

# BYLAWS OF THE STUDENT GOVERNMENT ASSOCIATION SETON HALL UNIVERSITY

## TITLE I – THE BYLAWS

Chapter 100 Structure of the Bylaws Chapter

Chapter 101 Media Relations Chapter

Chapter 102 Code of Ethics

### CHAPTER 100 STRUCTURE OF THE BYLAWS

100.1 The Bylaws shall be arranged by subject matter within seven (7) titles according to the following scheme:

Title I Administrative/General

Title II Legislature

Title III Executive

Title IV Standing and Joint Committees

Title V Executive Committees and Agencies

Title VI Elections

Title VII Finance

100.2 The annual Finance Policy will be drafted by the SGA Treasurer and Finance Committee Chair with consultation of the Finance Committee, and passed into the Senate, approved by the President, and added to the bylaws annually as Title VII.

100.3 There shall remain one official copy of the Student Government Bylaws which shall be available online and in the Student Government office. The Parliamentarian will be responsible for keeping the bylaws updated.

100.4 The Bylaws will be altered and amended by a passage of a Bill through the Senate.

### CHAPTER 101 MEDIA RELATIONS

101.1 All regular and emergency meetings of the Senate, as well as minutes and legislation, shall be available upon request to the media or the public, except when the Senate enters a closed-session meeting through a vote of the Senate.

### CHAPTER 102 CODE OF ETHICS

102.1 At the end of the fall semester or when otherwise required, the SGA advisor will review the cumulative grade point average and social standing of the members of the Student Government.

102.2 Senators are required to behave in a manner becoming of a Senator at all times, in meetings, in class, on and off-campus characterized by respect and collegiality through personal and social media conduct. Actions that are deemed to be in violation of this by Senate Leadership are grounds for disciplinary measures.

102.21 Actions that are deemed to be in violation of this by Senate Leadership and the Senate Advisor are grounds for disciplinary measures such as, but not limited to, formal censure and suspension of privileges as an officer of the senate such as attending SGA-sponsored events or holding positions of leadership, but not including expulsion.

102.3 Senators are asked to abstain from any votes involving a club or organization they are a member of.

## TITLE II – LEGISLATURE

Chapter 200 Apportionment

Chapter 201 Senate Speaker

Chapter 202 Senate Parliamentarian

Chapter 203 Senate Secretary

Chapter 204 Senate Leadership Committee

Chapter 205 Senatorial Responsibilities and Attendance

Chapter 206 Rules of Procedure

Chapter 207 Establishment of Sessions

Chapter 208 Ad-Hoc Members

Chapter 209 Term of Office

Chapter 210 Exclusionary Office Policy

### CHAPTER 200 APPORTIONMENT

200.1 The Senate shall consist of thirty seats:

- a) College of Arts and Sciences (7 Senators)
- b) Stillman School of Business (3 Senators)
- c) School of Diplomacy (2 Senators)
- d) College of Education and Human Services (2 Senators)
- e) College of Nursing (2 Senators)
- f) Military Science (1 Senator)
- g) Freshmen (3 Senators)
- h) At-Large (7 Senators)
- i) College of Communication and the Arts (2 Senators)
- j) School of Theology (1 Senator)

200.2 When applicable, anyone running or seeking appointment to a seat must be a declared major in the school or college he/she is representing.

200.3 The Freshmen Senators must be first-year students entering the university with less than thirty credit hours.

200.4 At-Large Senate seats will be open to the entire student body.

## CHAPTER 201 SENATE SPEAKER

201.1 The Speaker of the Senate shall serve as the chief legislative officer and will be elected by a secret ballot, majority vote at the first meeting of the senate session. If no majority exists, a runoff between the top-two vote getters will be held.

201.2 The speaker must have served at least one full term as a Senator

201.3 The Senate Speaker shall:

- a) Preside over all general, emergency and closed sessions of the Senate
- b) Serve as the representative voice of the Senate to all aspects of the Seton Hall Community
- c) Appoint and disband special committees
- d) Reapportion standing committees
- e) Meet regularly with the Senate Leadership Committee
- f) Supervise all impeachment proceedings and preside over all trials
- g) Serve as the Vice-chair of the Elections Committee
- h) Serve as an ex-officio member on any senate committee
- i) Call emergency sessions of the Senate
- j) Serve at least two open office hours weekly
- k) Represent the legislature to the Executive Board in coordinating policy
- l) Oversee the duties of all other senate officers and senator responsibilities
- m) Chair the Senate Leadership Committee
- n) Have the right to vote on any legislation not amending by the by-laws
- o) Have the right to submit a motion to the senate in regards to a proposed piece of legislation for a specified time during the first reading. The motion must be seconded and subsequently receive an affirmative majority from the senate through a vote.

201.4 The Senate Speaker shall not:

- a) Engage in debate
- b) Vote for any bills amending the By-Laws, except to break a tie in the Senate
- a) Author or Cosponsor any legislation

## CHAPTER 202 SENATE PARLIAMENTARIAN

202.1 The Senate Parliamentarian shall serve as the chief procedural officer and will be elected by a secret ballot, majority vote at the first meeting of the senate session. If no majority exists, a runoff between the top-two vote getters will be held.

202.2 The Parliamentarian must have served one full term as a Senator.

202.3 The Senate Parliamentarian shall:

- a) Serve as the parliamentary advisor to the Speaker and interpret the constitution and rules of procedure.

- b) Serve as the Senate Speaker Pro Tempore
- c) Approve the structure of any piece of legislation before it has been presented to the Senate
- d) Serve at least two open office hours weekly
- e) Maintain the Constitution and Bylaws
- f) Serve as vice-chair of the Senate Leadership Committee
- g) Enforce the attendance and involvement requirements of Title II – Chapter 205

## CHAPTER 203 SENATE SECRETARY

203.1 The Senate Secretary shall serve as the chief clerical officer and will be elected by a secret ballot, majority vote at the first meeting of the senate session. If no majority exists, a runoff between the top two vote getters will be held.

203.2 The Senate Secretary shall:

- a) Maintain all records and files of the Senate
- b) Keep accurate minutes of all sessions of the Senate
- c) Maintain and record attendance of Senate members at all sessions
- d) Send out minutes within 48 hours of each meeting
- e) Serve two open office hours weekly
- f) Serve on the Senate Leadership Committee
- g) Keep a record of executive board, senator, and ad hoc attendance at student organization events, meetings, and completed community service

## CHAPTER 204 SENATE LEADERSHIP COMMITTEE

204.1 The Senate Leadership shall be comprised of the following members:

- a) Senate Speaker
- b) Senate Parliamentarian
- c) Senate Secretary
- d) Student Life Committee Chair
- e) Finance Committee Chair
- f) Public Relations Committee Chair
- g) Academic Affairs Committee Chair
- h) Village Relations Committee Chair

204.2 The Senate Leadership Committee shall meet regularly to update and develop projects and assignments. The Committee will make all determinations about disciplinary actions and impeachment proceedings.

## CHAPTER 205 SENATORIAL RESPONSIBILITIES AND ATTENDANCE

205.1 Each Senator is elected by their specific constituency, by a plurality of the popular vote, to represent their will to the Student Government Association.

205.2 Each Senator must maintain at least a 2.5 cumulative grade point average, be a full time student, and be in good social standing.

205.3 Senators not holding a position on the Senate Leadership Committee are required to serve at least one open office hour per week.

205.4 Each senator must maintain attendance in at least one standing committee and may serve on an unlimited number of special and joint committees.

205.5 Attendance is required at all Senate meetings, committee meetings, special sessions, Town Halls, trainings and any other events determined as mandatory by Senate Leadership and the Executive Board.

205.6 Each Senator must attend three (3) student organization events or student organization general body meetings or eboard meetings per semester. Senators may not choose an organization they have been previously involved with.

205.61 Senators may also substitute one mandated events/meeting with one hour of community service

205.62 Senators may substitute no more than 2 mandatory events/meetings with 2 hours of community service

205.63 Any community service program completed by a senator must serve the greater South Orange community or otherwise approve by the Senate Leadership Committee

205.64 Any community service verified and completed for a Greek Life Organization may be considered for the SGA requirement so long as written verification of approval from the leadership of a fraternity or sorority is presented to the Senate Leadership Committee by the requesting Senator

205.7 Absences will be characterized as excused or unexcused by the Senate Speaker. Twenty-four hour notification of absences must be emailed to the Senate Secretary and Senate Speaker for known scheduling conflicts. All Senate meetings are expected to take precedence over any other club or organization event unless special permission is given by the Speaker.

205.8 Once the attendance of a member reaches one unexcused missed meeting of the Senate in one semester or two in one term, the Speaker will send a letter of warning to the officer in question.

205.9 Once the attendance of a member reaches two unexcused absences in one semester or three in one term, the member shall be called in front of the Senate Leadership Committee to explain their absences. The Senate Leadership Committee will then determine if the member needs to be brought up on impeachment charges before the Senate.

205.10 Should any Senator wish to discuss an act of legislation, it must be approved by the Parliamentarian and presented to the Speaker, to be added as "New Business" before the Senate.

## CHAPTER 206 RULES OF PROCEDURE

206.1 The Senate shall conduct all business per a determined Rules of Procedure which will be held and maintained by the Parliamentarian.

### 206.2 SGA Standing Rules & Operating Procedures

206.21 Revising Standing Rules

a. Standing Rules can and should be revised on a regular basis prompted by the SGA Senate Speaker and Senate Parliamentarian with assistance from the SGA Advisor.

i. Standing Rule edits shall be made by the Senate Speaker and Parliamentarian.

ii. Any/all edits shall be introduced to the Senate during New Business.

1. Senators can begin debating directly. No motion to enter debate is required. The conversation should be facilitated by the Senate Speaker through calling on Senators when hands are raised. All Senators wishing to speak shall do so before calling on a Senator a second time.

2. Standing Rule edits shall be voted on after debate has ended. No motion to enter voting procedure is required.

a. Debate ends when all Senators finish speaking, and no further points or questions are proposed. The Senate Speaker will announce the end of debate.

3. Standing Rules shall be voted on by raising hands.

## **206.22 General Sessions**

a. Meeting times

I. General Sessions shall be held on Mondays at 7pm unless otherwise specified in accordance with the SGA Bylaws and Constitution.

b. Meeting locations

I. General Sessions shall be held in the chancellor's suite unless otherwise specified by the SGA Advisor and Executive Secretary. If there is no available space, or if there is another reason why General Sessions cannot take place in-person, a virtual meeting may be conducted at the discretion of the SGA Advisor and Senate Speaker.

c. Beginning/Ending Meetings

I. General Sessions shall be started by the Senate Speaker once quorum is met.

1. Quorum is defined as half plus one of the totals of sworn-in Senators.

ii. At the start of the General Session, the Senate shall vote on the agenda by a show of hands.

The Senate Speaker shall ask for the vote. No motion is required. No vote to approve the meeting minutes is required.

iii. At the end of the agenda, any Senator shall motion to adjourn. A second is required. The Senate Speaker shall execute a vote. Voting is by show of hands.

d. Agenda

I. Reports

1. All Committee Chairs shall provide an update on standing projects and initiatives as required by the Senate Speaker.

2. Reports shall be approximately 5-10 minutes relaying information received from administrative meetings/working groups and updates on initiatives.

3. If the Committee Chair is not in attendance at the General Session, the Vice Chair shall provide the weekly report.

ii. Changing the Agenda

1. If a situation arises where a specific aspect of New Business cannot be executed, the Senate Speaker may request approval from the Senate

## **206.23 Legislation**

a. Legislative Bills

I. Legislative Bills shall be added to the General Session agenda by the Senate Speaker.

ii. Authors shall read an abstract and explain the purpose to the Senate. No second reading is required. The author shall allow for questions after the reading. The abstracts must be signed by the Speaker and Parliamentarian for the purpose of accuracy of content in relation to the rest of the Bill.

III. Senators can begin debating directly. No motion to enter debate is required. The conversation should be facilitated by the Senate Speaker through calling on Senators when hands are raised. All Senators wishing to speak shall do so before calling on a Senator a second time. The total time allotted for debate shall be determined by the Senate Speaker. Each speaker shall have two minutes to debate. Each speaker shall only speak twice.

Iv. Any amendments shall be proposed during the debate. Amendments require a second. The Senate Speaker shall pause debate after a second has been confirmed to allow for voting.

V. The Bill shall be voted on after debate has ended. No motion to enter voting procedure is required.

1. Debate ends when all Senators finish speaking, and no further points or questions are proposed. The Senate Speaker will announce the end of debate.

Vi. Bills shall be voted on by raising hands. The first allocation with the majority vote of eligible voters will pass.

b. Legislative Resolutions

i. Legislative Resolutions shall be added to the General Session agenda by the Senate Speaker.

ii. Authors shall read an abstract and explain the purpose to the Senate. No second reading is required. The author shall allow for questions after the reading.

iii. Senators can begin debating directly. No motion to enter debate is required. The conversation should be facilitated by the Senate Speaker through calling on Senators when hands are raised. All Senators wishing to speak shall do so before calling on a Senator a second time. The total time allotted for debate shall be determined by the Senate Speaker. Each speaker shall have two minutes to debate. Each speaker shall only speak twice.

iv. Any amendments shall be proposed during the debate. Amendments require a second. The Senate Speaker shall pause debate after a second has been confirmed to allow for voting.

v. The Resolution shall be voted on after debate has ended. No motion to enter voting procedure is required.

1. Debate ends when all Senators finish speaking, and no further points or questions are proposed. The Senate Speaker will announce the end of debate.

vi. Resolutions shall be voted on by raising hands. The first allocation with the majority vote of eligible voters will pass. 206.24 Co-Sponsorships

a. Organizations shall apply for Co-Sponsorship Funding through the Executive Treasurer and the Office of Student Engagement. The Treasurer will add any Co-Sponsorships to the General Session agenda under New Business.

b. Organizations have the option to present to the Senate during New Business. Presentations shall be no more than 10 minutes in length.

c. After the presentation and questions from the Senate, the organization will step outside to allow for Senatorial debates and voting.

i. Senators can begin debating or introducing allocations directly. No motion to enter debate or allocate funding is required. The Senate Speaker should facilitate the conversation through calling on Senators when hands are raised. All Senators wishing to speak shall do so before calling on a Senator a second time. The total time allotted for debate shall be determined by the Senate Speaker but should not exceed 10 minutes.

ii. All proposed allocations shall be determined by utilizing a rubric created by the Executive Treasurer/Adviser and approved by the Senate at the beginning of the term.

iii. Funding proposed by members of the Senate shall be voted on in descending order of value after debate has ended. No motion to enter voting procedure is required.

1. Debate ends when all Senators finish speaking, and no further points, questions, or allocations are proposed. The Senate Speaker will announce the end of debate.

iv. Proposed allocations must be seconded by another member of the Senate before being added to a master list of proposed funding. The Senate Speaker will ask, "Is there a second?" after an allocation is proposed.

v. Allocations shall be voted on by raising. The first allocation with the majority vote of eligible voters will pass.

d. Once the Senate votes on the funding allocations listed, the organization shall be invited back into the meeting. The Executive Treasurer will verbally clarify the stipulations of Co-Sponsorships. The organization leadership can verbally accept or deny the terms and funding.

i. If the organization denies the terms of Co-Sponsorship, no funding shall be allocated.

e. After the General Session, the Executive Treasurer shall send a written communication to the organization with confirmation of Co-Sponsorship terms. The Advisor will finalize the transfer of funds.

## **206.25 Committees**

a. All committees shall be led by a Committee Chair with at least one Vice Chair, as outlined by the SGA Bylaws.

i. Committee Chairs shall take attendance at every committee meeting during the academic year. Attendance must be forwarded to the Senate Speaker.

ii. Committees with quorum outlined by the SGA Bylaws should only convene when appropriate, applicable, and eligible.

b. All committees shall provide a report during New Business when requested by the Senate Speaker.

## **CHAPTER 207 ESTABLISHMENT OF SESSIONS**

207.1 The Senate shall meet on a regular weekly schedule, based on the semester's academic calendar.

207.11 The Senate shall have the power to change the time, date and location of their meetings through a majority vote.

207.12 All established meetings are "General Sessions" of the Senate.

207.13 The agenda of the General Sessions, unless altered by a vote of the Senate, will be as follows:

- (a) Call to Order
- (b) Invocation
- (c) Land Recognition
- (d) Roll Call
- (e) Gallery
- (f) Approval of Minutes
- (g) Approval of Agenda
- (h) Public Forum
- (i) Advisor's Report
- (j) President's Report
- (k) Treasurer's Report
- (l) Speaker's Report
- (m) Old Business
- (n) New Business
- (o) Committee Reports



- i. Student Life
- ii. Academic Affairs
- iii. Finance
- iv. Public Relations
- v. Village Relations
- (p) Senatorial Courtesy
- (q) Announcements
- (r) Adjournment

207.2 With a minimum of 24 hour notice, The Senate Speaker shall have the authority to call an emergency session. The SGA President may, with approval of the Senate Speaker, call for such a session.

207.3 The Senate has the right to enter into closed session to deal with internal matters with a majority vote of the body. Upon entry into a closed session, all non-SGA members (guests, gallery members) will be asked to leave.

## CHAPTER 208 AD-HOC MEMBERS

208.1 Ad-Hoc members of the Senate may attend all general and emergency meetings, but must attend at least one Senate session, Town Hall, or Senate committee meeting during each month that the Senate is in session, and may offer procedural points, although they may not be formally recognized in debate, unless yielded time by a senator, nor may they vote.

208.2 Ad Hocs shall be appointed by the Speaker, confirmed by the Senate, and will be sworn in by the President

208.3 Once an Ad Hoc member fails to attend one Senate session or Committee meeting per month, the member shall receive a warning letter. If said member fails to attend at least one senate session, Town Hall, or Senate committee meeting for a second month of the same academic year, the member will be called in front of the Senate Leadership Committee to explain his or her absences. The Senate Leadership Committee will then determine the consequences of the Ad-Hoc member's actions

208.4 The Senate Secretary will maintain attendance records for Ad-Hoc members and will be responsible for gathering Ad-Hoc attendance information from Senate committees.

## CHAPTER 209 TERMS OF OFFICE

209.1 Senators shall be elected in the Spring Semester before the end of the previous academic term.

209.2 The officers of the Senate shall serve from the end of the joint session following the installation ceremony until the joint session of the following year.

## CHAPTER 210 EXCLUSIONARY OFFICE POLICY

210.1 No officer of the Senate shall hold any position, elected or appointed, on the Executive Board. Likewise, no member of the Executive Branch may hold a Senate seat.

## TITLE III – EXECUTIVE BRANCH

Chapter 300 President

Chapter 301 Vice President

Chapter 302 Treasurer

Chapter 303 Secretary

Chapter 304 Executive Board Appointees

Chapter 305 Executive Cabinet

Chapter 306 Terms of Office

## CHAPTER 300 PRESIDENT

300.1 The President will be responsible for carrying out his or her duties according to Article III Section 2a of the Constitution.

300.2 The President may delegate any of those responsibilities to the Vice President or any other members, appointed or elected, of the Executive Board.

300.3 The President may take on additional roles outside of those contained in the Constitution as situations arise requiring his or her attention.

300.4 The President shall not serve on the Executive Board of any other SGA-recognized organization.

300.5 The President will serve at least two open office hours and will meet regularly with the SGA advisor and the Executive Board.

300.6 The President may serve as an ex-officio member without voting power of any committee on the Senate.

300.7 The President will be upheld to the same attendance and involvement requirements as found in Title II – Chapter 205.6

300.8 The President must appoint non-SGA students to a Presidential Cabinet during their first month of Presidency

### CHAPTER 301 VICE PRESIDENT

301.1 The Vice President shall serve as the projects and programs developer and coordinator, shall support the President in all actions and initiatives and will be responsible for carrying out the duties outlined in Article III Section 2b of the Constitution.

301.2 The Vice President, with the consent of the President, will delegate responsibilities with the support of the Speaker.

301.3 The Vice President may serve as an ex-officio member without voting power of any committee on the Senate.

301.4 The Vice President shall serve at least two open office hours per week and will meet regularly with the SGA advisor.

301.5 The Vice President shall serve as the Chair of the Elections Committee.

301.6 The Vice President shall not serve on the Executive Board of any other SGA-recognized organization.

301.7 The Vice President will be upheld to the same attendance and involvement requirements as found in Title II – Chapter 205.6

### CHAPTER 302 TREASURER

302.1 The Treasurer shall serve as the chief financial officer of the Student Government and will be responsible for allocating and maintaining all financial records, with the advice and consent of the Finance Committee.

302.2 The Treasurer will carry out his or her duties according to Article III Section 2c of the Constitution.

302.3 The Treasurer shall not serve on the Executive Board of any SGA-recognized club.

302.4 The Treasurer shall serve at least two open office hours weekly, be able to provide updated budget account information to any SGA officer upon request, and will meet regularly with the SGA Advisor and/or other members of the University Administration to keep all accounts up to date.

302.5 The Treasurer will be upheld to the same attendance and involvement requirements as found in Title II – Chapter 205.6

### CHAPTER 303 SECRETARY

303.1 The Secretary shall serve as the clerical officer of the Executive Board and shall be responsible for all rights and responsibilities as prescribed in Article III Section 2d of the Constitution.

303.2 The Secretary will serve as the Chair of the Student Organization Advisory Council (SOAC).

303.3 The Secretary will maintain all correspondences between outside organizations and the SGA.

303.4 The Secretary shall serve two open office hours per week and meet regularly with the SGA Advisor.

303.5 The Secretary shall not serve on the Executive Board of any other SGA-recognized organization.

303.6 The Secretary shall maintain an up-to-date account of club meeting times and publish the information

303.7 The Secretary will be upheld to the same attendance and involvement requirements as found in Title II – Chapter 205.6

### CHAPTER 304 EXECUTIVE BOARD APPOINTEES

304.1 The President may appoint other members to the Executive Board to assist in furthering the goals of the Board so long as any position does not interfere with the duties and responsibilities of any existing Executive Board position.

304.2 Any Executive Board Appointee will be appointed by the President and confirmed by a majority vote of the Senate.

### CHAPTER 305 EXECUTIVE CABINET

305.1 The Executive Cabinet will consist of the President and up to twenty (20) non-SGA students from SGA recognized clubs and organizations that accurately represents the needs of the Seton Hall undergraduate community that are approved by the Senate.

305.2 The body will meet at least twice per semester, meeting more frequently as deemed appropriate by the Executive Board.

305.3 A representative from each organization receiving a budget from the Student Government must attend each mandatory meeting. Any absences to the mandatory meetings must be approved by the Treasurer and the Secretary.

### CHAPTER 306 TERMS OF OFFICE

306.1 The elected and appointed members of the Executive Board will serve for the entire Senate term

## TITLE IV – STANDING & JOINT COMMITTEES

Chapter 400 Legislative Scope

Chapter 401 Student Life Committee

Chapter 402 Academic Affairs Committee

- Chapter 403 Public Relations Committee
- Chapter 404 Finance Committee
- Chapter 405 Village Relations Committee
- Chapter 406 Elections Committee
- Chapter 407 Creation of a New Standing Committee

## CHAPTER 400 LEGISLATIVE SCOPE

400.1 The Standing Committees of the Senate are established to carry out the business of the body, representing the students, in a day-to-day manner that does not require a formal vote by the Senate, acting to better the campus community and improve the student experience.

400.2 Each Committee will have one chairperson and at least one vice chair who will be tasked with certain goals, initiatives and topics as outlined in and reasonably interpreted from their appropriate chapter.

400.21 Because of present committee structure, the Finance Committee, Elections Committee, and all Ad-Hoc Committees are not obligated to appoint vice chair(s).

400.3 The Senate, at the first meeting after the Joint Session, shall elect a chairperson for each of the standing committees by a majority vote. If no majority exists, a runoff between the top-two vote getters will be held. No Senator may hold more than one chair position.

400.4 Within the first month of the committee's new term under the leadership of the newly elected committee chairperson, the committee will nominate and vote for a qualified member(s) to serve as vice chair(s). To qualify as a candidate for the position of vice chair, all of the following must be fulfilled:

- a) Must be a sworn and active Ad-hoc or Senator
  - i) An Ad-hoc may qualify to serve as a vice chair so long as he or she has contributed a substantial amount of work in line with the committee approved both at the discretion of the respective chairperson and concurrent nomination by their committee members.
- b) Is not serving as an officer of Senate Leadership nor vice chair of any other committee

400.5 Upon approval of the committee chairperson, a vice chair will be elected by a simple majority of present committee members by means of a confidential written ballot. If no majority exists, a runoff between the top-two vote receiving candidates will be held.

400.6 The vice chair will support the programs and agendas of their respective committees and chairpersons.

400.7 In the event the committee chairperson cannot fulfill his or her duties, the vice chair will assume the obligation of the execution of any unfulfilled duties and responsibilities. If the committee chairperson takes an approved leave of absence, the vice chair will become acting committee chairperson for the duration of the leave of absence.

400.8 The chairperson and vice chair(s) of each committee will be responsible for collecting, creating and assigning tasks to the members of their committee, at the advisement of the Speaker and the suggestion of the President.

400.9 The chairperson and vice chair(s) of each committee is expected to relay their committee's progress to Senate Leadership and the Senate as a whole.

400.10 If the serving committee chairperson is unable and/or unfit to continue his or her role as chairperson, the vice chair may be nominated and elected (by means of proper voting procedure) to serve as committee chairperson if the Senate so sees fit as long as the vice chair is a serving senator.

#### CHAPTER 401 STUDENT LIFE COMMITTEE

401.1 The Student Life Committee is responsible for handling concerns and improving student satisfaction with various quality of life issues on campus, including but not limited to:

- a) Food Services
- b) Facilities and Building Hours and Service
- c) Residential and Commuter Issues
- d) On-Campus Safety and Security
- e) General quality of life issues

401.2 The Student Life Committee will be led by the following officers:

- a) Chairperson of Student Life
- b) Vice Chair for Food Services
- c) Vice Chair for Disability Support Services
- d) Vice Chair for Residential and Commuter Services

#### CHAPTER 402 ACADEMIC AFFAIRS COMMITTEE

402.1 The Academic Affairs Committee is responsible for handling class/program related and otherwise academic concerns on campus, including but not limited to:

- a) Curriculum and Program Issues and Changes
- b) Academic Integrity
- c) New and Existing Technology

402.2 The Academic Affairs Committee will be led by the following officers:

- a) Chairperson of Academic Affairs
- b) Vice Chair for Curriculum Transparency
- c) Vice Chair for Technology Implementation
- d) Vice Chair for Academic Resources

402.3 Each committee vice chair position will have a qualified candidate elected in accordance with the SGA By-Laws as stated in Title IV - 400

#### CHAPTER 403 PUBLIC RELATIONS COMMITTEE

403.1 The Public Relations Committee is responsible for communicating the work of the Student Government to the student body, including but not limited to:

- a) Advertising for all SGA functions and events
- b) Maintaining all SGA bulletin boards and advertisement spaces
- c) Working with the SGA Advisor to maintain and upkeep the SGA blog and website
- d) Creating and producing all SGA advertisements, posters and presentations

## CHAPTER 404 FINANCE COMMITTEE

404.1 The Finance Committee is tasked with working cooperatively with the Treasurer to allocate funds from the SGA budget to student organizations.

404.2 The Finance Committee shall be co-chaired by the Treasurer.

404.3 The Finance Committee shall be comprised of the following members:

- a) SGA Treasurer
- b) Finance Committee Chair
- c) 3 Senators selected by SGA Treasurer and Finance Committee Chair by application. They will serve as voting members for allotments.
- d) 4 Non-SGA members or Ad-Hoc members selected by the Treasurer and Finance Committee Chair by application. They will serve as voting members for allotments.
- e) Unlimited number of non-voting members. They can provide opinions and input during debate but cannot vote on allotments
- f) A University administrator (appointed by the SGA advisor) has a seat on the committee but is not obligated to attend.

404.4 The Finance Committee is responsible for determining in-semester funding of clubs and organizations, and the creation of the annual Budget Standards.

404.5 SGA-recognized organizations have the right to appeal any Finance Committee decisions before the Senate as a whole. A 2/3 majority vote of the Senate is required to overturn any Finance Committee decisions. All appeals must be submitted no more than one week after the original decision.

## CHAPTER 405 VILLAGE RELATIONS COMMITTEE

405 The Village Relations Committee is tasked with developing student relations with the Village of South Orange, operating as the voice of the students to address concerns, policies and issues including but not limited to matters of:

- a) Off-campus Safety
- b) South Orange Village Policies
- c) Interactions with Village Leadership
- d) Student membership on Village Boards

## CHAPTER 406 ELECTIONS COMMITTEE

406.1 The Elections Committee shall oversee the elections and appointments for all positions on the Senate and the Executive Board.

406.2 The Elections Committee will consist of the following members, appointed by the Vice President with the guidance of the Speaker.

- a) Vice President (Chair)
- b) Speaker (Vice-Chair)
- c) President
- d) 2 Senate Appointees
- e) 1 Non-SGA Member

f) SGA Advisor (non-voting)

406.21 The Vice President shall serve as the organizational chairperson of the committee and shall not vote except to break a tie.

406.22 In the event that any member of the committee is running for office, they shall resign, and the Vice President will appoint a replacement. If the Vice President is running for office, the longest-serving officer of the Senate not running for re-election will assume the position of chair. 406.3 Further procedures and limitations can be found in TITLE VI.

## CHAPTER 407 CREATION OF NEW STANDING AND AD-HOC COMMITTEES

407.1 The Senate, through constitutional amendment and appropriate legislation, may provide for the permanent creation of a new standing or joint committee to exercise powers as delegated to them.

407.2 The purpose of a proposed standing or joint committee must be permanent and long-term in nature and must be written into the bylaws.

407.3 Alternatively, Ad-Hoc Committees may be established. Ad-Hoc committees may have a flexible committee structure, composed of as few or as many members as deemed necessary by Senate Leadership, with or without a chairperson, so long as the committee is pursuing a worthy objective.

407.31 Ad-Hoc Committees are different from Standing Committees in that they are not meant to be permanent and are aimed at timely issues.

407.32 An Ad-Hoc committee, if it has a chair, will not have a seat on the Senate Leadership Committee.

407.4 The creation of the committee will take effect when a committee chair has been elected by a majority vote of the Senate and the chair, along with Senate Leadership, apportions members to staff the committee.

## TITLE V – EXECUTIVE COMMITTEES AND SUBSIDIARY ORGANIZATIONS

Chapter 500 SGA Clubs and Organizations

Chapter 501 Creation of a new Executive Committee or Agency

Chapter 502 Student Organization Advisory Committee

Chapter 503 Environmental Protection and Conservation Commission

Chapter 504 Gender Equity Commission

## CHAPTER 500 SGA CLUBS AND ORGANIZATIONS

500.1 The Student Government Association recommends for recognition and allocates funds to student run clubs and organizations.

500.2 SGA-recognized clubs and organizations must have at all times:

- a) A faculty advisor as defined by the Student Organization Handbook.
- b) At least 10 active members



- c) An elected Executive Board that includes but is not limited to: a President, a Vice President, a Treasurer and a Secretary.
- d) Regular meetings
- e) Attendance at the SGA Leadership Conference and Executive Cabinet meetings
- f) No debts or off-campus accounts
- g) Good standing with the Department of Student Life

500.3 Further explanation of financial allocations will be laid out by the Budget Standards.

500.4 The SGA shall not support any organization which violates the University policy on nondiscrimination (see Student Organization Handbook).

## CHAPTER 501 CREATION OF A NEW EXECUTIVE COMMITTEE OR AGENCY

501.1 An executive agency shall be an official team of dedicated undergraduate students within the oversight and administration of the officers of the Executive Board set to address concerns of the student body through certain projects that requires more attention and resources than traditional standing and joint committees

501.11 The purpose of a proposed executive agencies must be permanent and long-term in nature and must be written into the bylaws

501.12 Executive agencies may only address issues that had already been pursued by standing committees of the Student Senate for at least one full academic year so long as the committee chair/s and Senate Speaker agrees to have the committee's efforts toward a timely issue are subsidized to the powers delegated to the new executive agency

501.13 Executive agencies may be established through proper legislation originated from the office of the President, and presented to the Senate by a cooperating senator/s or authored and presented by a senator/s through cooperation of the Executive Board to provide for the permanent creation of a new executive committee or agency to exercise powers as delegated to them

501.14 Any officer pursuing the creation of an executive agency must willingly meet with appropriate administrators and student organizations that will be working cooperatively with the agency

- a. Said officers must be willing to provide substantial proof of contact with administrators and student organizations upon request of the Senate

501.2 Alternatively, executive task forces may be established. Executive task forces may have a flexible committee-like structure, composed of as few or as many members as deemed necessary by the Executive Committee, with or without a director, so long as the task force is pursuing a worthy objective through unanimous consent of the Executive Committee and of majority consent of the Senate Leadership Committee

501.21 Executive task forces are different from Joint or Standing Committees in that they are not meant to be permanent and are aimed at timely issues not already being addressed by the Senate

- a. An executive task force may be instituted by the President through the issuing of a presidential proclamation detailing the following:
  - i. The objective or issue the task force shall be set to achieve/address
  - ii. Whom the task force shall have serve as director
  - iii. Which member of the Executive Board the director and task force shall be responsible to

b. The charter of an executive task force will be from its establishment to the next joint session

501.22 An executive task force, if it has a director, will not have a seat on the Executive Board nor on the Presidential Cabinet

a. In compliance with Chapter 210: *Exclusionary Office Policy* an executive task force director may not be an officer of the Senate

## CHAPTER 502 STUDENT ORGANIZATION ADVISORY COMMITTEE

502.1 The Student Organization Advisory Committee (SOAC) shall convene once per semester to evaluate applications for new clubs and organizations.

502.2 SOAC shall be co-chaired by the SGA Secretary and the SGA Advisor (or appointee)

502.3 The SGA Secretary shall appoint the following members to the committee

- a) Senate Speaker
- b) 2 SGA Senators
- c) 2 Faculty/Administrative Representatives
- d) 2 non-SGA Student Representatives

## CHAPTER 503 ENVIRONMENTAL PROTECTION & CONSERVATION COMMISSION

503.1 The Environmental Protection and Conservation Commission [EPACC] shall be the executive agency tasked with the coordination of all environmental protection, conservation, and sustainability efforts of the student body to the entire Seton Hall University community

503.2 All projects, initiatives, and the goals the commission sets out to accomplish will be guided by the following mission statement:

503.21 The Environmental Protection & Conservation Commission is dedicated to bringing the Seton Hall University undergraduate student community together to bring about worthwhile change in the environmental protection, conservation and sustainability practices & policies of the university while bringing awareness to the broad environmental issues through partnerships with the invaluable student organizations that wish to help educate all community members through interactive and impactful learning experiences

503.3 The Vice President [VP] shall preside as the executive of the commission

503.31 If the VP wishes to delegate the responsibility of EPACC administrator, the following procedure shall be followed:

- a. With consultation of the President, and approval of the Senate Speaker, the VP can nominate any student of at least second year academic status to the Senate for a vote of confirmation to the role of Commissioner of Environmental Protection & Conservation [the Commissioner]
- b. The Commissioner shall not be a member of the Senate Leadership Committee or of the Executive Board
  - i. The Commissioner shall be solely, the chief coordinating officer of the agency and student body to the rest of the Seton Hall University Community

- c. Upon senatorial confirmation, all leadership responsibilities of EPACC shall be directed to the Commissioner and the VP shall only maintain a role as EPACC student advisor
  - i. When the Commissioner and/or VP wishes to report the progress of initiatives and projects of EPACC, they may consult the Senate Speaker to have an *EPACC Report* added to New Business
  - ii. If the Commissioner is not a sworn Senator or Ad-Hoc, they are entitled to a seat on the Presidential Cabinet immediately upon their senatorial confirmation regardless of how many sworn cabinet members are serving during that term
  - iii. Some of the duties of the Commissioner are but not limited to:
    - a. Representing the environmental concerns of the student body to the rest of the Seton Hall community
    - b. Be responsible for oversight of the day-to-day operations of EPACC
    - c. Attend necessary meetings regarding environmental protection, conservation, and sustainability where their attendance is welcomed
  - d. The term of office of the Commissioner shall be from their senate confirmation to the joint session

503.4 EPACC may utilize the SGA Operational Budget to fund the necessities of its project/s pending the approval of the SGA Treasurer

503.5 All SGA efforts contributing to the university-wide *Blue Goes Green Initiative* and all future SGA environmental conservation, protection, and sustainability geared efforts shall henceforth be within the scope of coordination and supervision of EPACC

503.6 The membership of EPACC shall consist of any member of the student body

## Chapter 504 Gender Equity Commission

504.1 The Gender Equity Commission (GEC) shall be the executive agency tasked with addressing the problems of gender inequality and discrimination on campus and reflecting the advocacy efforts of the student body to the entire Seton Hall University community.

504.2 All projects, initiatives, and the goals the commission sets out to accomplish will be guided by the following mission statement:

504.21 The Gender Equity Commission is dedicated to bringing the Seton Hall University undergraduate student community together to bring about worthwhile change in campus culture as well as practices & policies of the university regarding issues of gender equity, equality, and safety. This will be accomplished through partnerships with the invaluable student organizations that wish to help educate and advocate for all community members through interactive and impactful learning experiences and initiatives.

504.3 The Vice President [VP] shall preside as the executive of the commission

504.31 If the VP wishes to delegate the responsibility of GEC administrator, the following procedure shall be followed:

- a. With consultation of the President, and approval of the Senate Speaker, the VP can nominate any student of at least second year academic status to the Senate for a vote of confirmation to the role of Commissioner of the Gender Equity Commission [the Commissioner]
- b. The Commissioner shall not be a member of the Senate Leadership Committee or of the Executive Board
  - i. The Commissioner shall be solely, the chief coordinating officer of the agency and student body to the rest of the Seton Hall University Community
- c. Upon senatorial confirmation, all leadership responsibilities of GEC shall be directed to the Commissioner and the VP shall only maintain a role as GEC student advisor
  - i. When the Commissioner and/or VP wishes to report the progress of initiatives and projects of GEC, they may consult the Senate Speaker to have a GEC Report added to New Business
  - ii. If the Commissioner is not a sworn Senator or Ad-Hoc, they are entitled to a seat on the Presidential Cabinet immediately upon their senatorial confirmation regardless of how many sworn cabinet members are serving during that term
  - iii. Some of the duties of the Commissioner are but not limited to:
    - Representing the gender-related concerns of the student body to the rest of the Seton Hall community
    - Be responsible for oversight of the day-to-day operations of GEC
    - Attend necessary issues of gender equity, activism, and public forums where their attendance is welcomed
- d. The term of office of the Commissioner shall be from their senate confirmation to the joint session

504.4 GEC may utilize the SGA Operational Budget to fund the necessities of its project/s pending the approval of the SGA Treasurer

504.5 The membership of GEC shall consist of any member of the student body

## TITLE VI – ELECTIONS

Chapter 600 Elections Committee

Chapter 601 Election Schedule

Chapter 602 Qualifications for Candidacy

Chapter 603 Elections Code of Ethics and Appeals

Chapter 604 Applications for Open Seats

### CHAPTER 600 ELECTIONS COMMITTEE

600.1 The elections committee is tasked with determining election dates, publishing guidelines, determining eligibility, and handling appeals and grievances of all Executive Board and Senate elections.

600.2 All decisions made by the SGA Elections Committee may be appealed to the Senate within seven days of the ruling and can be overturned with a 2/3 majority vote.

## CHAPTER 601 ELECTION SCHEDULE

601.1 The Elections Committee shall meet with the SGA Advisor to set dates for the following events, in the respective timeline:

- a) At least two Interest Meetings
- b) Application Deadline
- c) Start of Campaign Week (two weeks before election)
- d) Official Meet the Candidate Forum (one week before election)
- e) Election Day
- f) Deadline for Appeals & Finalization of Election (24 hours from closing of polls)
- g) Installation Ceremony
- h) Joint Session of the Senate

601.2 Changes in the schedule may be made to account for an interruption due to Spring Break, emergency or an alteration of the academic calendar.

601.3 Elections shall be held electronically by links sent to each student's University email address.

601.4 Each student will be emailed appropriate links for their respective constituencies to which they belong.

601.5 Any violation regarding elections procedures or violations of the Code of Ethics outlined below should be directed to the SGA Advisor and will be resolved with the assistance of the Elections Committee.

601.6 The winner of each seat shall be the individual winning a plurality of the votes for the seat.

601.7 The total vote counts will be made public by the Elections Committee with the assistance of the Public Relations Committee within two business days of the end of elections.

## CHAPTER 602 QUALIFICATIONS FOR CANDIDACY

602.1 All candidates must represent the constituency or the office they are seeking, being a declared major in the school or college they wish to represent where applicable. Each candidate must be a full time student with a minimum 2.5 cumulative grade point average and be in good social standing.

602.2 All candidates, should attend:

- a) Interest Meeting
- b) Meet the Candidates
- c) Leadership Conference

602.3 A ticket will be defined as 2 or more persons running in conjunction for elected positions who develop a cohesive platform and who publicly run together.

602.4 All candidates or tickets are required to gather signatures from their prospective constituents, endorsing them as a student worthy of holding a seat on the Student Government. The following minimums are required for each position sought:

- a) SGA Executive Board Member or Ticket – 200
- b) Arts & Sciences Individual or Ticket , At-Large Individual or Ticket– 100
- c) Communication Individual or Ticket, Business Individual or Ticket, Diplomacy Individual or Ticket, Education Individual or Ticket, Nursing Individual or Ticket – 50

- d) ROTC – 25
- e) Theology – 10

602.5 All candidates or tickets must submit a signed affidavit stating that they understand and agree to the provisions in this chapter as well as any other rules created prior to the election cycle by the Elections Committee.

602.6 Any violation or ignorance of the above policies or those determined by the Elections Committee may result in the rejection of candidacy for a potential candidate. All candidates will be notified of their eligibility before the start of the campaign cycle.

## CHAPTER 603 ELECTION CODE OF ETHICS AND APPEALS

603.1 RIGHTS & RESPONSIBILITIES of a Candidate:

- a) Form political parties
- b) Begin active campaigning the first day of the campaign cycle
- c) Give away any individual item valued under \$5.00
- d) Post, chalk and distribute materials per university and building policies
- e) Maintain a detailed budget of campaign materials, available upon request to the Elections Committee. The total budget may not exceed \$1,000 for the entire campaign period.

603.2 Candidates and others associated with any campaign may not:

- a) Campaign within the SGA Office
- b) Remove or damage materials of any candidate or condone their removal or damage
- c) Provide direct rewards (monetary or otherwise) for votes
- d) Use SGA-allocated funds from the SGA or any other organization
- e) Engage in mass-emailing
- f) Receive or request endorsements from any member of the Elections Committee

603.3 All candidates are expected to act in a manner becoming of an aspiring senator characterized by respect and collegiality through personal and social media conduct.

603.4 Candidates may file a formal appeal with the SGA Advisor if they can show damage to their own campaign or cite a violation of this chapter committed by another party. All appeals and complaints must be filed within 24 hours of the end of elections.

603.5 Appeals will be reviewed by the SGA Advisor in conjunction with the elections committee to determine if any action will be taken.

## CHAPTER 604 APPLICATIONS FOR OPEN SEATS

604.1 Upon the vacancy of a Senate seat and/or within two weeks of the start of the Fall Semester, the Elections Committee will initiate the application process to fill the three Freshmen Senator Seats as well as any open seats from the end of the previous academic year.

604.2 The Elections Committee, with the assistance of the Public Relations Committee, will advertise the application process for at least two weeks before the deadline for applications.

604.3 Following the receipt of all applications, the Elections Committee will set an agenda for interviews, which will last for one week.

604.4 If there is not agreement among all members of the elections committee about a certain candidate a formal vote will be held by the Vice President.

604.5 All new members will be sworn in by the SGA President at the following SGA meeting.

## TITLE VII – FINANCE

Chapter 700	Structure and Governance
Chapter 701	Funding Eligibility
Chapter 702	Organization Classifications
Chapter 703	Basic Funding Guidelines
Chapter 704	Finance Committee
Chapter 705	Violations and Penalties
Chapter 706	Internal SGA Allocations
Chapter 707	Agreements

### CHAPTER 700 STRUCTURE AND GOVERNANCE

700.1 The Finance Committee shall review The Annual SGA Finance Policy each year.

700.2 TITLE VII and The Annual SGA Finance Policy shall be provided to all SGA recognized clubs and organizations. These bylaws and the Finance Policy will serve as the governing agreement between the Student Government Association and its member organizations.

700.3 All non-SGA organizations and departments seeking funding shall also be subject to all rules and regulations, and funding shall be appropriated within accordance of these guidelines and the current Finance Policy.

### CHAPTER 701 FUNDING ELIGIBILITY

701.1 In order to be eligible to receive funding from SGA, a student club or organization must fulfill the following requirements:

701.11 Be a classified SGA organization, recognized through SOAC and the Office of Student Engagement

701.12 Attend appropriate Executive Cabinet meetings and Leadership Institute programming as required by the SGA Executive Board.

701.13 Submit a completed budget application to the Student Government Association Treasurer which includes:

- a) Organization Information including name, mission, and constitution
- b) Organization Leadership
- c) Advisor Information
- d) Budget Application

701.14 Have no off-campus banking or checking account(s).

701.15 All organizations MUST host their elections prior to the deadlines established by SGA in order to be eligible for SGA funding.

701.16 In order to be eligible for direct or indirect funding throughout the year, SGA recognized clubs and organizations must follow all SGA and Office of Student Engagement Policies.

## CHAPTER 702 ORGANIZATION STATUS

702.1 The following classifications shall fall under the jurisdiction of the Student Government Association:

- (a) Active: Fully recognized organization in good standing with the SGA and Office of Student Engagement.
- (b) Inactive: An organization that was once recognized by the SGA but is no longer active for reasons that are not judicial in nature.
- (f) Provisional: All organizations recognized by SOAC in the fall and spring semesters will be deemed Provisional Organizations. They will be ineligible for direct funding for a full year, or until they apply for, and are granted nonprovisional status through SOAC. They will be able to request allocations from the Finance Committee for the entire year following SOAC recognition.

## CHAPTER 703 BASIC FUNDING GUIDELINES:

703.1 The SGA Treasurer and Finance Committee will fund SGA recognized organizations in accordance with the Annual SGA Finance Policy and the following definitions.

### 703.11 Direct Funding

- a) Organizations shall be recognized and funded through a system determined annually by the SGA Treasurer. This system will be stated in the Annual SGA Finance Policy, which will be distributed to all SGA-recognized clubs and organizations prior to the budget process.
- b) Such funding shall be used at the discretion of the organization and its leadership, with approval of the SGA Treasurer and appropriate consent from the Office of Student Engagement.

### 703.12 Supplemental Funding

- a) Through the Finance Committee, recognized student organizations may request SGA funds for non-budgeted/new events, conference costs, and other additional funding. The proposals must demonstrate to the Finance Committee that the programs are educational and/or for the benefit of the Seton Hall Community. Programs should help further the group's mission statement as outlined in their annual application and must be open to the entire student body.
- b) Proposals for indirect funding may only be made after all direct funding has been depleted or plans are made for the remainder of the funds.
- c) The SGA Treasurer is responsible for transferring funds into student group's accounts upon approval of the Finance Committee.
- d) No two organizations may come before the Finance Committee to request additional funding for the same program that they are jointly hosting. Funding for the program will only be granted to one of the organizations.

### 703.13o-Sponsorship Funding



- a) Through submission of program proposals, non-SGA organizations, departments, and Greek organizations may request funding for events that serve the entire campus community.
- b) Recommendations for such funding shall be given from the SGA Treasurer to the Senate, at which a simple majority vote is needed to grant such funding.
- c) Co-sponsorships will not be granted to non-SGA organizations for programs to which the Finance Committee has already granted additional funding to an SGA recognized organization for.
- d) Funding proposed by members of the senate shall be voted on in descending order of value.

703.14 The SGA Treasurer reserves the right to take back funding from SGA organizations when:

- a) A surplus is left over after receiving Programming Funding.
- b) After the Fall and Spring Review, an organization has unused money from their direct allocation with no plan to use it.
- c) An organization has been found in violation of a University or SGA policy.

## CHAPTER 704 FINANCE COMMITTEE

704.1 The Finance Committee, as defined in Chapter 404, shall be empowered by the Senate to exercise powers in regards to the allocations and accounts of all SGA organizations, the review of transportation, and the development of their budgets.

### 704.2 Meetings and Operations

704.21 The Finance Committee will meet once a week at a time and place that is chosen by the Finance Committee Chair upon consultation of the Committee, working with the Executive Board Secretary to determine a suitable location on South Orange Campus

704.22 The Finance Committee will review all forms and reports from clubs and organizations.

704.23 Any voting member of the Finance Committee that accumulates 3 unexcused absences during meetings will have a discussion with the Finance Committee Chair regarding their involvement. Additional unexcused absences will warrant their dismissal at the discretion of the Chair upon consultation of both the SGA Treasurer and SGA advisor. Attendance is mandatory for all voting members. All decisions will be made by majority vote pending on majority of the Finance Committee being present.

704.3 This Committee is authorized to work with the SGA Treasurer to allocate and manage funds for all SGA recognized organizations.

704.4 The SGA Treasurer or Finance Committee Chair must report to the weekly Senate meetings with all activity done by the Finance Committee.

## CHAPTER 705 VIOLATIONS AND PENALTIES

705.1 The Finance Committee reserves the right to meet with any student organization found to be in violation of these standards and review the organization's eligibility for funding.

- 705.2 The Finance Committee and the SGA Treasurer reserve the right to review any individual account and obtain the organization's accounting records. Lack of sufficient accounting or records may result in the suspension of organization funding until all matters are resolved. Such organizations shall not be eligible to receive direct or indirect funding during that period.
- 705.3 The Finance Committee may order an organization to replace its Treasurer if that Treasurer is found to have continually violated budget standards, University standards, Office of Student Engagement standards, or impedes the financial operations of the organization.
- 705.4 All revenues collected by an organization must be deposited in the SHU account. Fundraisers must be approved by SGA and the Office of Student Engagement and follow SGA and the Department of Student Life guidelines.
- 705.5 Any organization whose members forge names or records of member lists for an organization, activity, or application shall forfeit their privilege to use any SGA funds and will be referred to the Community Standards process.
- 705.6 Infractions may result in the freezing of an account or denial of an application for funds the following year according to Finance Committee and Student Senate approval.

#### CHAPTER 706 INTERNAL SGA ALLOCATIONS

- 706.1 The Executive Branch shall determine needs for an operating budget prior to the completion of the proposed fiscal budget for the entire organization. The Senate must approve such an allocation.
- 706.2 Additional funds needed by the SGA for programs or projects must be proposed to the Finance Committee for approval.
- 706.3 All operating transactions must be approved by both the SGA President and Treasurer.

#### CHAPTER 707 AGREEMENTS

- 707.1 The SGA President, with the assistance of the Treasurer, may negotiate agreements on behalf of the Student Government Association for services dealing with advertisement and press, development, purchasing, etc.
- 707.2 All agreements must be approved by the Senate, and shall expire at the end of the term. Ongoing agreements can be renewed by a majority vote of the Senate.