT

	EXECUTIVE BRANCH	LEGISLATIVE BRANCH	JUDICIAL BRANCH
TIER 1	PRESIDENT & VICE PRESIDENT	SPEAKER OF THE SENATE	CHIEF JUSTICE
TIER 2	CHIEF OF STAFF, BOARD OF DIRECTORS, & AUDITOR	COMMITTEE CHAIRS & SENATE SECRETARY	JUSTICES & COURT CLERK
TIER 3	BOARD COORDINATORS	SENATORS	
TIER 4	GENERAL BOARD MEMBERS		

Tier 1 members may only hold a single position in SGA.
 Tier 2 members may only hold a single position in SGA.
 Tier 3 members may hold one Tier 4 position.
 Tier 4 members may participate in multiple Tier 4 positions or one Tier 3 position.



Appendix B: Election Oversight Guidelines

Election Guidelines of the Butler University Student Government Association

Section 1. **Purpose.** The purpose of these guidelines shall be to set fair and reasonable rules and regulations for the election of all Student Government Association executive officers and senators.

Section 2. **Precedence.** The rules and regulations of Butler University and the Student Government Association shall take precedence over these guidelines.

Section 3. **Spring Elections.** On an annual basis, there shall be elections held in the spring for the offices of President and Vice President, as well as all senatorial offices excluding those stipulated below.

Section 4. **Fall Elections.** On an annual basis, there shall be elections held in the fall for senatorial offices held by first year students. Senatorial offices up for election in the fall will include first-year class, all housing seats, and any vacancies that result from unfilled positions in the spring election.

Article II. Election Oversight Commission

Section 1. **Purpose.** The Election Oversight Commission shall be charged with the administering of elections for the Student Government Association President and Vice President, as well as all Student Government Association Senators, interpreting and enforcing these guidelines, reviewing special circumstances, and overseeing candidate campaigns.

Section 1.1. **Special Circumstances.** Special circumstances are defined by the Election Oversight Commission as any circumstance that is not clearly outlined in the election guidelines. In all special circumstances, the Student Government Association Supreme Court shall have the final authority in determining the appropriate course of action.

Section 2. **Commission Composition.** The Election Oversight Commission shall consist of the Supreme Court Justices. The Chair of the Commission will be appointed by the Chief Justice. The Chief Justice will serve as an ex-officio member of the Election Oversight Commission and only vote on EOC matters in the event of a tie.



Section 3. **Unbiased Representation.** Election Oversight Commission members shall serve as unbiased representatives of the Student Government Association and in such capacity may not hold office or be a candidate for any elected position, serve on any campaign staff, or in any way campaign for any candidate.

Section 4. **Materials.** The Election Oversight Commission shall make available registration materials and election rules to the potential candidates within a three week timeframe in respect to the date of the election.

Section 5. **Candidates.** The Commission shall make official all candidates for office and schedule any special elections or events pertaining to the elections.

Section 6. **Enforcement.** The Commission is responsible for administering penalties to candidates who deviate and whose campaign workers deviate from the election guidelines. Penalties shall be imposed according to the severity of the violation and may range to, and include, disqualification.

Section 7. **Promotion.** The Commission will promote the election process, dates, guidelines, and all candidates through various mediums including, but not limited to, the Student Government Association website, Twitter, Instagram, Facebook, and class listservs. The Election Oversight Commission will equally distribute promotions among all candidates for office.

Section 8. **Finances.** The Election Oversight Commission will operate out of the Student Government Association Judicial Branch line item but reserves the right to use the Judicial Branch's Operational Expenses line item for unplanned expenses.

Article III. Candidate and Voter Eligibility

Section 1. **Candidate Eligibility.** All candidates must meet and maintain the criteria listed now and throughout the tenure of their candidacy and position. Candidates must be full time undergraduate students in good academic and conduct standing with the University. All Student Government Association candidates are required to have a minimum cumulative GPA of 2.5. All candidates will have their academic and conduct records verified by a designated Student Affairs member.



Section 1.1. **All Candidate Meeting.** All candidates must attend their respective mandatory candidate meeting to review election guidelines and University policy. Separate meetings will be held for presidential candidates and senatorial candidates.

Section 1.2. **Candidate Restrictions.** Candidates will not be eligible to run for multiple offices within the same election.

Section 2. **Senatorial Candidate Requirements.** Class senator candidates must be a member of the respective class that they are campaigning for, which is based on the class that they came in with. Residential senators must be a member of the respective residential area that they are currently living in. Academic college senators must be a member and primary major of the respective academic college that they are campaigning for.

Section 2.1. **Resident Assistants.** Resident Assistants are not eligible to represent the building in which they serve as a Resident Assistant.

Section 3. **Voter Eligibility.** All full-time undergraduate students of Butler University shall be eligible to vote for the Student Government Association senators that they are constituents of and for Student Government Association President and Vice President.

Article IV. Election Dates

Section 1. **Election Announcement.** The Election Oversight Commission shall announce all dates for elections and election related events at the first Student Government Association Information Session or Student Involvement Fair. Election materials shall be available on that same day and election materials are due no later than two weeks after this date.

Section 2. **Campaign Timeline.** Candidates may campaign starting at a date determined by the Election Oversight Commission.

Section 3. **Election Dates.** The Election Oversight Commission shall have the sole authority to determine the dates of presidential and senatorial elections.

Section 4. **Date Amendment.** The Election Oversight Commission may propose a change to any of the dates in the election timeline, which shall go into effect with majority approval of the Student Body Supreme Court. Proposed date changes shall be submitted to the Chief Justice in writing and voted on no more than one Supreme Court meeting later. The Election Oversight Commission shall set all specific times for all election related events.



Section 5. **Election Related Events.** The Election Oversight Commission shall have the power to create additional events that relate to the election, which can include, but are not limited to, debates, panels, and rallies, as deemed necessary.

Article V. Candidate Registration

Section 1. **General.** To be made an official candidate, an eligible student must complete the application available on the Butler University Engage platform. This application is to be maintained by the Election Oversight Commission and will consist of the following parts:

Section 1.1. **Declaration of Candidacy.** Each candidate must submit an application which provides the candidates intent to run for election and allows the Election Oversight Commission to verify their academic and conduct eligibility. Academic and conduct eligibility will be verified through the Butler University Student Affairs Staff.

Section 1.2. **Platform.** Each candidate must submit a statement of goals for office and how these goals will be accomplished.

Section 1.3. **Campaign Plan.** Each candidate must submit a campaign plan for their campaign. This should include, but is not limited to, logos, slogans, designs, marketing plan, and social media accounts. The initial plan will be approved by the Election Oversight Commission. All changes must be submitted to and approved by the Election Oversight Commission before any action is taken.

Section 1.4. **Campaign Staff.** Each candidate must submit a list of members of their official campaign staff. Campaign staff cannot serve on two or more campaigns simultaneously. Candidates cannot serve as a campaign staff member on another candidate's campaign.

Section 1.5. **Official Meeting.** Each candidate must attend an information meeting on the day scheduled by the Election Oversight Commission. If the candidate is unable to make the meeting, they will be required to contact the Election Oversight Commission at least 48 hours prior to the scheduled meeting.

Section 1.6. **Statement of Expenses for Campaigns.** Each candidate must submit a budget plan. The initial plan must be approved by the Election Oversight Commission. All



changes must be submitted to and approved by the Election Oversight Commission. All final receipts must be turned in by the conclusion of the election.

Article VI. Vacancies

Section 1. **Senate Vacancies.** In the event that an elected senatorial office receives no declaration of candidacy and according to the Student Government Association Constitution, the Speaker of the Senate will nominate a member of the appropriate constituency and the Senate will confirm the nominee for the unexpired balance of the term.

Section 2. **Presidential Vacancies.** In the event that there is no declaration of candidacy in the spring presidential election, the Election Oversight Commission will hold a second election during the fall semester to fill the vacancy.

Article VII. Campaign Expenses

Section 1. **Campaigns.** Senatorial campaigns shall receive the stated financial resources from the Election Oversight Commission only in contested races. Expenses for each Senate campaign shall not exceed \$50 per candidate. Expenses for each presidential campaign shall not exceed \$500.00 per ticket. Campaign expenses shall be funded through the Judicial Branch's Campaign Expenses and Promotions line item.

Section 1.1 **Financing.** Should the cost of candidate campaign expenses exceed $\frac{3}{8}$ of the total amount budgeted for the Judicial Branch's Campaign Expenses and Promotions line item in any given election, costs above that threshold shall be split between the Executive and Legislative Branch budgets as those branches see fit.

Section 2. **Budget.** In conjunction with the EOC Advisor, the Election Oversight Commission will track all expenses and reimbursements through Butler University. Reusable items may be kept by the Student Government Association at the discretion of the Election Oversight Commission. General office supplies may be used without approval by the Election Oversight Commission. All receipts must be turned into the Department of Student Involvement and Leadership office (AU 101) by the closing of the polls on election day.

Section 3. **Non-SGA Budget.** Non-SGA budgets may not be used for any campaign efforts, except for general office supplies as stated in Section 2. External funding from outside individuals and organizations is strictly prohibited.



Section 4. **Campaign Budget.** Campaign budget money is to be used for campaigning for the election of the candidate and not used for the candidate's personal gain. The EOC has the right to deny items on a candidate's budget plan that have not received prior approval.

Section 5. **Financial transactions.** All candidates are responsible for all financial transactions. Campaign workers and external entities may not spend money on behalf of the candidate or campaign. Candidates must take out cash advances or be reimbursed for expenditures and budgetary expenses. This process may not be done by a campaign worker on behalf of the candidate.

Article VIII. Campaigning

Section 1. **Preparation.** Candidates may contact relevant student organizations to discuss and coordinate meetings in regards to campaign organization only during the defined campaign timeline. Public campaigning prior to the specified campaigning time is strictly prohibited. Candidates may discreetly identify and connect with individuals that may be willing to serve on their respective campaign team prior to the start of public campaigning. Confidentiality must be explicitly versed.

Section 2. **Campaign Workers.** All campaign workers shall represent the campaign of their candidate and shall be held responsible to these rules and regulations. A campaign worker is anyone serving in conjunction with a candidate to further the efforts of the campaign. A campaign worker may only serve on the staff for a single senate and presidential campaign each election cycle. This includes, but is not limited to: distributing, designing, creating campaign materials and creating, managing, and maintaining online accounts. Each candidate shall be responsible for their campaign staff. Candidates may add or subtract campaign staff workers with the permission of the Election Oversight Commission. The Election Oversight Commission reserves the right to investigate any member working alongside a candidate that could be deemed an unregistered campaign worker. All campaign workers, registered and unregistered, that fail to cooperate with the Election Oversight Commission will be submitted to the Dean of Students for conduct. Further, any action taken may negatively impact the campaign.

Section 3. **Public Posting Regulations.** All campaign materials must follow university rules and regulations for Public Posting Regulations. Additionally, senators are restricted to campaign to their respective area of constituents (i.e: senator candidates of the College of Communication may only hang posters in the Fairbanks Building). All signs, flyers, banners, etc must be pre-approved and stamped by the Department of Student Involvement and Leadership office. All posting must follow the Department of Student Involvement and Leadership posting regulations. No Exceptions. There shall be no more than one 11x17 posting per candidate on each public bulletin board. No Posting inside any classroom. This includes notes left on chalk and dry erase boards. No table tents



of any kind are to be permitted. Chalking may only occur on surfaces able to be walked on and in areas exposed to rainwater. Liquid chalk and/or any type of paint are strictly forbidden.

Section 4. Campaign Endorsements. Candidates may receive endorsements from other candidates, campaign workers, or members of the student body. However, no Butler organization, department, class, or academic college can support, endorse, or aid a candidate. Candidates from separate campaigns may appear with one another at campaign events, but will campaign as separate tickets, with the exception of presidential and vice presidential candidates. Endorsements need to be approved and validated by the Election Oversight Commission.

Section 5. Online Endorsement Regulations and Communications. No Butler organization, department, class or academic college can use public channels (e.g. public Facebook, Twitter, Instagram page) to support, endorse or aid a candidate. Private channels (e.g. an organization GroupMe or private Facebook page where students must opt-in or be specially added) can be used to support, endorse or aid a candidate. No candidate can operate outside these campaign guidelines without explicit approval of the Election Oversight Commission. If a candidate learns that a Butler organization, department, class or academic college is using public channels to support them, the candidate must notify the Election Oversight Commission and contact that organization and request that the organization take down their post that include likes, comments, retweets, and shares.

Section 5.1 Examples of Opt-in and Opt-out Text Services. Class, Housing, Residential Assistant, and any other text streams that are being used to send top-down, streamlined information specific to that organization is forbidden. Casual, unofficial, opt-in text streams are permissible for a campaign space.

Section 6. Candidate Communication Regulations. Candidates may not use their personal channels (e.g @JoeSmith) but may create public channels directly affiliated to their campaign (e.g. Joe Smith for President) to market their platform. Writing on walls or tagging students is strictly prohibited. Posting on individuals' social media platforms including but not limited to walls, or tagging by the candidate is not allowed. If a candidate uses social media to market their platform, they must follow the appropriate Butler Student Government Association media account.

Section 7. Personal Relations Regulations. There is to be no door to door solicitation. Posting on individuals' doors by the candidate is not allowed. Students may personally post campaign material on their own door. This includes windows and all outward facing surfaces. All individual residence hall policies apply.



Section 8. **Conduct.** Candidates and campaign workers must adhere to all Butler University rules and regulations regarding conduct and any other actions. Failure to do so will result in the Election Oversight Commission making a conduct referral to the Office of the Dean of Students.

Section 9. **Joint Ticket.** The Student Government Association President and Vice President candidates must campaign on a joint ticket and will appear together on the ballot. Candidates for senate are not to campaign on a joint ticket and will not formally appear as a part of a ticket on the ballot.

Section 10. **Personal Gains.** No candidate is allowed to use Student Government Association resources including the Student Government Association Official Communications Channel, offices, class listservs or other communication methods and resources that could be accessed and used as a member of Student Government Association.

Article IX. Elections Staff

Section 1. **Staff.** The Election Oversight Commission may appoint students or utilize the Student Government Association Marketing and Communications Board to assist them in carrying out the election as needed, who will be official election staff members. Any election staff member may not be a member of any campaign staff or running for office themselves.

Article X. Voting Procedures

Section 1. **Information Technology.** All elections shall be administered electronically, through the Butler University Engage platform.

Section 2. **Determination of Winners.** The candidates who receive the most votes from full time undergraduate students shall be elected to their respective positions to serve in the upcoming leadership year.

Section 3. **Joint Tickets and Slating.** The Student Government Association President and Vice President candidates will appear on a ticket on the ballot. Candidates for senate will not formally appear as a part of a ticket on the ballot.

Section 4. **Election Verification.** The Election Oversight Commission shall verify all election results no later than 5 business days following the election.

Section 5. **Election Results.** All election results shall not be released to help protect the privacy of each individual candidate.



Section 6. **Announcements.** Overall winners of elections shall be announced following the verification of the election by the Election Oversight Commission unless an appeal process has been initiated.

Article XI. Violations

Section 1. **Submission.** Any student, faculty member, or staff member of Butler University may report violations made by candidates or Election Oversight Commission members no later than 12 hours after the election in question.

Section 2. **Violation Levels for the Ticket.** Violations shall be divided into three categories: Minor, Major, and Severe.

Section 2.1. **Minor Violations.** Minor violations shall include, but will not be limited to, organizational, departmental, or faculty and staff endorsement of a candidate (including but not limited to organization bulletin boards and monetary support), violating flyer posting rules, working with unregistered campaign workers, and amending election registration materials including budget and campaign plan without the permission of the Election Oversight Commission. The candidate shall receive a minor violation if any of these rules are broken.

Section 2.2. **Major Violations.** Major violations shall include, but will not be limited, to violating University solicitation rules, violating online posting rules, violating campus rules and regulations not previously defined as a violation, and representing Student Government Association while campaigning. Both the ticket and candidate will receive a major violation if any of these rules are broken.

Section 2.3. **Severe Violations.** Severe violations shall include, but will not be limited to, personal attacks, harassment, or intimidation on individuals or groups having a negative impact on one's physical, mental, or emotional wellbeing. Both the ticket and candidate will receive a severe violation if any of these rules are broken.

Section 2.4. **Ticket Violations Versus Individual Violations.** The Election Oversight Commission will be responsible for determining if a violation was committed on behalf of/while representing the ticket or if it was committed as an individual.

Section 2.5. **Applying Violations to the Ticket.** Any violations committed by the President or the Vice President individually will reflect upon the ticket, versus the individual, and the ticket will receive the respective violation and consequence.



Section 2.6. **Violations by Campaign Staff.** Any violations committed by a campaign staff member will be investigated by the Election Oversight Commission, which may include a review of the candidate’s relation to the violation.

Section 2.7. **Special Circumstances.** Other concerns or violations reported to the Election Oversight Commission that do not fall within the above stated violations will be reviewed by the Commission, and appropriate consequences will be filed determined by a majority vote of the Commission no later than 24 business hours following the complaint.

Section 2.7.1. **Special Circumstances for Presidential Campaigns.** There may be special circumstances where the EOC has the authority to deem the individual subject to ramifications, instead of the ticket.

Section 2.8. **Additional Violations.** Other concerns or violations reported to the Election Oversight Commission that do not fall within the above-stated violations will be reviewed by the Commission, and appropriate consequences will be filed determined by a majority vote of the Commission no later than 24 business hours following the complaint.

Section 3. **Election Oversight Commission Violations.** All violation reports on Election Oversight Commission members shall go to the Student Government Association Executive Branch. After review, the Student Government Association Executive Branch shall make a recommendation to the Student Government Association Chief Justice to censure the member in question, impeach the member in question, or to disregard the report.

Section 4. **Materials.** Any material that is deemed in violation of the election oversight guidelines needs to be turned into the Commission within 24 business hours of the Election Oversight Commission’s final decision.

Article XII. Rules of Enforcement

Section 1. **General.** The Election Oversight Commission shall initially assess what level of violation has been breached and shall call hearings as they see fit. The Election Oversight Commission will communicate all final decisions regarding violations to every candidate or ticket in that respective race by email. Candidates or a ticket have the right to meet with the Commission to discuss the decision made by the Commission on campaign violations, but the ruling must be followed until said meeting. Each infringement is individual; as such, similar punishments may be imposed on more than one occasion.

Section 2. **Enforcement.** In the case of minor violations in both Senate and Presidential elections, two percent of the ticket’s total vote count shall be deducted. Major violations will result in a five percent deduction from the ticket’s total vote. These deductions are cumulative and will be



applied to the vote tally once polls close. The accumulation of two minor violations equals one major violation. Tickets and candidates who accumulate more than two major violations will be disqualified from the election. For severe violations, tickets and candidates will be disqualified from the election, even in cases where they have won their office.

Section 3. **Decisions.** All decisions of the Election Oversight Commission shall be decided no sooner than 24 hours after the submission of the issue.

Article XIII. Amendments

Section 1. **Amendment.** Amendments to these guidelines shall be submitted to the Election Oversight Commission Chair in writing. Amendments are subject to a $\frac{2}{3}$ affirmation vote by the Student Government Association Supreme Court, and shall take effect immediately upon adoption.

Section 2. **Suspension.** An article or section of these guidelines may be suspended by a $\frac{2}{3}$ vote of the Student Government Association Judicial Branch, provided that the suspension of the article or section does not cause conflict with the rules and regulations of Butler University or the Student Government Association Constitution. Suspension of the Elections Guidelines shall otherwise be considered as a motion to suspend the rules.

Section 3. **Commission Revision.** The Election Guidelines shall be reviewed by the Election Oversight Commission in the fall semester of each year. The Commission may make recommendations to the Senate but is not obligated to.

Article XIV. Appeals

Section 1. **Appeals Process.** If any party wishes to submit an appeal regarding a decision made by the Election Oversight Commission, including but not limited to decisions regarding any level of violation, they have the right to appeal to the Student Government Association Elections Advisor in the Office of Student Activities, who will then submit the appeal to Student Government Association Executive Cabinet. The Student Government Association Executive Cabinet will then gather evidence and testimonies from all parties involved and make their recommendations to the Chief Justice, who will then bring the recommendations to the Student Body Supreme Court. The recommendation will be ratified if confirmed by a majority vote of the Student Body Supreme Court.

Section 2. **Appeals Timeline.** The candidate(s) has 12 hours to submit an appeal after the original decision made by the Election Oversight Commission to the ruling body that is reviewing the violation in question.



Section 3. **Opposing Party Process.** If applicable, the opposing party may have the opportunity to also present to the Student Government Association Executive Cabinet pertaining to the appeal submitted.

Section 4. **Secondary Appeal Process.** If new information were to become available regarding the appeal decided by the Student Government Association Executive Cabinet, a party may submit another appeal. The Commission has the ability to grant or deny the party's request to hear the appeal based upon the new evidence shared. If granted, the Commission will prepare a recommendation and present it to the Student Senate. In order for the appeal to be ratified, there must be a majority vote of the Student Senate. Their decision will be final.

Section 5. **Dismissal.** All violations of Election Guidelines are subject to the opinion of the Election Oversight Commission and can be dismissed with due process and cause once a sufficient investigation has taken place.



Appendix C: Student Organization Endorsement Cover Letter



Student Involvement & Leadership
Prospective Student Organization
Application Cover Page



Name of Prospective Student Organization:

Has the organization been denied by the Student Senate in the past two years?

No, they are eligible to apply for endorsement.

Yes, they appealed the decision of the Student Senate or the Student Activities Committee to the Judicial Branch and are eligible for endorsement.

Yes, they have been denied by the Student Senate and are *not* eligible for endorsement.

Reviewed by Student Government Association: Student Activities Committee

_____ Confirm that prospective group's organizational mission, goals, and campus operations align with the values of Butler University and Student Government Association

_____ Assess the prospective group's similarity to already recognized student organizations and investigate potential membership impacts

_____ Determine if the prospective organization has campus demand and/or fulfills a campus/community need

| _____ Determine if the prospective organization has a campus advisor

_____ Help connect prospective organization with an applicable department, if necessary



_____ Confirm prospective group's constitution includes all SGA required sections AND all SGA required executive positions are fulfilled

_____ Discuss any risk or liabilities noted in the SGA Application or otherwise identified and develop strategic plan with prospective leaders for how said risks will be mitigated

_____ Explain the SGA Senate presentation process.

_____ Provide any needed guidance in preparation for the SGA Senate presentation process

_____ Send completed report to Student Activities Chair to schedule a presentation time with the Speaker of the Senate

Committee Notes:



Determination by Senate Student Activities Committee:

Meets requirements to move to the Student Senate.

Does not meet requirements to move to the Student Senate.

➤ _____
Student Activities Chair

➤ _____
Student Activities Committee: Assigned Senator

Determination by SGA Student Senate General Body:

▪ SGA Senate Presentation Date: _____

▪ SGA Senate Resolution Number: _____

Passed

Tabled

Failed

Senate Notes:



Approvals

- Student Government Association: Student Senate

- _____
Senate Speaker

- Office of Student Activities

- _____
Director

- Department of Student Involvement & Leadership

- _____
Executive Director

Approval Notes:





Appendix D: Student Government Association Grant Process



Student Government Association
Grant Process Cover Letter



Name of Prospective Student Organization: _____

- Review by Student Government Association: Student Senate Appropriations Committee
 - o Confirm that prospective groups' grant request aligns with the requirements outlined by the Student Government Association Bylaws
 - o Determine if the organization has demonstrated need for the grants
 - o Verify prices on the itemized budget
 - o Explain the SGA Senate presentation process.

Committee Notes:



- Determination by Senate Student Organization Committee:
 - Prospective student groups is ready to present to SGA Senate
 - ✓ Grant request completed completely and accurately
 - ✓ Fulfilled all SGA requirements and eligibility guidelines
 - Prospective student groups is not yet ready to present to SGA Senate.

- Determination by SGA Student Senate General Body:
 - SGA Senate Presentation Date: _____
 - SGA Senate Resolution Number: _____

- Passed
 Tabled
 Failed

Senate Notes:

- Approvals
 - Student Government Association: Student Senate
 - _____
Senate Speaker
 - Office of Student Activities
 - _____
Director