



**Christian Brothers
University
Constitution of the
Student Government
Association**

Preamble

CHRISTIAN BROTHERS UNIVERSITY

STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

We, the students of Christian Brothers University do hereby ordain and establish this Constitution to provide for the general welfare of the student body. As an extension of Student Life and as our own organization, our mission is as follows:

The mission of the Student Government Association is to uphold the values of CBU through advocacy, leadership and support of the student experience.

Article I -- Name and Structure

Section 1 – Name

The name of this organization shall be the Christian Brothers Student Government Association; hereafter referred to as the SGA.

Section 2 – Student Rights

Each student shall be subject to the rules of the SGA and Christian Brothers University but these rules shall at no time and in no way abridge the student's rights as a citizen under the United States Constitution or the Constitution of the State of Tennessee. No legislation by the SGA may be considered valid if it is in direct conflict with federal, state, and local law or university policy.

Section 3 – Responsibility

Christian Brothers University endorses the concept that the SGA has the responsibility of expressing and interpreting student opinion to the faculty and administration of CBU.

Article II -- The Executive Council

Section 1 – Executive Powers

All executive powers of the SGA shall be vested in the President of the SGA, assisted by the Executive Council. The Executive Council shall be composed of the President, Vice President for the Senate, Vice President for Communications, and the Vice President for Finance.

Section 2 – Duties and Powers of the Executive Council

A. The Executive Council shall:

1. Uphold the mission and constitution of SGA.
2. Have the power to veto acts of the Senate based upon a majority vote of the members of the Executive Council. However, such a veto may be overridden by a three-fourths vote from the Senate.
3. Be present at all Executive Council meetings or show just cause for absenteeism.
4. Make recommendations for legislation to the Senate.
5. Have the power to call, upon a majority vote of the members of the Executive Council, for a referendum, subject to two-thirds majority Senate concurrence.
6. Establish any ad-hoc or standing committee, and appoint the members, thereto.
7. Dismiss any ad-hoc or standing committee previously established by the Executive Council.
8. The executive council shall establish official office hours for the fall and spring semester. The schedule for office hours should vary from Executive Council to Executive Council.

Section 3 – Duties, Powers, and Benefits of the Executive Officers

A. The President shall:

1. Organize, call, and preside over meetings of the Executive Council.
2. Act in an ex-officio capacity for all committees established by the Senate or the Executive Council.
3. Instruct and require reports from the Executive Council members.
4. Serve as the primary spokesperson for the student body to the Faculty and Administration of the University.
5. Direct grievances and ideas to the proper functionary and ensure adequate consideration is given to them.
6. Fill vacancies by appointment in the Executive Council and Senate, subject to Senate approval (Exception: Article II, subsection B, part 4).
Receive a yearly stipend of \$750.

B. The Vice President for the Senate shall:

1. Serve as the Speaker of the student Senate, which shall establish any further powers and duties by statute.

2. As Speaker of the Senate, he/she shall:
 - a. Schedule the Senate meetings and be responsible for appointing a senate clerk to have the minutes of said meeting recorded.
 - b. Preside over said Senate meetings.
 - c. Email the meeting agenda 24 hours prior meeting as well as provide a printed copy at meeting to each individual senator.
 - d. Assume the duties of the president in his/her absence or upon his/her request
 - e. Assume the office of President in the event of permanent inability of the President to perform his/her duties. A special election must be called within four weeks of the accession of the Vice President for the Senate to fill the vacancy in the Vice President's office (this is the only exception to Article II, Section 4, subsection A, part 6).
 - f. Appoint a Speaker Pro Tempore from the Senate body to conduct Senate meetings in place of the Vice President for the Senate in the case that the Vice President for the Senate is absent or presenting legislation. The Speaker Pro Tempore is also responsible for presenting legislation originating in the Senate to the Executive Council on a regular basis.
 - g. Appoint a Senate Clerk from the Senate body to record the minutes for all Senate meetings Clerk and the Vice President for the Senate shall be responsible for publishing and filing the minutes.
 - h. A Senate Liaison may be appointed from the Senate to assist the Vice President for the Senate. The Senate Liaison can hold office hours for the Vice President, act as a representative, and/ or handle tasks regarding the Senate to assist the Vice President in running a smooth Senate.
 - i. A Webmaster may be appointed to create a page on the CBU website that consists of bills passed in the Senate.
 - j. A parliamentarian will be appointed to uphold the parliamentary procedure of all senate meetings, votes and legislative action.
 - k. All senate office appointments must be approved by a majority vote by the senate. All are subject to removal from office by two thirds vote of the senate.
 - l. Update the SGA Constitution as amendments are passed by the Executive Council and Senate and keep a file of all current and active bills and resolutions.
 - m. "Schedules a Bill, Amendment, and Resolution writing workshop for all members of the senate to attend to ensure the productivity of the Senate to reach its maximum level by having adequately prepared senators in writing Legislation. A Bill/Amendment/Resolution template must also be given for all of the Senators to freely use.
 - n. Serve as an ex-officio member of all Senate committees and appoint a chairperson and a vice-chairperson of each committee.

- o. Receive a yearly stipend of \$500

C. The Vice President for Communications shall:

1. Communicate the actions, plans, and events of the SGA Executive Council and the Senate to the student body in a timely manner.
2. Record the minutes of all Executive Council meetings and keep such records on file.
3. Maintain archival records in the SGA office.
4. Be responsible for publication of announcements concerning the SGA and the student body, and all intercollegiate and external communication.
5. Maintain and update the SGA social media presence.
6. Regularly post information concerning SGA meetings, events, and elections in the CBU Connection, campus bulletin boards, student mailboxes, and other university approved media outlets.
7. Receive a yearly stipend of \$500

D. The Vice President for Finance shall:

1. Maintain all financial records of the SGA.
2. Sign, as a requirement, for all requests for SGA funds by club, class, or organization under SGA jurisdiction before SGA funds can be released.
3. Approve requests for funding made by student's clubs.
4. Maintain acceptable ledgers of accounts for each class, club, or organization budgeted by the SGA.
5. Report, when requested, to the Senate, Executive Council, or the university concerning the financial affairs of the SGA.
6. Have the power to audit any class, club, or organization that receives SGA funding, when requested by the Senate or the Executive Council.
7. Act as liaison between the SGA and the CBU Business Office.
8. Submit the entire SGA budget to the Senate for approval at the beginning of each semester.
9. Receive a yearly stipend of \$500.

E. The Vice President for Campus Relations shall:

1. Oversee the policies and procedures for new registered student organizations.
2. Maintain records of current registered student organizations
 - a. Maintain records of registered student organization Constitution & Bylaws, Member Rosters, and Advisor information.
3. Act as the liaison between SGA and the Coordinator of Student Activities.
4. As Vice President for Campus Relations he/she shall:
 - a. Regularly Lead registered student organization mandatory trainings
 - b. Regularly Lead registered student organization interest meetings

Article III - Legislative Body

Section 1 – Legislative Powers

The legislative powers of the SGA shall be vested in one elected, student body: the SGA Senate.

Section 2 – Senate

A. Membership of the Senate

1. The SGA Vice President for the Senate shall serve as chairperson of the Senate and may vote to break a tie.
2. Fourteen elected Senators will serve a term beginning in August of the academic calendar and ending in May.
 - a. The fourteen Senators shall be elected based on Article VI Section II Subsection A. The election of Senators shall take place one week after the election of the Executive Council.
3. Two Senators will be sourced from the incoming Freshman class, and must be approved by both the SGA Executive Board and the Senate.

B. The Duties and Powers

of the Senate shall be to:

1. Enact, by two-thirds vote, Constitutional Amendments.
2. Create, present and vote upon student crafted legislative items.
3. Bills

1. Includes SGA funding for a particular activity or area (separate from MAR funding.)

2. Any act of Senate which shall make changes that are under the direct jurisdiction of the Senate.

B. Resolutions

1. Any act of Senate which recommends changes in University policy or which expresses the sentiments of Senate.

C. Amendments

1. Any minor/major change to the Student Government Association Constitution.

D. Senate Responsibilities

1. Senators must sponsor a minimum of one bill, or one resolution per semester. Senators will be encouraged to sponsor more. Co-Sponsors will not count towards the mandatory sponsored bill or resolution needed to complete their term. Constitutional Amendments will not count towards required limit.

a.

4. Confirm or reject appointments of the SGA President by two-thirds vote for vacated elected offices in the SGA, and by majority vote for other appointments.

5. Draft articles of impeachment for any elected SGA officer, and hold trial (See Article VII).

6. Meet twice a month and follow Robert's Rules of Order.
7. Enact, by majority vote, special acts requiring action by individuals and/or groups.
8. Enact, by majority vote, resolutions requesting action by individuals and/or groups in areas where the Senate has influence but no binding authority.
9. Require that all organizations and clubs receiving funds from the Student Activity Fee meet standards for recognition.
10. Attend all Senate meetings (two per month, unless otherwise scheduled by the Vice President for the Senate).
11. Serve as liaisons between the SGA and students from their respective colleges. Regular communication between the senator and their peers is required.
12. The primary interest of the Senator should be the academic college that he or she represents while keeping in mind the needs of the entire student body when voting.
13. Bring to the attention of the Senate any and all requests, grievances, or problems of their respective students and colleges.
14. Attend and support SGA events.
15. Consider and pass each semester's SGA budget by a vote of two-thirds.

C. Limitation of Powers

1. Legislation originating in the Senate shall be relayed by the Speaker of the Senate to the Executive Council for approval.
2. Legislation is thereupon subject to final review by the Executive Council to determine the constitutionality of specific legislation only when it directly concerns student functions under CBU jurisdiction, namely: health, safety, public policy, maintenance of university property, academic policy, public relations, and in other areas specifically noted by the Executive Council of the Student Government Association.

D. Attendance Policies in Senate

1. Each Senator will be allowed no more than two unexcused absences per semester. a. If a Senator is going to be absent, the Senator must notify the Vice President for the Senate no less than 24 hours prior to the meeting or present an excuse detailing the circumstances behind their absence in a written document to the Vice President of the Senate.
2. If a Senator exceeds 2 unexcused absences during a semester, he or she shall be brought up for removal from office. If removed, the SGA President will then appoint someone to fill the vacancy subject to a two-thirds Senate concurrence.
3. Excessive tardiness to established Senate meetings will be considered an absence.

Article V– Attendance Policy for all SGA members

Section One – SGA Events

All members of SGA shall attend SGA sponsored events for at least the majority of the event.

Section Two – Excused Absences

Those that do not attend must have their absence excused prior to the event.

Section Three – Unexcused Absences

Failure to properly be excused from an event will result in an unexcused absence. Any member with two unexcused absences can be brought up for removal from his/her position in the SGA.

Article VI – Election Commission

Section One – Appointment of Commissioners

All elections shall be under the supervision of the Student Government Association Election Commission which shall be composed of a Chairperson, or Head Election Commissioner, and six commissioners appointed by the SGA Senate with the approval of the Director of Student Activities. The commissioners should be current full time students representing the University student body. No member of the Election Commission shall take part in any selection process concerning candidates for office (i.e. nominating, voting). Commissioners who violate this policy are subject to review and dismissal from the Election Commission by the Head Election Commissioner and the Director of Student Activities.

Section Two – Quorum

A quorum must be present in order to vote on issues related to the election including infractions and the declaration of an election to be null and void. All votes are simple majority. A two-thirds majority vote of Commission members present in addition to the Director of Student Activities and the Dean of Students, is required to declare an election null and void.

Section Three – Rights and Responsibilities

A. The Election Commission shall investigate all alleged violations of the SGA Election Laws, University policy, and all other applicable laws of the SGA. 2. The Election Commission shall have the power to obtain evidence concerning violations of the SGA Election Laws, University policy, and all other applicable laws of the SGA. 3. The Chair of the Election Commission shall be responsible for calling and conducting Election Commission meetings as necessary. 4. The Election Commission must create an election calendar that outlines all event dates, times, places, and deadlines pertaining to the SGA elections. a. Said calendar must be completed by the last day of January preceding the election. b. After the election calendar is completed it must be made available on the SGA website.

Section Four – Enforcement and Adjudication of Election Laws

A. Grievances

1. If any person believes that a candidate has violated any of these Election Laws a grievance must be filed with the Election Commissioner via online submission.
2. All grievances will be reviewed by the Election Commission.
3. If a grievance has been deemed a potential violation of these Election Laws, the Election Commissioner must contact the affected candidate(s) within twenty-four (24) hours.
 - a. The Election Commission shall determine whether or not an investigation into the alleged violation(s) is necessary.
4. If the Election Commission decides to pursue the alleged violation(s), a decision must be rendered by the Commission in accordance with these Election Laws within twenty-four (24) hours of the conclusion of the investigation.

5. The Election Commission shall be tasked with carrying out the enforcement of the Election Laws and the reporting of all violations to the Director of Student Activities a. Upon consideration of facts of a complaint, the Election Commission shall have the authority to declare the actions described as a violation of the Election Laws and will determine a decision based upon the violation. b. For any violation of these Election Laws which is malicious in nature and substantially disrupts the overall integrity of the election, the Election Commission shall have the power to completely disqualify the candidate(s) in question from the election. Behavior that could be deemed malicious in nature can include but not limited to: 1. Using social media as platforms as harassment, manipulation, lies, abuse, etc. 2. Destruction or removal of any other party's campaign materials. 3. Physical or verbal confrontations. c. At no time, unless through complete disqualification due to circumstances deemed malicious in nature, may the Election Commission or any other entity remove votes from a candidate's total or otherwise directly alter the election results.

B. Appeals

1. In the event an appeal is requested, it will be heard by the Director of Student Activities. Upon reviewing the evidence, the Director shall have sole discretion in deciding whether or not the appeal is granted.

2. If any student believes that the Election Commission has conducted the SGA General Election improperly and in violation of these Election Laws, a written grievance may be filed with the Director of Student Activities.

a. The Director shall have the power to investigate any allegations inappropriate action(s) or neglect of duty by the Election Commission.

Article VII – Election Rules

Section One – Authorization for the Conduction of Elections

The Election Commission shall by and with the advice of the Director of Student Activities arrange all needed election materials and other items necessary to conduct student wide and student sponsored elections.

Section Two – Candidate Registration

A. A candidacy application, filled out by all candidates, shall verify that the following statements are true:

1. The candidate is a CBU student in good standing and is enrolled for a minimum of twelve credit hours.
2. For those seeking an Executive Council position, 30 credit hours must be completed at the time of the election.
3. For those seeking a Senate seat, 12 credit hours must be completed at the time of the election.
4. The candidate must have a 2.5 cumulative grade point average.
5. The candidate has paid all activity fees.

B. Additional Requirements for and Restrictions on Candidate Eligibility

1. Those seeking the office of SGA President may not be a President or Chief Executive Officer of any club or organization unless the candidate is willing to resign the said position prior to assuming SGA office.

2. Those seeking the office of SGA President must have a 2.75 cumulative grade point average, or a 2.5 cumulative grade point average with letters of recommendation from professors. These letters will be considered at the sole discretion of Student Life.

3. Those seeking the office of SGA President must have served as an elected officer in the Student Government Association.

4. Those seeking the office of Vice President of the Senate must have served a complete term as a CBU Senator.

C. only if there are no qualified candidates for an office may the Election Commission the requirements or relax the restrictions for candidacy with the approval of the Director of Student Activities. In such a case, this fact must be publicized, and the appropriate measures and/or adjustments be made for the date of elections.

Section Three – Multiple offices

A candidate filing for the election cannot seek more than one office at any given time.

Section Four – Public Candidate Election Requirements

1. All candidates for SGA office must write, in 500 words or less, a statement of the candidate's intentions, goals, and/or plans for the sought office. This statement will be posted at the election booth and in the SGA office throughout the officer's term.
2. Candidates running for an Executive Council position must give a speech to the student body including his or her reasons for being elected to office. The speeches will be scheduled and publicized through the Election Commission.

Section Five – Voting Procedures

1. A qualified voter is defined as a student who has paid daytime Activity Fees and is registered as a full-time student (12 hours or more).
2. Each individual candidate is held responsible for adhering to all election rules and regulations and deadlines pertaining to the office he/she is seeking.
3. Students voting in general elections are not required to vote for all positions on the ballot.
4. Students voting will receive an email to a link with credible information about each candidate in order to further get to know the candidates.
5. Students will vote online via a link sent to every CBU students' email.

Section Six – Write in Candidates

All students who do not meet the deadline for handing in candidacy forms must be considered Write-In-Candidates if they wish to run in the election after the deadline date.

A. Write-In-Candidates must also meet candidate registration requirements and qualifications, and will be responsible for all election rules, regulations, and requirements (see Article II) pertaining to the office they are seeking. Any write-in candidate that wins office must then submit the required Statement of Intent and letter of recommendation before taking office.

B. Write-In-Candidates names must be written out completely on the ballot with the preferred first name and last name shown.

C. Write-In-Candidates names shall appear on the ballot in the event of a run-off.

Section Eight – Active Campaigning

A. Campaign materials may be placed on campus as long as no harm is done to university or personal property.

B. Flyers may not be placed on doors, windows, trees, shrubs, or any painted surface. Materials will not be permitted on property other than University property without the permission of the owner of said property. Flyers must be stamped and approved in the Student Life office before they are distributed.

C. The use of metal objects, paste or permanent adhesive is prohibited. No materials may be attached in any defacing manner to the outside of buildings on University property. All decisions concerning violations of the placing of campaign material shall be resolved by the Election Commission.

D. Printed and/or hand-written campaign signs or other materials may be distributed and exhibited from the end of the candidate meeting to the last day of elections.

E. All flyers and posters shall adhere to rules set forth in the CBU Compass and any additional rules set forth by Student Life.

F. Candidates will be responsible for the removal of flyers within twenty-four hours after the announcement of the newly elected officers.

Section Nine – Ineligible Candidates

In the event a candidate is declared ineligible to fill the office to which she/he was elected, the SGA President shall announce the opening to the student body and appoint an interested, eligible student. The appointment must be passed by the senate.

Section Ten – Online Elections

In the event Online Elections are held, the following shall apply:

A. The Authorization of the elections shall be the same as if it were a written-ballot election. See Article VI, Section One.

B. The Candidate Registration process will be the same as if it were a written-ballot election. See Article VI, Section Two.

C. A candidate may additionally seek office within the Senate if not seated on the Executive Council.

1. A candidate wishing to run for both Executive Council and Senate must make that known, to the Election Committee, at the time of filing of the Candidate's application.

D. A Statement of Intent must be written to the Election Commission, as if written-ballot elections were being held. See Article VI, Section Four.

E. Voting

1. A qualified voter is defined as an undergraduate student who has paid the daytime Activity Fee and is registered as a full-time student.
2. The Quadrangle is open for campaign usage with the allowance of physical polling stations as long as there is an official observer monitoring qualified voters.
3. Each individual candidate is held responsible for adhering to all election rules and regulations and deadlines pertaining to the office he/she is seeking. See Article VI, Section Five.
4. Prior to voting, each student must enter his or her distinct CBU login information.
5. Students voting in general elections are not required to vote for all positions on the ballot.
6. Each candidate may and is encouraged to have one official observer in the room at the time the Election Commission confirms the elections valid. Each observer must be registered with the Election Commission twenty-four (24) hours before the opening of the polls. In order to ensure fairness, the observer must be silent, stationary, and not wear any paraphernalia associated with candidates. Violation of any of the aforementioned terms will result in the observer being asked to leave the room by an Election Commissioner.

F. Write-in Candidates will be handled just as if the election were a written-ballot election. See Article VI, Section Six.

G. Absentee Ballots will not be used in the Online Elections.

H. Election results shall be given to the Election Commission. The ballot totals are a matter of public knowledge and should be made available to any candidate upon request.

1. All candidates for the Executive Council offices must win by a majority. A majority is defined as 50% plus one of the total votes.
2. In the event a majority is not obtained, the Election Commission shall call a run-off election.
3. Senate seats shall be filled by those candidates receiving the most votes until all Senate seats are filled.
4. Senate seats shall be elected by choosing top candidates in accordance with Article VI, Section 2, Subsection A, Sub-sub section 2 from a single list. The Senate seats shall not be voted on individually.

I. All Active campaigning rules will apply, as though a written-ballot election were being held. See Article VI, Section Nine.

J. In the event a candidate is declared ineligible to fill the office to which he/she, has been

elected, the Election Commissioner shall announce the opening to the student body and appoint an interested, eligible student. The Senate must approve the appointment.

Article VIII – Removal from Office

Section One – Overview

A. All officers of the Student Government Association are subject to impeachment and trial. All members that are impeached, tried and convicted will be removed from office and made ineligible to hold any other SGA office.

Section Two – Grounds for Impeachment

A. The Grounds for Impeachment are as follows:

1. Violation of the duties and responsibilities bestowed upon the accused by the SGA Constitution and its bylaws
2. Abuse of the power bestowed upon the accused by the SGA Constitution and its bylaws
3. Failure to perform a duty bestowed upon the accused in accordance with the SGA Constitution and its bylaws
4. Egregious violation of the Code of Conduct as set forth by the Compass

Section Three – Articles of Impeachment

A. Articles of Impeachment shall be drafted by commissioned parties and then presented to either the EC or Senate, as appropriate, at its next scheduled meeting. The Senate may only impeach EC members and the EC may only impeach Senators.

B. The Articles of Impeachment must be approved by a majority vote at the aforementioned meeting. Senator impeachment will be conducted by 3/4 vote of EC. EC impeachment will be conducted by a 2/3 majority vote of Senate

C. Articles of Impeachment shall include:

1. The name of the accused member
2. The grounds for impeachment
3. Any supporting evidence for the grounds for impeachment
4. The originating SGA member or Senate committee, if applicable

Article VIII – Duties and Responsibilities of Student Clubs and Organizations

Section One – Recognition of existing clubs

A. To maintain recognition existing clubs or organizations must:

1. Attend Mandatory Presidents Meeting set by the Vice President of Campus Relations twice per semester.

2. Turn in the RSO Update Form and a copy of the most recent Bylaws to the SGA V.P. for Campus Relations by the fourth full week of school each semester.
 - a. In addition, the RSO Update form must be resubmitted within two weeks of any Officer changes.

3. Be approved each year by a 2/3 vote of Senate.
 - a. If either vote fails, the club is either disbanded or placed on probation at the discretion of SGA.

Section Two – Recognition of New Clubs and Organizations

- A. New clubs and organizations requesting recognition by SGA must:
1. First receive recognition by Student Affairs
 2. Present their mission and chapter roster to the VP for Campus Relations by the Fall or Spring Deadline each year.
 3. Be approved by a majority vote of the senate.

Section Three – Probation

A. Clubs and Organizations not adhering to policies of the SGA constitution and The Compass may be placed on probation at any time by the Director of Student Activities.

B. Clubs and Organizations placed on probation will lose the following:

1. The right to advertise on CBU Campus.
2. The right to room requests other than weekly meetings.
3. The right to request funds from SGA.

C. Terms of Probation

1. Probationary status for existing clubs will last for a period of one semester. At the conclusion of the probationary period the organization's status will be reviewed by Senate and the SGA the following semester. The organization may be removed from probation by a formal majority vote of senators.

Section Four – Loss of Recognition

1. The Director of Student Activities may revoke recognition rights of any organization not upholding the ideals and standards of the division or SGA. The organization may reapply for recognition to SGA the following semester.

Article IX – Financial Policy

Section One – Budgeting Process

- A. The SGA V.P. of Finance shall obtain a projection range of the Student Activity Fee Moneys as determined by the Office of the Vice President for Finance for CBU.
- B. Based on this projection the V.P. of Finance shall design a preliminary semester budget by allocating a certain percentage of the allotted money to:
1. The various SGA sponsored events
 2. The SGA recognized clubs and organizations eligible for funding.
- C. The preliminary budget will then be reviewed by the Executive Council for any necessary changes and then drafted into the official Budget that will be presented for approval.
- D. The proposed Budget then must be presented to the Student Senate and then the Executive Council.
1. To pass, the Budget must receive a majority approval vote from both the Student Senate and the Executive Council.
- E. Each semester's Budget can be presented for approval beginning the previous semester but no later than the Friday of the second week of classes of the current semester.

Section Two – Club and Organization Requirements for Receiving Funding

- A. The club or organization must be recognized by the SGA and CBU in compliance with the Club Recognition Policy found in Article IX.
- B. The organization must not be on probation with the SGA or CBU.
- C. The organization must not be in debt to the SGA or CBU.
- D. If an organization fails to host an event, it will abide by the three-strike consequence system. The consequences are as follows:
1. First Offense will result in a fee of 5% from the allocation requested
 2. Second Offense will result in a 10% reduction from all sub-categories of the organization's current tier standing.
 3. Third Offense will result in a 20% reduction from all sub-categories of the organization's current tier standing
- E. The Senate will consider allocation requests for conference funding, educational trips, event fundraisers, and organization trips. The senate will have the authority to approve or decline the funding for trip allocations.

Section Three – Monetary Allocation Request Forms (MAR Form)

- A. Clubs or organizations must complete and turn in a MAR Form to the SGA in order to be recognized and/or approved for funding.
1. Every club and organization must complete and turn in a MAR Form each semester by the designated date each semester in order to be considered and to receive funding.

- a. This date is set at 4 weeks from the first full week of class each semester
2. MAR Forms must be turned into the SGA for both events and conventions.

- a. All budgeted events and conventions must follow the guidelines as specified in Sections Four and Five of this article.

B. MAR's must be filled out in full and must have an itemized list detailing the specific costs of the event(s) and/or convention that is being requested for funding.

C. The complete MAR Form will be reviewed by the SGA Senate, during a special Senate session in which quorum must be established.

D. Once a club or organization has been approved for funding, it must produce for the V.P. for Finance all original receipts, invoices, and other supporting documents to receive reimbursement.

These supporting documents are due no later than 30 business days after the occurrence of the event, and no later than December 1st for the fall semester and no later than April 15th for the spring semester. The SGA will not make loans to any club or organization. All distributed funds to clubs and organizations must be requested by the Monetary Allocation Request Form.

A. The SGA reserves the right to audit the financial records of all the clubs and organization's private accounts with a unanimous approval of the Executive Council.

B. The SGA funds will be paid out with the approval of the Senate, V.P. of Finance, and the SGA Advisor.

C. The SGA may distribute money for clubs and organizations by reimbursement.

1. Reimbursement made to an individual will only be approved and given after supporting documentation is given as to why an individual should receive the funding. Documentation must be kept on file in the SGA Office.

- a. The faculty advisory of the club or organization requesting such funding must be notified by the SGA before funding can be given.

Section Four- Restrictions of Club and Organization Funding

A. The SGA will only fund clubs or organizations events if:

1. The event is open to all students
2. The event must be an approved University event
3. The event will not serve or distribute alcoholic beverages
4. The event does not provide services prohibited by The Compass
5. The policies listed in this section are not applicable to the SGA, SAC, or Student Life sponsored events.

B. The SGA will not allocate funds for the production or distribution of any club or organization paraphernalia. This includes but is not limited to articles of clothing, pamphlets, prizes and other miscellaneous items.

C. SGA funding will also not be given for any direct scholarships or charities

D. Funding will also exclude any club and organizations meetings, sessions, hearings, or initiations.

E. Clubs and organizations will forfeit their funding and be required to pay back in full the amount given if:

2. The club or organization neglects to turn in the MAR Spending forms and information within 2 weeks of the scheduled event.