CONSTITUTION & BYLAWS

OF THE
STUDENT GOVERNMENT ASSOCIATION
OF
WESTMINSTER CHOIR COLLEGE
RIDER UNIVERSITY
Title I:

Unified Student Governments Constitution

Preamble

We, the students of Rider University on its Lawrenceville and Princeton Campuses, in order to serve as representative bodies of the students to the faculty, staff, and administration; to uphold a system of responsible leadership in order to maintain the rights and privileges of the student body; to positively contribute to the well-being and growth of the Rider University community; and to foster a community that values a social and cultural environment do hereby establish the Student Government Associations of the Lawrenceville and Princeton Campuses, respectively.

Article I – Lawrenceville Campus

Section A. Name

The name of this organization shall be the Student Government Association of Rider University's Lawrenceville Campus (Lawrenceville SGA).

Section B. Membership

The membership of the Lawrenceville SGA is open to any student who pays the Student Activities Fee. This includes all full-time undergraduate students on the Lawrenceville Campus. Any student wishing to seek election or appointment within the Executive, Legislative, or Judicial branches of the Lawrenceville SGA must pay his or her SAF on the Lawrenceville Campus.
Section C. Structure

The Lawrenceville SGA shall consist of three branches: Executive, Legislative, and Fiscal.

A. Executive: The President’s Council shall be the executive authority of the Lawrenceville SGA to research, prepare, and execute student projects, proposals and grievances. Its members shall include: the President, Vice President, Treasurer, Secretary, Team Leaders, Subordinate Government/Council Presidents, Chairpersons, and Class Presidents.

B. Legislative: The Lawrenceville Student Senate shall be recognized as the principle legislative agency of the SGA through which student’s suggestions, grievances, and proposals on campus wide issues shall be acted upon through passage of resolutions, rules, and regulations. The Lawrenceville Student Senate shall be vested with the authority to recognize Lawrenceville Campus student organizations and student clubs. Voting membership of the Student Senate shall be outlined in the Lawrenceville SGA By-Laws.

C. Fiscal: The authority to approve appropriations of the Lawrenceville Student Activities Fee shall be invested in the Lawrenceville SGA Finance Board. This independent Board will have the authority to develop and to implement policies, regulations, and guidelines for the disbursement and management of the Student Activities Fee.

---

**ARTICLE II – PRINCETON CAMPUS**

Section A. Name

The name of this organization shall be the Student Government Association of Rider University's Princeton Campus (Westminster SGA).

Section B. Membership

The membership of the Westminster SGA is open to any student who pays the Student Activities Fee. This includes all full-time undergraduate and graduate students on the Princeton Campus. Any student wishing to seek election or appointment within the Executive, Legislative, Fiscal or Judicial branches of the Westminster SGA must pay his or her SAF on the Westminster Campus.

Section C. Structure

The Westminster SGA shall consist of two Branches of Government: Executive, and Legislative.

A. Executive: The Westminster Executive Board will serve as the executive branch of the GA. It shall consist of a President, Vice President, Secretary, and Treasurer.

B. Legislative: The Westminster Student Senate shall be recognized as the principle legislative agency of the SGA through which student’s suggestions, grievances, and proposals on campus wide issues shall be acted upon through passage of resolutions,
rules, and regulations. The Westminster Student Senate shall have authority to approve appropriations of the Westminster Student Activities Fee through the Senate Finance Committee. The policies and procedures governing the appropriate of the Student Activities Fee shall be outlined Title III of the Westminster SGA governing documents. The Westminster Student Senate shall be vested with the authority to recognize Westminster Campus student organizations and student clubs. Voting membership of the Student Senate shall be outlined in the Westminster SGA By-Laws.

ARTICLE III – JUDICIAL PROCEDURES

The Rider University Office of Community Standards shall be the principle judicial agency through which student disputes, charges of misconduct, and violation of rules set down in The Source. The Director of Community Standards shall nominate candidates for Student Justices on the University Community Standards Board who will be confirmed by the Student Senate.

ARTICLE IV – INTERCAMPUS ORGANIZATION

Section A. Name

An organization comprised of members of both campuses will be referred to as the Inter-Campus Organization.

Section B. Membership

The Inter-Campus Organization will be comprised of the following:

A. From the Westminster SGA, two of the four members of the Executive Board, the Speaker of the Senate, and the longest continually-serving, willing member of the Senate who is not Speaker. If these criteria apply to more than one Senator, then the committee member will be appointed by majority vote of the Westminster Student Senate;

B. From the Lawrenceville SGA, two of the four members of the Lawrenceville Executive Board, and two senators nominated from among the Senate and appointed by majority vote.

Section C. Structure

The Inter-Campus must meet once in the first six weeks of each academic term, and then again before the term ends. To have quorum at these meetings, at least six of the eight members must be present. The meetings shall alternate location between Rider’s Lawrenceville and Princeton campuses.

ARTICLE V – AMENDMENTS
Amendments to this Constitution shall be presented as legislation to the Westminster and Lawrenceville SGA Senates. Amendments must be approved by a two-thirds majority vote of each Senate’s membership. Upon ratification, the amendment shall become effective immediately unless otherwise stated in the legislation. Amendments to titles, bylaws or other documents, which are exclusive to each campus shall be approved by that respective campus.

**ARTICLE VI – SUPREMACY**

**Section A: Supremacy Clause**

Upon ratification, the Constitution of the Student Government Associations of Rider University shall serve as the sole and official document for the purpose, membership, and structure of the Rider University Student Government Associations.

**Section B: Effective Date**

The Constitution of the Student Government Associations of Rider University shall become effective immediately upon ratification.

**Section C: Co-Existing Documents**

The Westminster SGA and Lawrenceville SGA shall both have governing documents that more closely outline the structure and processes of government on each respective campus.

**ARTICLE VII – ADVISORS**

The Associate Vice President of Student Affairs shall appoint at least one advisor for the Lawrenceville Campus SGA and at least one advisor to the Westminster Campus SGA.

**ARTICLE VIII – DISSOLUTION**

In the unlikely event that either or both of the Student Government Associations of Rider University should dissolve, all assets shall be retained by Rider University.
TITLE II - EXECUTIVE BRANCH

ARTICLE I – STATEMENT OF PURPOSE

It is understood that the members of the Executive Branch of Student Government have been individually elected and entrusted to espouse the voice of the student body as a whole. The purpose of the Executive Branch is to, first and foremost, address the needs and desires of the student body as they pertain to Student Government. This may include providing services that facilitate and enhance student life, and/or providing students with opportunities to learn more about their university, their community, and themselves.

In being the students’ official liaison to administration, the Executive Branch pledges to passionately lend its voice to assure the advocacy of the entire student body. To these ends, the Executive Branch shall maintain a high level of awareness and consciousness of issues that may affect students, and bring these issues before the student body, administration, government officials. The Executive Branch shall also work in conjunction with administration, faculty and staff to provide services and programs to fulfill the students’ needs and desires. Lastly, with the chief aim of benefiting the student body, and the understanding that they are representative of the entire student body, the Executive Branch shall endorse, model, and embody responsible and professional behavior both in and outside of Student Government.

ARTICLE II – STUDENT BODY OFFICERS

Section A – President of the Student Body

A. The President shall be the official voice for student concerns and interests and clearest line of communication between the students and College/University administration.
B. The president shall uphold the constitution and ensure that the SGA acts in accordance to the SGA Constitution and bylaws.
C. The president shall have the power veto acts of the Senate, provided that the president shall exercise such power of veto within two (2) school days after the legislation is adopted.
D. The president shall appoint a non-voting student representative to the Westminster Academic Policy Committee.
E. The president shall hold a minimum of two (2) office hours per week.
F. The President shall meet with the advisors of the SGA for one hour per week.
G. The president shall have the power to establish such bodies subsidiary to him or her as he or she shall deem necessary and proper to aid him or her in the performance of his or her duty.
H. The president shall have the power to appoint members of the student body to committees established by the University.
I. The President shall set executive board meetings both with the Secretary, Vice President, and Treasurer as well as other individuals/entities as needed, including but not limited to the monthly meetings with the President of the University and Dean of the College.
J. The President of the Student Body shall periodically give reports to the Senate.
K. Executive Branch Cabinet. The Student Body President shall appoint cabinet members at his/her discretion. While the Student Body President may appoint as many cabinet members to as many various positions as he or she sees fit, the following areas are suggested:
   I. Dining Services
   II. Diversity
   III. Social Activities
   IV. Community Outreach
   V. History and Traditions
   VI. Facilities Management
   VII. Recruitment

Section B – Vice-President of the Student Body

A. The Vice-President shall represent the President of the Student Body and the Student Body as a whole on occasions in which the President is not present.
B. The Vice-President shall preside over, compose the agenda, and legislatively manage the meetings of the Senate.
C. The Vice-President shall serve as the manager of the SGA office, which may include ordering supplies and materials and the general upkeep of the room.
D. The Vice-President shall assume the duties of the President if the office is vacated or when necessary.
E. The Vice-President shall assume any additional responsibilities or projects assigned by the President.
F. The Vice-President shall serve a minimum of two (2) office hours per week.

Section C – Treasurer of the Student Body

A. The Treasurer shall serve as the Treasurer of the Student Body in accordance with the terms and conditions set forth in the rest of this document.
B. The Treasurer shall be responsible for adhering to the SGA’s fiscal policy.
C. The Treasurer shall keep accurate and timely financial records, and serve as the auditor of the Student Activities Fee.
D. The Treasurer shall be the ex-officio Chairperson of the Finance Committee of the Senate.
E. The Treasurer shall represent the Executive Branch’s financial interests to the Finance Committee.
F. The Treasurer shall assume any additional responsibilities or projects assigned by the President of the Student Body.
G. The Treasurer has the right to author and submit legislation for consideration by the Finance Committee as may be appropriate to the appropriations process.

H. The Treasurer may appoint student representatives to the Student Finance Committee if necessary as outlined in Title III.

I. Serve a minimum of two (2) office hours per week.

**Section D – Secretary of the Student Body**

A. The Secretary shall take minutes of all meetings of the Senate, Executive Branch, General Assembly, and Finance Committee meetings.

B. The Secretary shall compose and electronically distribute a draft of the minutes no later than three (3) days after each Senate and Finance Committee meeting and seven (7) days after each General Assembly meeting. After making corrections if necessary, distribute the approved minutes no later than one (1) day after said approval.

C. The Secretary shall manage and maintain all attendance records of General Assembly, the Senate, and Executive Board meetings.

D. The Secretary shall call the attendance roll at each Senate, General Assembly, Executive Branch, and Finance Committee Meeting.

E. The Secretary shall administer all roll call votes of the Senate.

F. The Secretary shall archive all voting records of the Senate.

G. The Secretary shall manage all official SGA forms, which duties include, but are not limited to, approval of forms and notification of approval to affected individuals.

H. The Secretary shall organize and maintain the paperwork, including electronic, of the SGA, including, but not limited to, contact information, correspondence, documents, forms, legislation, and forms.

I. The Secretary shall assume any additional responsibilities or projects assigned by the President of the Student Body.

J. The Secretary shall be responsible for editing Senate legislation for typographical errors/clarification both before legislation is distributed to the Senate and after it has been adopted.

K. The Secretary shall be responsible for the annual publication of the Constitution and Bylaws.
   a. This shall include the responsibility to make clerical changes to the Constitution and Bylaws in punctuation and spelling.
   b. These changes shall be reported to the Senate by the Student Body President at the next full Senate meeting.

L. The Secretary shall serve a minimum of two (2) office hours per week.
**Section A – Presidential Succession**

The Vice-President of the Student Body shall succeed to the office of President in the event that the office becomes vacant. The position of Vice-President of the Student Body shall be filled by nomination of the President and by two-thirds (2/3) majority vote of the Senate.

**Section B – Order of Succession to the Presidency**

The order of succession to the Presidency after the Vice-President shall be: the Secretary, the Treasurer, and the Speaker of the Senate. This person shall become the Acting Student Body President until such time as a special election can be held. Only the Vice-President may assume the Presidency without a special election.

---

**ARTICLE IV – REMOVAL FROM OFFICE**

**Section A**

Any member of the SGA may be declared in dereliction of duty in the following areas:

1. Actions that are in the violation of the *SGA Constitution and Bylaws*.
2. Non-fulfillment of enumerated duties and responsibilities as outlined in the Bylaws.
3. Failure to fulfill requirements for membership in accordance with the Constitution.
4. Violation of attendance policies as outlined in the Bylaws.
5. Violation of any previously stated causes for removal from office listed in their respective organizational governing documents.

**Section B – Dereliction and Removal from Office**

Proceedings: If a Board, Senate, or Class Government member is dereliction as outlined above, the following process must be followed:

1. Warning Letter: A letter must be written by the appropriate Advisor to the alleged individual to be in dereliction of duty which will indicate the nature of their dereliction and the steps needed to correct the same.
2. Removal from Office: In the event that the individual does not comply with the steps indicated in the warning letter, the individual will be notified that proceedings will commence to remove them from their position.
3. Proceedings: Upon the information presented, the Senate will use a secret ballot vote with a two-thirds (2/3) majority vote of quorum to remove them from their position. The individual has the right to speak to the Senate prior to a vote being taken regarding their dereliction. The Secretary shall tally the results and announce the results of the vote.
(4) Attendance before the Senate: If the individual accused of being in dereliction of duty cannot attend the meeting, they may, only once, request a change of date for their appearance before the Senate. The Senate must approve the change of date. If the individual can still not attend that Senate meeting, he/she may write a letter to the Senate in place of their appearance. However, if the negligent member has neither requested a change of date nor has written a letter, the vote will proceed in their absence.

**Section C – Resignation**

The Board shall accept a signed letter of resignation from any officer who wishes to no longer hold an office.

**Section D – Expulsion**

The Advisor, in consultation with the Associate Dean of Students Office, has the ability to remove an individual in their position in the SGA for alleged violation of the University Code of Social Conduct as outlined in the Source without the process of Section B.
Section A – Statement of Purpose

The Senate serves as the representative voice of the Student Body in which issues are presented, discussed, and acted upon through the passage of legislation.

Section B – General Definitions

Subject to additional definitions which may be contained in the subsequent sections of this Title which are applicable to specific sections of parts thereof, and unless the context otherwise requires or indicates, in this chapter:

A. Except when stipulated otherwise, the word “Chair,” when capitalized and in reference to the Senate as a whole, shall refer to the Vice-President of the Student Body, acting as the Chair of the Senate.

B. The word “Speaker” shall refer to the Speaker of the Senate, as elected each academic year by vote of the Senate.

C. The term “Presiding Officer” shall refer to the member of senate that has been appointed or elected to preside over a meeting of the Senate in the absence of the Chair or the Speaker.

Section C – Powers of the Senate

The Senate shall have the power to:

A. Formally advise the University administration on establishing the amount to be collected for the Student Activities Fee.

B. Appropriate all revenue derived from the Student Activities Fee through the Student Finance Committee.

C. In conjunction with the President of the SGA, edit the SGA Constitution and Bylaws

D. Require financial reports from all committees and from all organizations receiving funds from the Student Activities Fee through the Student Finance Committee.

E. By a three-fourths (3/4) majority vote of members present, override a veto by the President of the Student Body.

Section D – Meetings; Authority
Each session shall consist of a number of regular and special meetings. No events of Student Organizations or any individual student using the Student Activities Fund may be held during the time of a regularly scheduled meeting of the Senate once the Senate meeting schedule has been set.

**ARTICLE I – MEMBERSHIP**

**Section A – Student Senate Districts**

There shall be a maximum of 20 members of the Senate broken up into the following districts and levels: (The breakdown can and should change once a year based on enrollment, viability of student organizations, and other student needs by a majority vote of the Senate.)

A. Undergraduate Resident Students (7 – 1 per floor of each Residence Hall)
B. Undergraduate Commuter Students (5)
C. Graduate Students (2)
D. Class Government Representatives (One per class government, a member of each Class Government’s Executive Board, five total)
E. At-Large Representatives (2)

**Section B – Ratio of Representation**

The Senate shall maintain a ratio of one (1) Senator per twenty (20) students. If this ratio cannot be met, the Senate shall continue to function otherwise in accordance with The Constitution and Bylaws.

**ARTICLE II – OFFICERS**

**Section A – The Chair**

The Vice-President of the Student Body shall act as the Chair of the Senate. The Chair of the Senate shall:

A. Call to order and preside over meetings of the Senate
B. Call special meetings of the Senate
C. Has the right to attend any committee meeting as a non-voting, ex-officio member at the discretion of the President
D. Ensure that all duties of the Senate and its officers are properly executed
E. Determine a schedule for meetings of the Senate
F. Prepare and distribute the agenda for Senate meetings

**Section B – Speaker of the Senate**
A Speaker of the Senate shall be selected from within the body no later than the third meeting of each academic year. The Speaker’s term is approximately for the duration of each academic year. The Speaker of the Senate shall:

   A. Perform such duties as the Chair may assign
   B. Preside over the Senate in the absence or incapacity of the Chair
   C. Serve as a non-voting ex officio member of all senatorial committees
   D. Sign all bills and resolutions of the Senate and ensure their transmission to the Student Body President
   E. Sign all resolutions of the Senate and ensure their distribution to the appropriate parties
   F. Execute other such responsibilities as may be lawfully assigned to them by the current session

Section C – Removal & Vacancies

The Senate may dismiss any elected officer from the position of Speaker or Committee Chair by two-thirds (2/3) majority vote of quorum. Vacancies among the elected officers of the Senate shall be filled by simple majority vote of Senate quorum.

ARTICLE III – MEETINGS AND PROCEDURES

Section A – Meetings

The full body senate shall meet once per week unless additional special meetings are deemed necessary. The Senate Finance committee shall also meet an additional time each week. Special meetings of the Senate shall be called by simple majority vote of the Senate.

Section B – Quorum

   A. A quorum consists of a two-thirds (2/3) majority of all the qualified members of the Senate.
   B. When a lesser number than a quorum convenes, the Senators present may not vote on non-procedural motions. Regularly scheduled meetings of Senate shall be convened without regard to the number of members present.

ARTICLE IV – CONDUCT OF DEBATE/VOTING
Section A – Substitution for the Presiding Officer

The Presiding Officer, while in the Senate Chamber, shall have the right to call on any member of the Senate to perform the duties of the Chair. The Vice-President may reclaim the Chair from any other member at any time.

Section B – General Decorum

A. The Presiding Officer shall be responsible for preserving order and decorum.
B. The Senate and Student Finance Committee may use Roberts Rules of Order at its discretion.
C. Side conversation among members while the Senate is convened shall not be in order.
D. When a motion to adjourn or for recess is affirmatively determined, no member or officer shall leave his/her place until adjournment or recess is declared by the Presiding Officer.

ARTICLE V – PROCESSING OF LEGISLATION

Section A – Application of Rules

The Senate shall have two types of legislation: Resolutions and Bills:

Section B- Resolution Defined

A resolution shall be any written motion before the Senate that seeks to accomplish one of the following tasks:
A. Approval of appointments of the Student Body President and the Speaker of the Senate;
B. Proposal of Constitutional Amendments;
C. Bestows honor or appreciation on any individual or organization affecting the Students of the College; or
D. Statement of the opinion of the Senate on any matter not under the jurisdiction of the Senate.

Section C – Bill Defined

A bill shall be any written motion before the Senate which seeks to accomplish any task other than those which can legitimately be accomplished by resolution.

Section D – Prohibitions on Legislation
Bills shall not become resolutions. Resolutions shall not become bills. Resolutions cannot amend, repeal, or modify a bill or previous resolution. Bills and Resolutions stay in effect until another Bill or Resolution changes the previously existing policy or opinion. No bill or resolution may be considered unless copies of the bill have been made available to the entire membership of the Senate.

Section E – Authorship of Legislation

A need that can be addressed by the Senate may be written and placed in proper form by any senator familiar with the legislative process. The author of the legislation shall then find an authorized sponsor, who shall act as principal sponsor for the legislation.

Section F – Introducing Legislation

Any member of the senate interested in introducing legislation shall send it to the Chair within thirty-six (36) hours prior to any Senate meeting.

Section G – Publication of the Agenda

Twenty-four hours prior to the next regularly scheduled meeting of the full Senate, the Chair and the Secretary shall ensure that copies of all legislation for the meeting are made available to each member of the Senate by posting in locations previously approved for that purpose by the clerk and shall distribute the same documents via electronic communication.

Section H – Conveyance to the Student Body President

Following the passage of legislation in the Senate:
  i. Within twenty-four (24) hours of passage, three copies of all legislation passed by the full Senate shall be signed by the Speaker as they were passed. The legislation will then be delivered to the Student Body President for his or her review by an appointee of the Senate.

Section I – Transmission of Vetoed Bills

The Student Body President shall return a signed copy of acts of the Senate to the Secretary within two (2) school days of receiving it, unless he or she shall have elected to veto the act or decline to sign it. He or she shall keep the other copy signed by both parties, and it shall be included among the records of the Office of the Student Body President.

Section J – Signed Acts Immediately Become Law
Acts of the Senate signed by the Speaker and the Student Body President immediately become effective, unless other specified. Acts not returned within two (2) school days of passage shall become effective without the Student Body President’s signature, with a notation by the Speaker stating that the President declined to sign the act.

Section K – Vetoed Acts

Vetoed acts shall be returned to the Speaker with an explanation of said veto within two (2) school days of transmission to the Student Body President.

i. The Speaker shall then place a special order for the reading of the veto message and a motion to override the President’s veto on the agenda of the next Senate meeting. This motion is undebatable and requires a two-thirds (2/3) vote of Senate members present and voting for adoption.

ii. If the motion is adopted, the act shall become law despite the Presidential veto. Following Senatorial override of the President’s veto, acts of the Senate shall become law with a notation by the Speaker stating that the President’s veto was overridden.

Section L – Public Record

All laws and resolutions passed by the Senate shall be public record and shall be transmitted in a timely manner to all parties requesting them. No documents of the Senate may be withheld.

Section M – Yearly Production

Each year an official printing and electronic publication of the Constitution and Bylaws of the Westminster Choir College Student Government Association shall be produced by the Secretary. Periodically, a supplement may be produced incorporating all changes passed since the previous edition of the Constitution and Bylaws.

ARTICLE VI – COMMITTEES

Section 1A – Standing and Select Committees Defined:

I. The only standing committee shall be the Student Finance Committee. For information governing the Student Finance Committee’s structure please see title IV.

II. Any other committee the senate wishes to create may be done so and said committees will be referred to as Select Committees.

III. No standing committee or select committee shall meet during any meeting of the full Senate.

IV. During standing committee and select committee meetings, the chairperson may exercise the right to vote in case of tie.
Section A – Finance Committee

Please see title IV

Section B - Recognized Student Organization Renewal Committee

The recognized Student Organization Renewal Committee shall be formed of three to four members of the Senate and the student government Vice President. A speaker shall be selected among the committee members are elected from the Senate. The purpose of this committee is to undergo the process of granting each recognized student organization their annual renewed recognition as a student organization from the university.

Section C – Committee Minutes to Legislative Archives

The chair of a committee shall insure that written minutes are compiled for each of the committee’s meetings. The minutes shall indicate the number of members present and the actions taken by the committee at the meeting. Not later than three (3) days after the adjournment of each meeting of the committee, the chair shall deliver the minutes to the Secretary of the Student Body. The Secretary may grant a reasonable extension of time for filing said minutes upon application of the committee chair.

ARTICLE VII – ETHICS STANDARDS

Section A – Attendance Requirements

Members of the Senate shall miss no more than two meetings in a semester without written notice.

Section B – Prohibition

A member must abstain from voting on legislation concerning any RSO which he/she has been a board member of in the last twelve months, when the business at hand is an appropriations request and the motion is to adjust the amount requested up or down, to vote on the passage of a bill or the previous question has been moved on such an appropriations bill.

Section C – Censure

Censure shall consist of a formal reprimand delivered to any person by the Speaker or his/her designee. It shall be by majority vote of the Senate members present. A two-thirds (2/3) majority vote of the Senate members present shall be required in a debatable motion to overturn a Censure.
Section D – Removal from Office

Any member may be removed from the Senate by a 2/3 vote of membership.

Section E – Special Provisions

If the Student Body Vice-President or the Speaker of the Senate is the subject of the motion, he or she must relinquish the chair to the most senior member of the Senate during debate.

ARTICLE VIII – GENERAL PROVISIONS

Section A – Freedom of Speech

The members shall have freedom of speech and debate in the Senate, and shall not be liable to impeachment or question for words therein spoken.

Section B – Bills and Resolutions Remain in Effect

All bills and resolutions shall be assumed to be in effect until they are repealed either explicitly or indirectly by other laws and resolutions of the Senate, unless they are of such nature as to be of obviously instantaneous effect or they provide explicitly for their own expiration.

Section C – Accordance with the Constitution

All legislation of the Senate shall be in accordance with the Student Government Association Constitution (Title I) and shall be enacted in accordance with the procedures of this title and such other procedures as the Senate shall enact.
ARTICLE I – STATEMENT OF PURPOSE

During the 2003-2004 academic year, the Executive Board recommended the creation of a Student Finance Board (“SFB”). The purpose of this restructuring was two-fold: 1.) it allowed the Student Government Association to focus more intensely on its primary duties, and 2.) it ensured a more effective use of capital by requiring organizations to give an account of their finances to an independent board of trustees. In 2011, the Executive Board recommended the duties and responsibilities of the Student Finance Board be enhanced by making it a committee of the Student Senate, renaming it the Senate Finance Committee. The Senate Finance Committee was created to help foster further efficiencies and collaboration and communication in the Westminster SGA.

The Senate Finance Committee continues to be guided by the same principles since its founding. Namely that: funds are limited and should be allocated to the most deserving activities, functions, programs, projects, and events, taking into account the percentage of the Student Body affected and projected length of benefit. And, that the primary beneficiaries of Senate Finance Committee funds are currently enrolled students of Westminster Choir College.

ARTICLE II – COMPOSITION AND STRUCTURE

Section A – Composition and Membership

The SFC is a seven member body composed of the Student Body Treasurer (“SBT”) and six student senators hereafter referred to as “trustees” selected from that body at large by majority vote. The six trustees shall have representation from at least three classes. The SFC membership shall first be taken from senators who will have responsibility for attending both senate meetings and SFC meetings. While serving on the SFC, the senators, like non-senator SFC members, shall not be representing their constituents, but will be acting on behalf of the entire college community. If full membership cannot be acquired from the Senate, the SGA treasurer may appoint members from the student body in general, subject to approval by the Senate.

Section B – Appointment of Vice Chairman

The SBT shall name one of the six trustees Vice Chairman. The responsibilities of the Vice Chairman include presiding over SFC meetings in the event of the SBT’s absence and aiding with the maintenance and preparation of accounting records. In the event the office of the Student Body Treasurer is vacated prior the end of its term, the Vice Chairman shall perform all duties and responsibilities of the SBT until the Senate has formally appointed a replacement.
ARTICLE III – MEETINGS AND VOTING

Section A – Meetings of the Senate Finance Committee

1.) Presiding Officer ("Chair"): The Student Body Treasurer shall Chair all meetings of the Senate Finance Committee. If the Student Body Treasurer is unable to attend a meeting, the Vice Chairman shall preside.

2.) Attendance: Trustees are expected to attend every meeting. If a trustee cannot attend, it is his/her responsibility to contact the Student Body Treasurer or Vice Chairman, who may or may not excuse the absence. Any trustee accumulating more than one (1) unexcused absence per semester may be removed from the Senate Finance Committee in accordance with Article VII: Removal of a Member.3. Special Meetings: Special meetings can be called by the Student Body Treasurer, Vice Chairman, Senate, or a simple majority of the Senate Finance Committee. Except in cases of emergency, at least three (3) days notice shall be given.

3.) Public Accessibility: In addition to meetings being open to the public, all meeting dates, times, agendas, and minutes shall be kept as a manner of public record. Private portions of meetings and any corresponding documentation will not be released to the public.

Section B – Voting

1.) Voting: trustees and the treasurer receive one (1) vote. In the unlikely event of a tie, the Treasurer may break the tie.

2.) Quorum: Quorum shall be defined as five members of the Senate Finance Committee, one of whom must be the Student Body Treasurer or Vice Chairman. If a quorum is not present, the presiding officer can call the meeting to order at his/her discretion. Voting cannot take place if a quorum is not present.

3.) Non-Voting Guests: All meetings may be attended by any student or faculty belonging to the University. Any guest outside of the University must be approved by the Chair. Guests will not receive a vote in any matters and cannot speak unless recognized by the Chair. The Chair or a simple majority of the Board may deem any portion of the agenda of the meeting private, whereas guests would be asked to leave.

4.) If the Student Body Treasurer or Vice Chairman puts a matter before the members of the Senate Finance Committee via electronic mail or other means, the members have the right to vote via electronic proxy. The vote shall be binding on the condition that at least five members of the SFC respond, one of whom must be the SBT or Vice Chairman. The responses must be kept as a matter of record.
ARTICLE IV – POWERS AND ELIGIBILITY

Section A – Powers

The Senate Finance Committee and the Student Body Treasurer are the only entities with the authority to approve the disbursement and allocation of SGA funds subject to any exceptions set forth in the Westminster Student Government Association Constitution and By-Laws.

Section B – Eligibility and Restrictions

Recognized Student Organizations, Subordinate Councils, individuals and other entities within the structure of the Student Government Association in good standing with the SFC and Executive Board are eligible to request discretionary funds and budgets. The SFC may allot discretionary funds to other organizations, individuals, college departments or faculty members not a part of SGA if it believes the programs or events these entities wish to sponsor are worthwhile and beneficial to the Westminster Student Body. Unless a specific exception has been made, the SFC will only approve expenditures for organizations and events that do not restrict membership or admission for reasons of race, color, creed, sexual orientation, religion, gender, disability, ethnicity, or academic class. The funds entrusted to the Board are for the benefit of the entire Westminster student community and hence membership to any event or group that is not open to all current full-time and part-time undergraduate and graduate students is not permitted.

ARTICLE V – FRAUDULENT OR UNETHICAL USES OF FUNDS FREEZES AND APPEALS

If the Senate Finance Committee believes an individual or organization is dealing unethically or fraudulently with funds (such as engaging in unapproved purchases or falsifying receipts or documents), it reserves the right to freeze the respective account(s) and / or immediately discontinue funding, including previously appropriated and approved budgets. Until the Senate Finance Committee determines that the problem has been properly dealt with by voting to unfreeze the account(s), the organization in question will lose access to SGA assets, inventory, supplies and funding. The SFC and SBT reserve the right to place a stop payment on checks issued to or on behalf of the individual or organization in question. The Senate Finance Committee may, at its discretion, refer the case to the Community Standards Board (“CSB”) or the appropriate authorities if the situation warrants.
ARTICLE VI – DUE PROCESS AND APPEAL

All decisions made by the Senate Finance Committee are final. The Board can, at its discretion, revisit a specific funding issue if a simple majority of its members or the SBT wishes to do so.

ARTICLE VII – REMOVAL OF A MEMBER

A. Any member of the Student Government Association that believes a trustee of the Senate Finance Committee has breached his/her duties shall provide a written statement to the Chair of the Senate detailing perceived grievances. The trustee may be removed from his/her position by a two-thirds vote of the Senate. Removal from the SFC does not imply/guarantee removal from the Senate at large.
B. Any trustee accumulating more than one (1) unexcused absence per semester may be removed from the Senate Finance Committee.
C. If and when a trustee is removed, the Senate Finance Committee cannot vote on any matter until a replacement has been appointed by the Senate.
D. This article does not apply to the Chairman and Vice Chairman, both of whom shall be bound by the Removal of Office Proceedings found in the Student Government Association Constitution and By-Laws.

ARTICLE IX – EXECUTIVE APPROVAL, VETO, AND APPEAL

Section A - Executive Approvals and Budget Reallocations

The Student Body Treasurer has the authority to approve requests for discretionary funds in amounts not to exceed $500 per request, per event. The Student Body Treasurer has the authority to approve withdrawals from organization budgets, cash advances and the like in amounts not to exceed the appropriated limit set forth by the Senate Finance Committee. The SBT has the authority to approve requests for reallocations of previously approved funds provided that the reallocations do not differ materially in the intent of the original approval and do not amount to over five percent of the SGA’s annual revenue from the mandatory student activity fee. The SBT shall notify the SFC of his/her executive approvals and reallocations at the next regularly scheduled meeting. If five or more of the trustees believe the SBT is abusing his/her executive approval and / or budget reallocation powers, they may elect to temporarily suspend or restrict said powers in whole or part.

Section B – Executive Veto and Appeal

The Student Body Treasurer has the authority to veto decisions or rulings made by the Senate Finance Committee including, but not limited to: budgetary allotments, requests for discretionary funds, and interpretation of statements of policy and opinion. The Senate Finance Committee may over-ride the Student Body Treasurer by a vote of five or more.
**ARTICLE XII – FINANCIAL SHUTDOWNS**

The Senate Finance Committee has the authority, when and if it believes the Student Government Association faces a significant financial or liquidity crisis, to close and deny any and all requests for funds including, but not limited to, previously appropriated and approved budgets. Financial Shutdowns must be approved by at least five members of the Senate Finance Committee. The Student Body Treasurer or Vice Chairman must inform the Executive Board, President’s Council and Senate of the shutdown immediately after it has been approved by the SFC. Shutdowns may be ended by a vote of five or more members of the SFC. The Student Body President may also initiate a Financial Shutdown via Executive Order.

**ARTICLE XIII – FREEDOM OF INFORMATION**

Copies of the Senate Finance Committee Constitution, By-Laws, Statements of Policy and Opinion, and Budgets must be made available to any currently enrolled, full-time, matriculated student of Westminster Choir College of Rider University upon written request.

Upon appointment, financial statements and records shall be made available for inspection to any currently enrolled, full-time, matriculated student of Westminster Choir College of Rider University under the supervision of the Student Body Treasurer and / or Assistant Associate Dean of Students.

**ARTICLE XIV – PURPOSE**

These By-Laws shall describe all matters of procedure, concern, and policy of the Senate Finance Committee. All Standing Orders, Rules, Guidelines, and Forms are hereby set into motion and governed by these By-Laws.

**ARTICLE XV – POLICIES AND PROCEDURES**

**Section A.** All training sessions will be regarded as regularly scheduled meetings. Failure to attend any training session may result in the removal of a trustee.

**Section B.** Meeting guidelines will be adhered to by all in attendance. If a member is in violation of the guidelines, they will be asked to leave the meeting.

**Section C.** Any non-regularly scheduled meetings declared an “emergency” meeting shall not follow attendance rules.

**Section D.** Funding Organizations within the structure of the Student Government Association have access to two forms of funding 1.) budget allocations and 2.) discretionary fund requests.
ARTICLE XVI – BUDGETS

Section A. Budgets and Discretionary Requests Defined
   A. Budgets - Recognized Student Organizations and SGA branches may submit budget requests if they choose which would allocate funds for the following semester.
   B. Discretionary Funds – All campus individuals and entities are welcome to request funds during the current semester using a Discretionary Fund Request.

Section B. Any student or organization or entity that wishes to receive a budget must submit the appropriate paperwork to the Student Body Treasurer’s Box in the Associate Dean of Students Office on or before May 5th and December 10th for the subsequent semester. Due to the advanced timeline, it may not be possible for a budget to carry the same level of detail and itemization as a discretionary request, however, disclosing as much known detail at the time of the request is encouraged. All requests must comply with any requirements the SFC or SBT may set forth from time to time. The budget proposal must contain the signature of both the organization’s treasurer and advisor.

Section C. Meeting and Evaluation of Budget Requests The SFC will meet to evaluate and discuss each budget request. The SFC may compare requested amounts to actual expenditures for each organization over the previous accounting period. These allocations may be more or less than the requested amount. The group will be informed in writing of their actual budget for the upcoming semester no later than two (2) weeks after budgets have been approved.

Section D. Failure to Submit a Budget If an organization does not submit the necessary paperwork by the deadline, it is ineligible to receive a budget. The Student Body Treasurer or Senate Finance Committee may waive this provision at his/her discretion.

Section E. Considerations It is important for each organization to understand the primary determinant of budget allocation is the guiding principles set forth in Article I of the Constitution. Groups that have consistently shown themselves faithful, responsible and effective can rightfully expect a larger budget. This is consistent with the Senate Finance Committee’s belief that funds are limited and should be allocated to the most deserving activities, functions, programs, projects, and events.

Section F. Requests below $10,000 may be approved by the Senate Finance Committee exclusively. Requests between $10,000 - 12,000 require approval of a simple majority vote of the full senate. Requests above $12,000 require the approval of a simple majority of the full senate as well as Executive Board Presidential Approval. These decisions are not subject to the typical procedures for veto. The President may not reverse a decision which does not require his consultation nor may the Senate consider the President’s lack of endorsement of a proposal grounds to “repeal his veto”.

24
**ARTICLE XVII – DISCRETIONARY FUNDS**

A. Organizations, college departments, faculty members, and individual students are eligible to request discretionary funds for activities, functions, programs, projects, and events they believe are beneficial to the Student Body.

B. The individual or organization requesting discretionary funds may attend the SFC’s weekly meeting to answer questions and concerns posed by the trustees or SBT. If a representative is not able to attend to discuss the request, the SFC reserves the right to vote on or table the matter.

C. All documents shall be submitted to the treasurer six (6) days prior to the SFC’s weekly meeting. These documents under consideration will be publicly posted no less than 72 hours prior to the meeting to allow for student consultation with SFC members.

D. Requests below $10,000 may be approved by the Senate Finance Committee exclusively. Requests between $10,000-12,000 require approval of a simple majority vote of the full senate. Requests above $12,000 require the approval of a simple majority of the full senate as well as Executive Board Presidential Approval. These decisions are not subject to the typical procedures for veto. The President may not reverse a decision which does not require his consultation nor may the Senate consider the President’s lack of endorsement of a proposal grounds to “repeal his veto”.

**ARTICLE XVIII – REIMBURSEMENT, PAYMENT OF BILL, CASH ADVANCES, AND RECEIPT DOCUMENTATION**

Section A: Reimbursements Once funds have been approved either in a budget or discretionary funds request, members of an organization may purchase the items and services. The receipts may then be attached to a completed Reimbursement or Payment of Bill form and submitted to the Student Body Treasurer’s Box in the Office of the Associate Dean of Students. **Unless expenses have been approved beforehand, requests for reimbursement should not be honored.** Students, organizations, and advisors do not have the right to spend money that has not been allotted to them.

Section B: Payment of Bill In order to have a bill paid in conjunction with an approved budget or discretionary funds request, an original copy of the bill must be attached to a completed Reimbursement or Payment of Bill form and submitted to the Student Body Treasurer’s Box in the Office of the Associate Dean of Students.

Section C: Cash Advances Expenses such as speaker fees, hotel booking deposits, catering, plane tickets, etc. often must be paid in advance. Once funds have been approved either in a budget or discretionary funds request, members may attach price quotes to a completed Request for Cash Advance form. Cash advances may be written to the treasurer of an organization in conjunction with approved activities, functions, programs, projects, and events. It is the treasurer’s responsibility to submit acceptable receipts and any unspent cash within ten days following the event. **If the amount of the receipts and unspent cash does not equal the amount of the check original issued to the treasurer, or the receipt shows that funds were used in ways approved by the Senate Finance**
Committee, the treasurer of the organization may be held personally liable and billed accordingly. The Senate Finance Committee may take additional action against the organization including, but not limited to, freezing their account, denying cash advance requests for the remainder of the year, and cancellation of approved budget(s). Under no condition will cash advances be made out to “cash”.

Section D: Receipt Documentation In order for a receipt or other proof of payment to be accepted, it must adhere to the following guidelines:

1. All documents must be original. Photocopies or other reproductions are not acceptable proof of payment.
2. Receipts must include itemized totals. Credit card approval slips showing only the amount spent will not be accepted.
3. Unofficial documentation such as emails, phone calls, letters, pricing sheets, menus, invoices, online print-outs showing a balance due, etc. are not valid proof of payment and as such, are ineligible for reimbursement vouchers. These items are acceptable for requests for discretionary funds and budget proposals.

ARTICLE XIX – CHECK PICKUP AND POLICIES

The treasurer should issue checks within ten (10) business days of financial approval, unless the Treasurer has notified the student body otherwise.

ARTICLE XX – MEETING STRUCTURE

The weekly meetings of the Senate Finance Committee shall be divided into two sections, one public and one private.

Section A: Public Session During the public session, each funding issue brought before the Senate Finance Committee shall be discussed with the representative of the requesting individual or organization. Any visitors not directly involved in a funding request are not permitted to speak unless recognized by the Chair, who may impose time restraints. Members of the public may, however, submit a written statement of agreement or dissention to the Vice Chairman after a specific funding issue is brought to the floor but before the SFC moves to private session.

Section B: Private Session During the Private Session, committee members will deliberate on the presentations they have just witnessed during the public forum.

Section C: Decisions After the Senate Finance Committee has reached a decision, it shall inform requesting individual or organization of the outcome within two days. If an SFC approval was overturned by a veto of the Student Body Treasurer, the individual / organization and Senate must be informed.
ARTICLE XXI – STUDENT BODY TREASURER RESPONSIBILITIES

In addition to the responsibilities espoused in the Student Government Association Constitution and By-Laws, the Student Body Treasurer shall be responsible for providing the following to the members of the Senate Finance Committee at each regularly scheduled meeting:

1. A to-date Budget vs. Actual report detailing the amount of money remaining in each budget
2. A to-date copy of the check register
3. A to-date income statement and balance sheet
4. A current discretionary balance and projected end-of-year asset estimate
5. A list of executive approvals

ARTICLE XXII – SUMMER EXPENDITURES

At the end of each Spring semester, $10,000 must be held to allow for unexpected expenditures to happen over the summer and until the new Senate and SFC are in place in the fall. These expenditures should cover unexpected expenses. Anticipated expenses should be allocated as part of a budgeting process in the preceding Spring. This $10,000 shall be dispersed at the discretion of the Treasurer via executive approval under $500, and a ¾ vote of the Executive Board for amounts above $500. Electronic approval may only occur via official Rider email.

ARTICLE XXIII – FUNDRAISING POLICY AND PROCEDURE

Section A: Limitation of Power The Senate Finance Committee does not have the authority to deny an organization any use of its fundraised assets as long as said use complies with University, College and SGA policy, regulations, rules and procedure.

Section B: Exclusive Events and Borrowing to Host Organized Fundraisers Organizations that wish to hold events for the benefit of a particular group of students must provide for that event solely through their own fundraising efforts. This extends to capital allocated to the approved budgets of student organizations. SFC funds may not be used to shoulder the cost of organized fundraising for any specific group, except for the SGA discretionary fund itself. When and if a group wishes to fundraise, it may borrow against a portion of its allotted budget or discretionary funds subject to the SFC’s approval. This loan must be repaid from the fundraising revenue. If a fundraiser is unsuccessful and the group cannot pay the outstanding balance, the amount will carry forward against future fundraisers and events. If the organization has not reimbursed the SFC by the end of the semester, the amount outstanding will be deducted from the group’s approved budget before the beginning of the next semester.
Section C: Ticket Price and Admissions Policy If a fundraiser is supported in whole or part by the Student Activity Fee or the Senate Finance Committee, ticket prices, admissions policies, and agenda must be approved by the Senate Finance Committee or the Student Body Treasurer.

**ARTICLE XXIV – CONDITIONS FOR THE USE OF THE STUDENT ACTIVITY FEE**

**Section A:** Disclosure – Any and all events that use SFC funds must include “Paid for by the Student Activity Fee” prominently displayed on publicity, flyers, and programs. Failure to comply with this policy means possible loss of funding for future projects. The SFC will reallocate ten-percent (10%) of an organization’s budget to the discretionary fund each time it deems an organization has not fulfilled its duty in this regard.

**Section B:** Charitable Contributions Revenue from the Mandatory Student Activity Fee (“SAF”) may not be used to support charities or nonprofit organizations. The SAF is collected solely to benefit the students of Westminster Choir College. It is unethical for members of the student government to allocate these funds to a group or organization that does not directly benefit the college’s Student Body. All charitable giving should be done through the fundraising efforts of individual organizations.

**ARTICLE XXV – OTHER CONSIDERATIONS**

**Section A:** Trustee / Treasurer Liaison Each Recognized Student Organization (“RSO”) may be assigned to a trustee of the Senate Finance Committee, excluding the Student Body Treasurer and Vice Chairman, during the first meeting of the year. The primary purpose of this liaison relationship is to allow the respective treasurers of each student organization to ask questions about procedures / policies or inquire about account balances. It is strongly recommended that treasurers meet with their liaison at least once a semester to discuss upcoming projects, the group’s budget and any other topics of importance.

**Section B:** Co-Sponsored Events The Senate Finance Committee strongly encourages campus organizations and academic classes to co-sponsor events. This allows costs to be spread among a number of budgets and invites a larger degree of involvement from the Student Body. Co-sponsored events are subject to the same limitations and rules as regular events.
ARTICLE I – POLICIES AND PROCEDURES

Section 201 – Regularly Scheduled Meeting

The GA will be a regularly scheduled Senate meeting at least once each academic semester. The Student Body President in conjunction with the Senate shall decide the appropriate time and location and must notify the student body thirty (30) days in advance.

Section 202 – Training Sessions

All training sessions will be regarded as regularly scheduled GA meetings and must follow the same procedures. If a Recognized Student Organization does not send representation to a training session, it may be suspended immediately. This meeting may take the form of a Senate meeting or it may take a training meeting structure.

Section 204 – Membership Present

At least half of the executive membership of each RSO or Class Government must be present at each meeting of the GA. The Student Body Secretary reserves the right to grant exceptions to this based on any Meeting Absence Request Forms submitted to the Secretary.

Section 205 – Reports

Each RSO and Class Government is invited to report prior accomplishment, current plans, and future goals at the GA meetings. The Senate is also invited to report its developments to the GA.
TITLE VI – ELECTIONS

ARTICLE I – ELECTIONS BOARD

The Elections Board shall preside over all election proceedings.

Section A - Chair Selection

The Student Body President will nominate the Chair of the Elections Board to the Senate. The senate shall then confirm or reject each nominee based on their discretion with a simple majority of quorum.

Section B - Vacancy

If the Chair position is vacant at the time of election, the advisors to the SGA, appointed by the Associate Dean of Students, shall assume the duties outlined herein.

Section C – Membership Limitation

No individual who is running for a position may serve on the Elections Board.

Section D – Committee Members

The Elections Board Chair shall reserve the right to appoint members of the SGA to the Elections Board.

Section E – Responsibilities

The Elections Board will work with the SGA Advisor to facilitate all elections, oversee advertising, and plan and moderate all candidate forums, especially campus-wide elections at the beginning and end of each academic year in accordance with the procedures outlined in this Title.
ARTICLE II – CAMPUS-WIDE ELECTIONS: EXECUTIVE, LEGISLATIVE, AND CLASS GOVERNMENTS

Section A – Term Limit

No term of office shall exceed the academic year during which the term begins. All terms begin at the start of each academic year, with the exception of vacancies.

Section B – Ballot

Elections will be conducted through a secret ballot process. Each member of the SGA, who must be a matriculated, full-time student during the term for which they are electing officers, shall receive one vote for the Executive positions, one vote for their respective Class Government, and one vote for each seat in their respective Senate representation.

Section C – Spring Elections

Spring elections for the Executive and Class Governments, with the exception of the elections for the incoming freshman class and the GSA, shall be held during the month of April. If, for any reason, the elections for these positions are not held until the following academic year, the SGA advisor shall facilitate this election during the same time as the Fall Elections.

Section D – Fall Elections

Fall Elections for the Senate, freshman Class Government, and GSA shall be held within the first fifteen academic days (15) of the semester. Any positions that became vacant since the previous Spring Elections shall be included on the ballot for the Fall Elections.

Section E – Qualifications

In addition to the qualifications outlined in the Constitution, Title I, persons running for the positions of the Executive Branch must possess at least forty-five (45) undergraduate credits or eighteen (18) graduate credits and must have completed (2) consecutive semesters at Westminster Choir College prior to running for office with the exception of graduate students running for the positions of Secretary or Treasurer, who must have completed one semester at Westminster Choir College. All potential candidates must have at least a 3.0 cumulative GPA. Persons running for Class Governments must be a member of that class according to policies and procedures outlined in the Westminster Academic Catalogue, and persons running for the Senate must belong to their respective districts of representation. In the event of an ambiguity or class standing concern, a candidate may run for a class government position that they are not technically a member of upon consultation with the SGA Advisor and the elections chair.
Section F – Applications Notification

Notification of applications for elections shall be posted no later than twenty-eight (28) days prior to the spring election and eight (8) days prior to the fall election.

Section G – Application

All interested students must complete an application for election in order to run for that specific position. All applications must be handed in at least five (5) days prior to the election.

Section H – Petitioning

Candidates running for the Executive Branch must submit a petition that bears the signatures of at least fifty (50) current students of the College. Candidates running for a Class Government must submit a petition that bears the signatures of at least twenty-five (25) current students of the College. The petition must accompany the application when handed in.

Section I – Advertising

Candidates may only advertise after they have submitted their petition and it has been approved by the Elections Board. Advertising may only occur within fourteen (14) days of the election. Advertising must adhere to the posting guideline and be approved by the Associate Dean of Student Office.

Section J – Approval of Application

The Elections Board must approve all candidates based on completion of the submitted application. If the application is complete and no guidelines have been broken, the application must be approved. The Elections Board must inform the student of its approval or disapproval within twenty-four (24) hours of its decision.

Section K – Incumbent Officers

If no one submits a petition for a rising Sophomore, Junior, or Senior Class Government position and the incumbent wishes to keep the position for another term, that person will assume the office. If an incumbent will be remaining in office, their name must still appear in the appropriate portion of the ballot.

Section L – Write-In Candidates
If a current member of the College student body is written in on the ballot and wins a position, the individual must accept or reject the position within forty-eight (48) hours. If the individual accepts the position, they are considered the winner on the ballot. All write in candidates must meet the requirements of the Eligibility and Elections Titles in the Constitution.

Section M – Tally and Results

The Elections Board will be responsible for the supervision of tallying votes and posting election results within forty-eight (48) hours following the election. The candidate that has the most votes for and accepts a position will be considered the winner of that position.

Section N – In Case of a Tie

If the election results in a tie for any position, a run-off election for that position will be held within one (1) week.

ARTICLE III – ELECTION OF EXECUTIVE OFFICERS IN RECOGNIZED STUDENT ORGANIZATIONS

Section A - Attaining RSO status

An individual, or group of individuals, shall submit proposed governing documents and a mission statement to the Board. The governing documents and mission statement must adhere to the mission of the University and the SGA Constitution and Bylaws. The Board may recommend any possible changes to the documents. Individual(s) must then present their proposed organization to the Senate. The Senate may approve the proposed organization with two-thirds (2/3) majority vote of a quorum. Each new RSO must renew their status through the Recognized Student Organization Renewal Committee each year to remain a Recognized Student Organization from the University.

Section B -

The Executive Branch recognizes the election procedures of each student organization in accordance with their governing documents. All terms begin at the start of each academic year, unless superseded by that organization’s document, with the exception of vacancies.

ARTICLE IV – FILLING OF VACANCIES
Section A – President of the Student Body

The Vice-President of the Student Body shall assume the Office of the President if vacated. In such a case where there is no Student Body Vice-President, there shall be an Acting Student Body President determined by the Order of Succession to the Presidency as defined earlier in this document.

Section B – Vice-President, Treasurer, and Secretary of the Student Body

The Student Body President may nominate any member of the College student body to fill the positions of Vice-President, Treasurer, or Secretary of the Student Body if vacated. The Senate shall approve or reject a nominee based on their discretion with a two-thirds (2/3) majority vote of its membership.

Section C – Class Governments

Nominations for Class Government vacancies shall be opened up to the College student body within seven (7) academic days if not more than a majority of the positions are vacant in which case an election must be held by the Elections Board to fill vacancies. The Class Government may nominate any member within the representation of their Class Government to fill the vacancy.

Article V – Elections Violations

Section A – Candidate Violations

The University Community Standards Board shall hear all disputes concerning violations of the guidelines given to candidates and render a decision that may include, but not limited to, ordering an injunction removing a candidate from an upcoming ballot.

Section B – Election Process Violation

When it is determined by the University Community Standards Board that the integrity of an election process has been compromised, they have the ability to render, or any portion therein, the election invalid and take whatever steps necessary to remedy the situation that may include, but not be limited to, ordering an injunction invalidating the election and calling for a new one.